

All requests to correct a death certificate must include a notarized statement from the informant authorizing the correction along with the necessary documentary evidence that supports the correction. If the funeral director is making the request, a statement on their letterhead along with the evidence will be sufficient. The statement must include the name of the decedent, date of death, county of death, and clearly specify the item or items to be corrected.

The correction process varies depending on the item to be corrected. The following guidelines address each item and suggested documentary evidence.

1. To correct the spelling of the decedent's name a copy of the decedent's birth certificate, driver's license, social security card, or other legal document is required.
2. To correct the sex, race, origin, country of birth (ONLY), citizen of what country, industry, occupation, employer, education, military, or inside city limits requires a signed statement from the funeral home director on their official letterhead.
3. To correct the date of death, date pronounced, time pronounced, autopsy, time of death, operation, or tobacco use requires a signed statement from the certifier and/or pronouncer on their official letterhead. The statement may also be obtained from the hospital or institution medical records.
4. To correct the date of birth or place of birth requires a certified copy of the decedent's birth certificate or other legal document such as military records, social security verification, marriage application, or previous child's birth certificate. ****Life Insurance Policies cannot be considered****
5. To correct the residence requires a document displaying the legal residence at the time of the death, such as most recent tax bill, voter's registration card, motor vehicle tag registration, property deed, or utility bill.
6. To correct the parents' name requires a certified copy of the decedent's birth certificate, social security verification, or other legal document i.e. military records or sibling's birth certificate.
7. To correct the disposition information requires a signed statement from the funeral home shown on the death certificate.
8. To correct the social security number requires a copy of the social security card, social security verification, most recent income tax statement, or military records.
9. To correct/change the cause of death requires a statement from the certifier on their official letterhead. If the coroner or medical examiner is no longer available to correct the cause of death, the new coroner/medical examiner having access to the medical records or previous investigation records may request to correct the cause of death.
10. To correct the spelling of the name or address of the informant requires a notarized statement from the person listed as the informant and a copy of their driver's license or other government issued I.D.
11. To change the informant requires a notarized statement from the person listed as the informant stating that they did not give the information. Additionally, the person requesting the change must provide the information of the actual informant.

12. To correct spouse's maiden name requires a notarized statement and a copy of the spouse's birth certificate, marriage certificate, or child's birth certificate.
13. To change/remove the name of the spouse listed on the death certificate requires a court order.
14. *To change the decedent's marital status will require any one of the following:
 - From Married to Divorced requires a certified copy of the divorce decree if spouse shown is one and the same.
 - From Married to Widowed requires a certified copy of the death certificate if spouse shown is one and the same.
 - From Divorced to Widowed requires a certified copy of spouse's death certificate.
 - Never Married to Married requires a certified copy of marriage license.
 - Never Married/Widowed to Divorced requires a certified copy of Final divorce decree if spouse is shown as one in the same.
 - From Divorced to Married requires a court order since a divorce may be obtained anywhere.
 - From Widowed to Married requires a court order.
 - From Divorced to Never Married requires a court order.

*Note: Pursuant to DPH Rules and Regulations 511-1-3-.25 (7), in the absence of the aforementioned evidentiary documentation and at the discretion of the State Registrar, a notarized statement from the informant may be sufficient to change the decedent's marital status.