Correcting a Death Certificate
Per Nevada Administrative Code 440.023, 440.030 & 440.035

When is a Court Order Required?

- ✓ A court order by a court of competent jurisdiction is required for the following fields, unless a data entry error can be proven at the time the record was created.
  - ➢ Changing the name of the decedent
  - ➢ Changing the marital status on a death record, except when the informant attests to an error
  - ➢ Changing the name of the surviving spouse
  - ➢ Changing or removing a parent

Who May Sign the Affidavit for Correction of a Record Form?

- ✓ A funeral director from the funeral home listed on the death certificate; or
- ✓ The informant listed on the death certificate; or
- ✓ The certifier listed on the record; or
- ✓ The coroner / medical examiner for the county listed on the death certificate

Important: Correction to Medical Information

- ✓ The Affidavit for Correction of a Record form must be signed by certifier listed on the death certificate for the following fields:
  - ➢ Date of death
  - ➢ Time of death
  - ➢ Hospital (institution)
  - ➢ Any part of cause of death
  - ➢ Information concerning communicable disease or injury

Documentation Required to Correct a Certificate: (TWO (2) Documents to complete the process)

- ✓ ***Affidavit for Corrections of a Record AND***
- ✓ ***Other Verifiable Evidence***
  - See the "Correction Evidence Chart" for the acceptable document(s) for each field on the death certificate
  - A court order from any U.S. District Court is also acceptable as other verifiable evidence.
  - Any document submitted as other verifiable evidence that is in a language other than English must be accompanied by a certified translated version of that document. The translation must be completed by someone authorized to translate documents.

The "Correction Evidence Chart" will indicate if a Supplemental Affidavit can be submitted as Other Verifiable Evidence. If allowed:

- This form must be completed by an individual that has personal knowledge and can attest to the correction being requested on the primary affidavit. This personal knowledge is gained through firsthand experience or observation, through a personal, familial, medical, or a professional relationship with the person of the record being amended.
- This form must clearly and concisely explain **how** the person signing (witnessing) the form has knowledge of the information being corrected.

- This form must be completed in its entirety by an individual other than the person who signed (witnessed) *the Affidavit for Corrections of a Record*.

When Submitting any Affidavit

- ✓ The document must be notarized.
- ✓ The document must be completed in its entirety.
- ✓ The document cannot contain any write overs, cross outs or white outs.
- ✓ The document must be accurately completed with correct information.
- ✓ The individual signing the document must be at least 18 years of age.
- ✓ The document form must be legible.
- ✓ The document must be typed or completed in blue or black ink.

Fees

- ✓ Correcting a Death Certificate (includes one certified copy of the corrected certificate): $40.00
- ✓ Additional certified copies: $20.00 EACH.

How to Submit Documents

In person or by mail:
Division of Public and Behavioral Health
Office of Vital Records and Statistics
4150 Technology Way, Suite 104
Carson City, Nevada 89706