



HOW TO SUBMIT A PERSONAL CORRECTION IN THE EDRS

(Within 90 days)

1. Go to [Life Events/Death/Locate Case](#) and find the death record that needs the correction/amendment.
2. Check the Status Bar to make sure the death certificate is registered. The status bar should read [Personal Valid \(with exceptions\)/Medical Valid \(with exceptions\) /Signed/ Certified /Registered](#) and a state file number will be assigned.
3. On the left-hand navigation menu under [Other Links](#); select [Amendments](#).
4. The [Amendment Page](#) will be displayed.
5. Select [Personal](#) from the amendment [Type](#) dropdown.
6. Enter a comment in the [Description](#) field; select [Save](#).
7. The page will now display an [Amendment Menu](#) on the left-hand navigation menu above the [Death Registration Menu](#).
8. In the middle of the page, select the correct [Page to Amend](#) from the dropdown. The contents of the selected page will appear. Make the correction in the field where the error exists and select [Validate Page](#).
9. If there are additional errors to correct now start at step 8.
10. After all corrections are made select [Validate Amendment](#).
11. The “[Item in Error](#), [Item as it Appears](#) and [Item as it Should be](#)” will appear. If the information is correct; select [Save](#).
12. On the left-hand navigation menu under the [Amendment Menu](#); select [Amendment Affirmation](#). The [Affirmation page](#) will appear. Affirm the correction by [checking the box](#) and select [Affirm](#). The page should now read [Authentication Successful](#).
13. The correction has now been submitted to Data, Research, and Vital Statistics (DRVS) for review and approval. The funeral director who submitted the correction will receive notification once the correction/amendment has been approved by viewing the messages in the DAVE system. Electronic corrections/amendments are normally done the same day. In the event approval is needed immediately; please contact Melissa Boynton at (207) 287-5451 or Melissa.Boynton@Maine.gov.
14. The record will indicate that an [Amendment Exists](#) in the header (located after the state file number, decedent’s name and date of death).

****Please make sure all corrections/amendments submitted have been approved prior to ordering certified copies.**