

## Creating a Death Affidavit

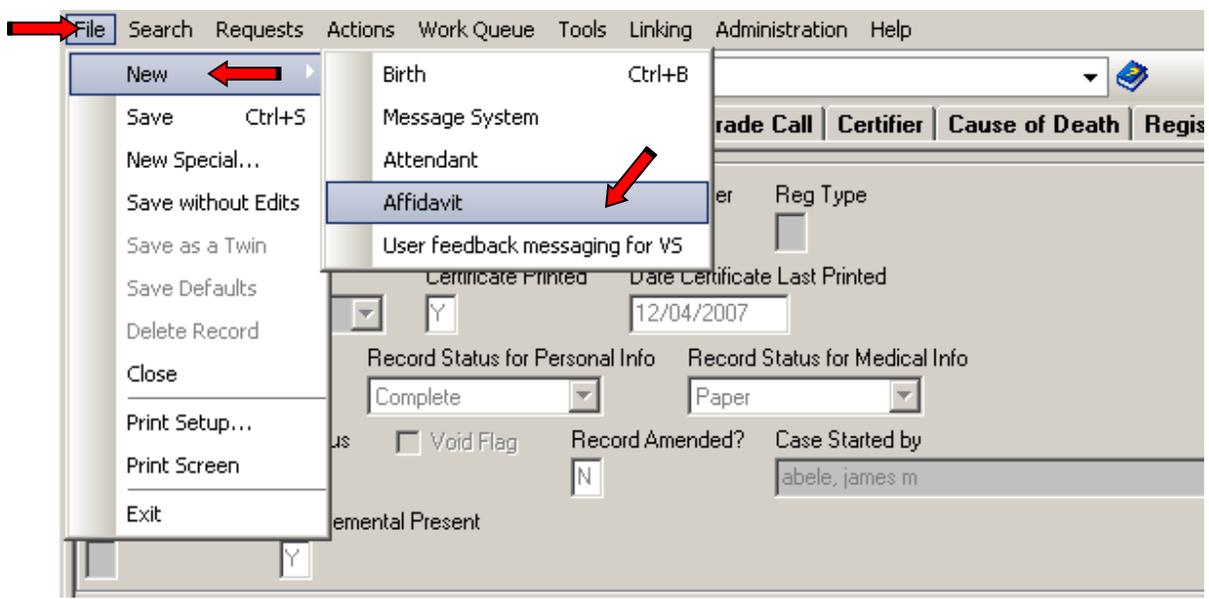
### Click File – New – Affidavit

**Anyone with personal knowledge of a needed change can request for an affidavit be created to correct the information listed on a death certificate.**

To correct mistakes on a record which has **NOT** been FILED or REGISTERED, the funeral director can use the Completed “Y/N” feature to unlock the record for changes.

An Affidavit should be used to correct mistakes on the personal information for the deceased. The death certificate must be **filed or registered**. The death certificate **must be open** in the background during the creation of the affidavit. To open the death certificate, you will need to search and display the death certificate. After displaying the death certificate, go to File - New, Affidavit to start the process for creating an affidavit.

**NOTE:** To correct mistakes to the “cause of death” or medical information, after the record is in FILED or REGISTERED status, the physician or coroner will use the **Supplementary Medical** form in EDRS.



**Applicant tab:** Enter contact information on Applicant tab, such as the applicant’s name (who will be signing in front of the notary), title, address and phone number. After information is entered, click the corrections tab.

**When the item to be corrected is in the drop down**

**Corrections Tab:** Select item to be corrected from the drop down list. Click on and type the correct entry in the correct entry box. **Note:** The original information will auto populate when you click on the correct entry box. Complete all items that need corrected. **(If more than 3 items need to be corrected, another affidavit will have to be created. To create another affidavit, you will have to close out the completed, printed affidavit and click File - New, Affidavit again.)** Go to the next section ‘Affidavit of Personal Knowledge’ and select County of enter the county of the applicant. Then click ‘Central Office’ tab.

**When the item to be corrected is not in the drop down**

**Correction Tab:**

If the item to be corrected is not listed in the drop down list. Leave the “Item to be Corrected” field **blank**. Enter the correction in the “Correct Entry” field.

Complete all items that need corrected. Go to the next section “Affidavit of Personal Knowledge” and select County of enter the county of the applicant. Click the ‘Central Office’ tab(instructions on the following page). Save the record. Print the Affidavit. After the affidavit is printed, in the “Item to be Corrected” box, print or type the field name. In the “Original Entry” box, print or type the information as it appears on the original certificate. The printed Affidavit will have the correction in the “Correct Entry” field because it was entered in the system before it was printed. Click Central Office tab.

The screenshot shows a software application window with a menu bar (File, Search, Requests, Actions, Linking, Tools, Administration, Help) and a toolbar with icons for file operations and a 'Save No Edits' warning. The window has three tabs: 'Applicant', 'Corrections', and 'Central Office'. The 'Corrections' tab is active, showing a section titled 'Corrections' with three rows of input fields. Each row consists of a dropdown menu for 'Item to be Corrected', a text box for 'Original Entry', and a text box for 'Correct Entry'. A red arrow points to the 'Correct Entry' field in the first row. Below this is a section titled 'Affidavit of Personal Knowledge' with fields for 'State of' (OHIO), 'County of', 'Name of Executor', and 'Middle'. A red arrow points to the 'County of' field. The 'Central Office' tab is also visible but not active.

Central Office tab: **Skip Record Status Field.** (if the record status is toggled it will flip the affidavit to filed status and the helpdesk will have to delete the affidavit and another one will have to be created) Enter "Y" in Affidavit Info Completed and Signed. Save. To print click on requests, click on Print: Affidavit of Death. **Note:** The person having the Affidavit notarized must sign on the line at the bottom of the form.

The screenshot shows a software window titled "AFFIDAVIT - 2008 - Netsmart VRS". The menu bar includes "File", "Search", "Requests", "Actions", "Work Queue", "Tools", "Linking", "Administration", and "Help". Below the menu is a toolbar with various icons. The "Central Office" tab is selected, indicated by a red arrow. The main form area is divided into sections:

- Signed**
  - Record Status: Pending
  - Affidavit Info Completed and Signed: A button with the letter "N" is highlighted by a red arrow.
  - Signed date: //
  - Registrar Signed:
  - Date Affirmed/Subscribed: //
  - Registrar Date Signed: //
  - Registrar Name Signed: TAYLOR, SANDRA (dropdown menu)
  - Registrar Num: 2500
- Information**
  - Date Death record updated: //
  - Person Updating Death Record: (empty text field)
  - General Notes: (empty text area)