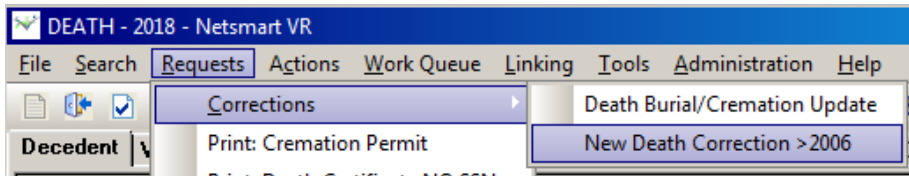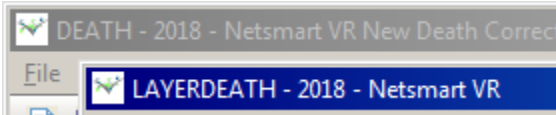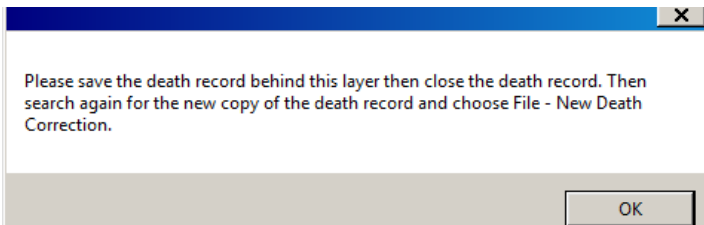# NEW DEATH CORRECTION EASY STEP GUIDE

1. Locate and open the death record to be corrected.
2. Select **Requests - Corrections - New Death Correction >2006**.

3. Two windows will launch: Death Record and Layer Death.

4. Click **Save** on the Layer Death window. Click "**OK**" on the record save pop-up message and close the Layer Death window.


5. Click **Save** on the Death Record then close the window.
6. Go back to the search screen and start a new search for the record.
7. Open/display the new "Cloned" death record.
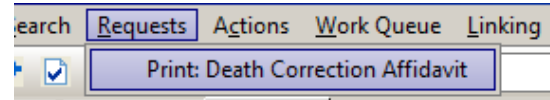8. Select **File – New - Death Correction**.
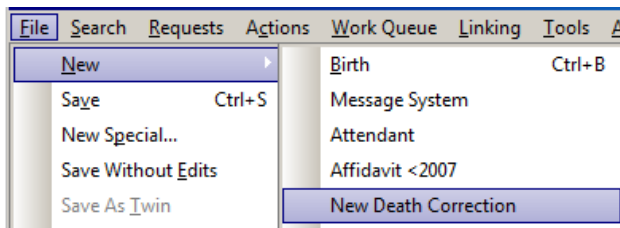
9. A new window will launch titled "DAFFIDAVIT".
10. On the *Applicant* tab complete the applicant's information.
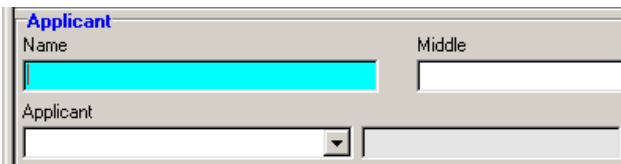
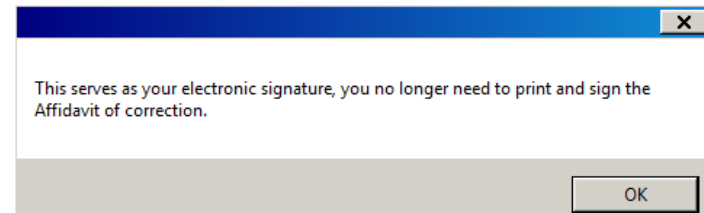11. On the *Corrections* tab select the fields that need to be changed and enter the correct information.
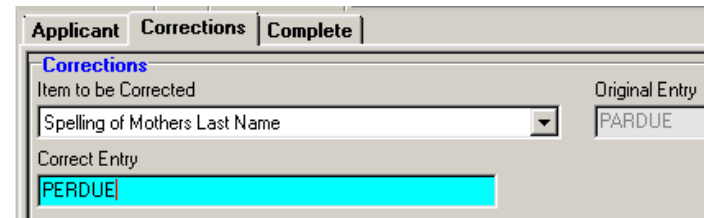
12. On the *Complete* tab click **Save**. Choose **Request - Print: Death Correction Affidavit** to print a draft copy for review.
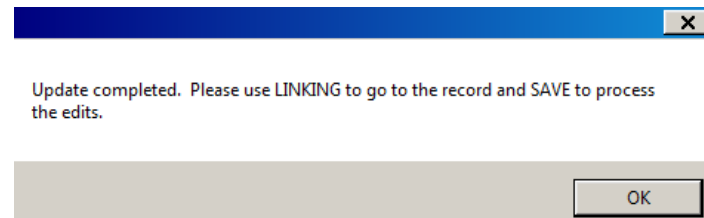

13. Once reviewed, place a "Y" in the "Correction Info Complete" field. Click **Save**.
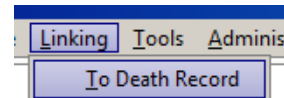14. Click "**OK**" on the electronic signature pop-up message.

15. Click "**OK**" on the linking pop-up message.

16. Choose the **Linking - To Death Record** menu option.

17. A search window will launch. Open/display the Death Record.
18. Click **Save**. This will change the overall record status from CORRECTION to REGISTERED. Death record will display updated information and may be issued by selecting **Request – Print: Death Cert NO SSN** or **Print: Death Cert With SSN.**