

Massachusetts Vital Records Information Collaborative (MAVRIC)

Funeral Director Personal Amendment Quick Start Guide

1. Getting Started

- Ask the informant to write an amendment request letter. The letter should contain the decedent's full name, DOD, item(s) that is incorrect and the amended information. The letter should be signed and dated by the informant.
- Use RVRs' **Death Amendments Evidence Guide** (located on TRAIN MA) to validate the evidence provided by the informant is sufficient.
- Log in to MAVRIC at <https://vitalrecordsregistrations.mass.gov>
- Go to: **Search/Locate Case** to see the registered records you can amend. You will have access to registered records (including the state file number SFN) your funeral home affirmed previously.
- Select the **Decedent's** name to open the case.
- NEW.** Locate the date of death, if the date of death occurs on or after June 2, 2025, you can proceed with the amendment. If the date of death occurs before June 2, 2025, the amendment must be started by the city/town clerk.
- Note:** a record can only have one open personal amendment at a time. If the record has a pending or keyed personal amendment, you will not be able to proceed. **NEW:** The use of 'Personal Amendment' has replaced 'Demographic Correction (< 1 year)'.

2. To Start an Amendment

- To access the **Amendments link**, in the left-hand menu, select **Other Links -> Amendments**.



- The Amendments page will now be visible. Select the **New Amendment** button. The Amendments Menu will appear above the **Death Registration Menu**.
- The first step in initiating an amendment is to make a selection from the **Amendment Type** dropdown list on the **Amendment Page**. Select **Personal Amendment**.

A screenshot of the 'Amendment Page' form. It has a title 'Amendment Page' in orange. The form contains several fields: 'Type' (a dropdown menu), 'Year' (a text input field), 'Order Number' (a text input field), 'Amendment Date' (a text input field), 'Amendment Number' (a text input field), and 'Description' (a large text area). Below these fields is an 'Amendment Status' label. At the bottom right are three buttons: 'Save', 'Clear', and 'Return'.

- Add a description of the amendment in the **Description** text box and click **Save**.
- The page will refresh and display the new **Page to Amend** drop down.

- f. Make a selection from the **Page to Amend** dropdown list.
- g. Make any necessary changes and select the Save button. The **Item In Error / Item As It Should Appear** grid control will be displayed showing both the original value and the new value of the field(s) being amended. Note that if there was no original value then the “Item In Error” column will be blank.

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Decedent Attributes-Occupation	Nurse	Nurse Practitioner	Edit	Delete

- h. Validate all changes are supported by the documentary evidence required in the **Death Amendment Evidence Guide**.
- i. Click **Add Documentary Evidence** button, then **Document Type**, select correct type from drop down. If you don't see your document type listed, select **Other** and complete the **Other Document Type** field. Complete the **Issued By** and **Date Issued** fields. After each document entered click on the **Save** button. Remember to add the amendment request letter as evidence. Scan evidence materials and attach to record by selecting **Attachments** link in the left-hand **Amendments Menu**.

- j. Enter the amendment requestor details into the Requestor Information section and click the **Save** button.
3. **Affirming an Amendment**
 - a. From the Amendments Menu, select **Amendment Affirmation**.
 - b. Place a checkmark next to the Affirmation statement and select the **Affirm** button.
 - c. The page will refresh and display an **Authentication successful** message.
 - d. From the Amendments Menu, select the Amendment link. Note that the Amendment Status is now set to “Pending.”

4. Notification of Amendment Registration

- a. An internal MAVRIC generated message, and an email will notify the funeral home users that the amendment has been registered (approved) or rejected by city/town clerk.
- b. If the amendment is rejected by the city/town clerk, please review the reason and submit any additional information requested.
- c. Once amendment is approved, please label top of each page of evidence with decedent full name, DOB and DOD. If you mail evidence for multiple decedents, please separate with a cover page for each. Mail all evidence to **RVRS Amendments, 150 Mount Vernon St., Dorchester, MA 02125**.
- d. City/town clerk can now issue certified copies of the amended death certificate to requestor.
Note: Funeral directors cannot print certified copies of the amended death certificate.

Questions? Email RVRS at RVRSAmendments@mass.gov

For more detailed instructions, a MAVRIC Funeral Director Instruction Guide, including a section on Amendments, is available in your training plan on the TRAIN MA eLearning platform at www.train.org/MA