

DCVRD Death Amendment Supporting Document Requirements

as of 11/21/2018

Item #	Items	Supporting Documents
1a.	Decedent's Name	Decedent's Birth Certificate or legal name change order. If more than one letter change, Decedent's birth certificate must be presented to reflect the correct spelling of the name.
1b.	Decedent's AKA	Notarized letter signed by informant, funeral director, or next of kin. A court order showing the AKA or an official police document can be accepted to show the AKA.
2	Gender	Decedent's Birth Certificate or certified court order
3	Date Pronounced Dead	A letter typed on letter head from the medical facility signed by the certifying physician, pronouncing physician or approved FEMS report
4	Time Pronounced Dead	A letter typed on letter head from the medical facility signed by the certifying physician, pronouncing physician or approved FEMS report
5	Social Security Number	A social security card, a letter from the social security administration, social security statement from SSA, and/or a last tax return
6a.	Age	Decedent's Birth Certificate
7	Date of Birth	Decedent's Birth Certificate
8	Birthplace	Decedent's Birth Certificate
9a. - 9g.	Decedent's Residence	A utility bill (not past 90days) and/or property tax, lease or rent receipt
10	Ever In Armed Forces	DD214 or any official document issued by the military service agency that proves the Decedent was in the military.
11	Marital Status At Time Of Death	Court Order
12	Decedent's Maiden Name	Decedent's Birth Certificate
13	Surviving Spouse	A court order if spouse is not listed. If spouse is listed, an I.D. or marriage certificate to correct minor misspelling of name.
14	Father's Name	Decedent's Birth Certificate or certified court order. Father's name MUST appear on the birth certificate
15	Mother's Name (Maiden)	Decedent's Birth Certificate or certified court order. Birth Certificate MUST show Mother's maiden name
16a.	Informant's Name	A state-issued I.D. if amending the spelling of informant's name as well as an accompanying document from the funeral home to verify the identity of the informant.
16b.	Informant's Relationship to Decedent	Notarized letter from informant
16c.	Informant's Mailing Address	A utility bill (not past 90days), lease, rental agreement, rent receipt
17a. - 17d.	Place of Death	A letter on letterhead signed by Pronouncer or FEMS report
18	Method of Disposition	A letter on letterhead from the Funeral Director along with a letter from the cemetery with a live signature for a burial. If method of disposition is a cremation or donation, then a letter from the disposition facility with date of disposition and place of disposition and a cremation certificate from the crematory.
19a.	Place of Disposition	A letter on letterhead from the Funeral Director along with a letter from the cemetery with a live signature for a burial. If method of disposition is a cremation or donation, then a letter from the disposition facility with date of disposition and place of disposition and a cremation certificate from the crematory. If the method of disposition changes, then a letter on letterhead from the funeral director who signed the certificate and letter from the new disposition facility.
19b.	Date of Disposition	A letter on letterhead from the Funeral Director along with a letter from the cemetery with a live signature for a burial. If method of disposition is a cremation or donation, then a letter from the disposition facility with date of disposition and place of disposition and a cremation certificate from the crematory. If the method of disposition changes, then a letter on letterhead from the funeral director who signed the certificate and letter from the new disposition facility.

DCVRD Death Amendment Supporting Document Requirements

as of 11/21/2018

Item #	Items	Supporting Documents
		A letter on letterhead from the Funeral Director along with a letter from the cemetery with a live signature for a burial. If method of disposition is a cremation or donation, then a letter from the disposition facility with date of disposition and place of disposition and a cremation certificate from the crematory. If the method of disposition changes, then a letter on letterhead from the funeral director who signed the certificate and letter from the new disposition facility.
19c.	Disposition Location - City or Town and State	
20	Name and Complete Address of Funeral Facility	A letter on letterhead signed by the Funeral Director
21	Funeral Service Licensee	A letter on letterhead signed by the Funeral Director
22	License Number	A letter on letterhead signed by the Funeral Director
23	Decedent's Education	Diploma or Transcript indicating the decedent's highest level of education
24	Decedent's Hispanic Origin	Only the Informant or Funeral Director can correct the decedent's origin with a notarized letter. Anyone else needs a court order
25	Decedent's Race	Only the Informant or Funeral Director can correct the decedent's origin with a notarized letter. Anyone else needs a court order
28	Cause of Death	A letter typed on letterhead signed by certifying physician. If change is initiated by OCME, an entry into EDRS via amendment/approval queue should be performed.
29	Was An Autopsy Performed	A typed letter on OCME letterhead or letter from medical records on letterhead of facility.
30	Were Autopsy Findings Available To Complete The Cause Of Death?	A typed letter on OCME letterhead or letter from medical records on letterhead of facility.
31	Did Tobacco Use Contribute To Death?	A typed letter on OCME letterhead or letter from medical records on letterhead of facility.
32	If Female (If the decedent is a female between the ages 5 - 75 years old, was the decedent pregnant at time of death)	A typed letter on OCME letterhead or letter from medical records on letterhead of facility.
33	Manner of Death	A typed letter on letterhead signed by Certifying Physician or OCME
34	Date of Injury	A letter on letterhead signed by OCME
35	Time of Injury	A letter on letterhead signed by OCME
36	Place of Injury	A letter on letterhead signed by OCME
37	Injury at Work	A letter on letterhead signed by OCME
38	Location of Injury	A letter on letterhead signed by OCME
39	Describe How Injury Occurred	A letter on letterhead signed by OCME
40	If Transportation Accident, Specify	A letter on letterhead signed by OCME
41	Name of Person Pronouncing Death	A letter on letterhead signed by Pronouncer or FEMS report
42	Pronouncer License Number	A letter on letterhead signed by Pronouncer or FEMS report
43	Pronouncer Date Signed	A letter on letterhead signed by Pronouncer or FEMS report
44a.	Was Medical Examiner Contacted?	A letter on letterhead signed by OCME or email from approved OCME official is accepted
44b.	Date OCME Contacted	A letter on letterhead signed by OCME or email from approved OCME official is accepted
44c.	ME Case Number	A letter on letterhead signed by OCME or email from approved OCME official is accepted
45a.	Certifier	A letter on letterhead signed by OCME or email from approved OCME official is accepted
45b.	Address of Certifier	A letter on letterhead signed by OCME or email from approved OCME official is accepted
45c.	Certifier License Number	A letter on letterhead signed by OCME or email from approved OCME official is accepted
45d.	Date Certified	A letter on letterhead signed by OCME or email from approved OCME official is accepted
46a.	Cremation Authority Granted By	A letter on letterhead signed by OCME
46b.	Stamp	A letter on letterhead signed by OCME