

# VERS Training

Coroners, Funeral Homes, and Physicians

Montana Vital Records



DEPARTMENT OF  
**PUBLIC HEALTH &  
HUMAN SERVICES**

# Amending Registered Records



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HUMAN SERVICES

# How to Create and Submit an Amendment

1. Navigate to Death → Modify → Submit Amendment.
2. Use the search page to find the record.
3. Click the double arrows on the search results page.
4. Click Continue on the Record Details page to open the form.
5. Make your changes.
6. Click Finish to go to the Record Modify Confirm page.

NOTE: cannot create another amendment if an amendment for the record is already in process.

# Record Modify Confirm Page

Record Modify - Confirm

Please confirm that the following changes are correct

Field (DB Name)	Original Value	Changed Value	Remove Change
(AMEND_HISTORY)		02/13/2025 -- AMENDED BY FUNERAL HOME	<a href="#">Remove</a>
Time of death (TOD_4_FD)	01:01	01:15	<a href="#">Remove</a>

Some system columns will be changed. [Show system columns](#)

[Make Another Change](#) [Continue](#) [Cancel Full Transaction](#)

Click Remove if you made a change in error.

If you missed modifying a value, click Make Another Change to return to the record.

If the listed changes are correct, click Continue. The Successful Transaction page opens.

If needed, you can cancel your changes by clicking Cancel Full Transaction.

# Successful Transaction Page

Successful Transaction	
Your transaction has been saved successfully.	
Record Details	
Decedent's First Name	MONTE
Decedent's Last Name	MOUSE
Date of death	02/13/2025
Record ID	12151770
State file number	202501-000020
Print Confirmation	
Your actions have triggered the following documents to be printed. Please select all documents you wish to print.	
Death Certificate Proof Copy: <input checked="" type="radio"/>	
<input type="button" value="Print"/>	
<input type="button" value="Main Menu"/>	<input type="button" value="Repeat Task"/>