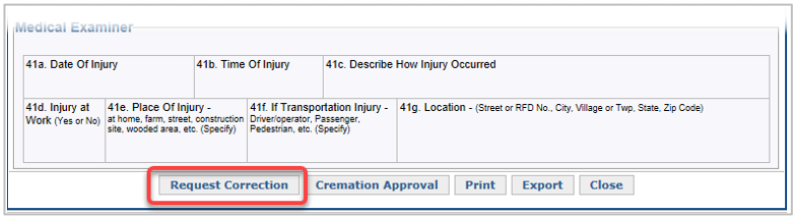
Correction Request Instructions for Funeral Directors

A correction request can be submitted through EDRS up to 29 days after the record has been filed by the local registrar. If it has been past 30 days, you will have to submit a paid correction through the State of Michigan. **Note: do not submit a correction request that will change jurisdiction of death.**

Step 1: Access the Record

- Search for the record or open it from the "View Case" hyperlink in any message about the record.
- Scroll to the bottom and click on **Request Correction** button.



Step 2: Correction Request Steps

- **Applicant Information** – Review your information. If correct, click **Next Step.**
- **Comments** – Enter notes if applicable. This can be skipped.
- **Documentary Evidence** – If you have any documentation to attach, you may do so here.
- **Correct Certificate** – This will open the record in "edit" mode. Make your changes to the medical section, then click the **Save** button.



Important Information About Corrections

- Once the correction request has been submitted, you can view it on the "Corrections" tab at the top of the death certificate. To see which fields are submitted for correction, click the "Compare" link. To withdraw your correction, click the "Withdraw" link.
- The record will not change until the local registrar accepts the correction request.
- You will be notified in the EDRS message inbox if your correction request is accepted or rejected.
- You can request corrections for multiple fields in a single request. If you wish to correct more items, you will not be able to submit another correction request until the outstanding request has been accepted or rejected.