

EDRS How-to Submit a Correction Request

A correction request can be submitted through EDRS up to 30 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..

Step one: Open your record and scroll to the bottom. Click on **Request Correction**.

Applicant Information

Comments

Documentary Evidence

Correct Certificate

Applicant

Certified By Testing

License Number

Applicant Address Royal Oak, Oakland, Michigan 33533

Phone Number (517)

Next Step

Applicant Information

Comments

Documentary Evidence

Correct Certificate

Step two: Review your information on the Applicant Information tab.

Step three: You can put notes for the local registrar on the Comments tab.

Notes for Correction

Decedent Name John Decedent

Notes

Comments go here

Next Step

Close

Step four: If updating the medical section and you are not the medical certifier, attach any Documentary Evidence that supports your correction request.

Step five: Make the desired corrections to the death record and click **Save**.

Important Information About Corrections

- 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.
- If there is a change to the location of death and it changes the jurisdiction where the record is filed, the local registrar's office must reject the correction and retract filing so the record can be filed in appropriate jurisdiction.