

Dear Funeral Home Partners,

Effective October 1, 2016, Arizona Administrative Code R9-19-309 provides specific requirements Funeral Homes must provide when submitting a correction letter. It is essential that all of the elements required are contained in the correction letter you submit. The information helps Vital Records Offices locate the correct record and to correct the erroneous information in a timely manner.

Correction – a change made to a registered certificate because of a typographical error, including misspelling and missing or transposed letters or numbers (*A.R.S. §36-301*).

Below is a list of the items that are required for all Funeral Home correction letters:

- ✓ **Funeral Home Letterhead Paper**
- ✓ **Date of Request**
- ✓ **Name in the Deceased Individual's Registered Death Record**
- ✓ **Sex**
- ✓ **Date of Birth**
- ✓ **Date of Death**
- ✓ **Error(s) made on the record (including the field name(s))**
- ✓ **Correct information to be listed on the record**
- ✓ **A written statement attesting to the validity of the submitted correction**
- ✓ **The Funeral Home Director's printed name, signature, license number , and title**

If known

- ✓ **State File Number**

Please review the sample Funeral Home correction letter below, which contains all of the required elements. Correction letters must be signed by a Funeral Home Director. **Please review and revise your current templates to ensure that they contain all of the required information as referenced in Arizona Administrative Code R9-19-309(A).**

When requesting a correction please ensure to attach the Death Registration Worksheet along with your correction letter.

If you have any questions or concerns, please contact BVR Support at 602-364-2230 or by email at BVRSupport@azdhs.gov

Thank you for your continued partnership and cooperation,

Bureau of Vital Records



Funeral Home
Letter Head (including
contact information)



BVR Funeral Home

1818 W Adams
Phoenix, AZ 85007

Phone: 602.364.2230
Fax: 602.364.1257
BVRsupport@azdhs.gov

February 27, 2018

Request Date

To Whom It May Concern:

I am writing to request a correction to the following registered record, due to an error by BVR Funeral Home:

- Name of Decedent: Jackson Smittth
- Sex: Male
- Date of Birth: 04/04/1930
- Date of Death: 01/28/2018

Required
Information

If known

- State File Number: 102-2018-#####

“Smittth” was erroneously entered into the Decedent’s Last Name field in DAVE. Please enter the correct information in this field to “Smith”

I attest to the validity of this submitted correction.

Attestation

Sincerely,

John Smith

John Smith, F999
Funeral Home Director

Funeral Director’s signature,
name, license number, title

Specific information to be
corrected