

Frequently Asked Questions

The following is provided to help guide you and explain the California Department of Public Health Vital Records amendment process for correcting medical information on a death certificate.

I would like to apply for the FEMA Funeral reimbursement program but the death certificate of my loved one needs to be amended. How can I amend a Death Certificate filed in the State of California?

- The funeral home or mortuary that provided services with the death certificate can assist with amending the record.
 - CALIFORNIA FUNERAL DIRECTORS ASSOCIATION
Address: One Capitol Mall, Suite 800, Sacramento, CA 95814
Phone: 1 (800) 255-2332
Email: cfda@amgroup.us
 - CALIFORNIA STATE CORONERS ASSOCIATION
Address: 211 Brandbury Lane, Redwood City, CA 94061
[Contact Website: https://coroners.org/contact-us/](https://coroners.org/contact-us/)
- Steps for amending a State of California Vital Record can be found on their vital records [website](#).
(<https://www.cdph.ca.gov/Programs/CHSI/Pages/Correcting-or-Amending-Vital-Records.aspx>)

If I cannot connect with a funeral home, mortuary, or county coroner/medical examiner, how do I contact the California Department of Public Health Vital Records?

- The following contact information can be found on the California Department of Public Health Vital Records [website](#).
(<https://www.cdph.ca.gov/Programs/CHSI/Pages/Contact-CDPH-Vital-Records.aspx>)

Customer Service:

Phone number: (916) 445-2684

Hours: Monday through Friday, 8:00am to 4:00pm, Pacific Time

Note: For death amendments related to the **FEMA COVID Funeral Reimbursement Program**, please use the following prompts:

- press 5 for amendments,
- press 2 for death,
- press 2 for deaths 2005 to present.

Email: Amending Vital Records: AmendVR@cdph.ca.gov

- **Note:** For death amendments related to the **FEMA COVID Funeral Reimbursement Program**, please include the following in your email:
 - In the subject line enter FEMA COVID Funeral Reimbursement Assistance
 - In the body of the email, include:
 - Decedent's name – Name of person listed on the death certificate.
 - Date of death listed on the death certificate.
 - City and State of death listed on the death certificate.
 - The purpose of email – What would you like to accomplish?

What is required for amending medical information on a California Death Certificate?

- A completed [VS24A](#) (Physician/Coroner's Amendment) form.
Amendment forms may be used to correct errors and/or add information that was not known at the time the vital record is registered. The amendment form is filed with and becomes a part of the record to which it pertains. There is no limit to the number of amendments that may be applied to any vital event record.
- Where available, the funeral home or mortuary that assisted with services can assist with creating the amendment form for signatures.

Who is required to sign the amendment form?

- To amend Cause of Death and Medical Information in Items 101-125 (Fields 119-125 are Coroner only fields), the certifying physician or coroner who originally attested to the death certificate must sign the form.
 - Name of attesting physician can be found in box 115 of the California Death Certificate. If the name of attending physician entered in box 118 is different from attesting physician in 115, either can sign the amendment form.

How do we submit the amendment?

- There are two ways:
 - If referred, the Coroner in the county where the death occurred can submit the VS24A electronically.
 - Paper VS24A forms signed by the certifying physician should be mailed to:

California Department of Public Health
Vital Records - MS 5103
P.O. Box 997410
Sacramento, CA 95899-7410

How much does it cost?

- There is no processing fee to file a Physician/Coroner's Amendment.

How do we obtain a copy of the amended record?

- To obtain a copy of the amended record, complete an application and sworn statement using the [VS112](#) form.
- The fee for a copy of the amended record is \$24.00 ea. Check or money order, please do not send cash.
- For questions, email California Department of Public Health Vital Records at CHSIVitalRecords@cdph.ca.gov.