



COMMONWEALTH of VIRGINIA

Department of Health

JANET M. RAINEY
STATE REGISTRAR

March 17, 2020

OFFICE OF VITAL RECORDS
2001 MAYWILL STREET
P.O. BOX 1000
RICHMOND, VA 23218-1000
(804) 662-6200

Dear Funeral Directors and Funeral Service Licensees:

Effective March 18, in the interest of our customers and our employees, our walk-in customer services have temporarily been suspended due to COVID-19. We are still processing mail requests and answering telephone inquiries. We apologize for the inconvenience, but we hope you understand that suspending the walk-in customer services at this time is in the best interest of public health and public safety.

The Office of Vital Records understands that suspending the walk-in customer services will impact the amendment of your urgent cases. Therefore, to provide same-day service to funeral directors that hand-deliver the amendments to the Office of Vital Records the following process will be implemented.

Administrative (affidavit) Amendments

- Generate the affidavit from EDRS eAmendment
- Sign the affidavit in the presence of a notary public
- Fax the affidavit and required evidence to (804) 662-6285

Judicial (court order) Amendments

- Fax your request and a copy of the certified court order and petition to (804) 662-6285

The Office of Vital Records will execute the amendment from the faxed documents; however, the original signed documents, evidence and \$10 admin fee must be mail to:

Tiffany Overton
Office of Vital Records
P. O. Box 1000
Richmond, VA 23218

If the local health department in your area has suspended their walk-in customer services, please indicate if certified death certificates are needed when you fax the amendment. The cost of the certifications should be included with the admin fee.

Please be mindful that this process is **ONLY** for funeral directors that would have hand-delivered the amendment to the Office of Vital Records. **ALL OTHER** amendments must be mailed to the Office of Vital Records. The Office of Vital Records' Special Services department is working tirelessly to process the mail-in amendments. To check the status of a mail-in amendment, please call Arthur Neblett at (804) 662-6252.

Sincerely,

A handwritten signature in cursive script that reads "Janet M. Rainey".

Janet M. Rainey
State Registrar