

Preamble

The purpose of this document is to show the procedures for making amendments to existing records. The procedures spelled out here are also covered in the video training guides and the text document guides found on the resources page:

<https://www.in.gov/isdh/28076.htm>

Under the heading DRIVE Training and Online Demonstrations, the recorded videos of user training are available.

In the DRIVE Local Health Department Recorded Training the amendment process occurs at minute 1:19:00.

Under the heading DRIVE User Guides are the text documents pertaining to each process.

In the DRIVE User Guide LHD, the amendment process appears on page 62.



Amendments to Registered Birth Records

Once you have accessed the record, under **Other Links**, select **Amendments**.



A vertical sidebar menu with the following items: Registrar Information, Amendment List, Identifiers (with a green checkmark), Other Registries, Immunization, Other Links, Amendments (highlighted in orange with a red arrow pointing to it), Assign Status, Attachments, and Birth Death Linkage.

Select an amendment **Type** from the dropdown list (and add a description of the amendment in the **Description** field if you wish) and **Save**.



The 'Amendment Page' form includes the following fields and controls:

- Amendments Menu** (blue header)
- Record ID: 4873734 2020300124 :Marlie QqVII Roesch OCT-28-2020
- Record Type: /Legal Valid/Medical Valid/Certified/Registered/**PA**
- Amendment Page** (orange header)
- Type: Local Paternity (PA) - Birth (dropdown menu)
- Amendment Date: (empty field)
- Year: (empty field)
- Amendment Number: (empty field)
- Order Number: (empty field)
- Description: Paternity Affidavit (text input)
- Amendment Status: (empty field)
- Add Documentary Evidence (button)
- Save (button, highlighted with a red box), Clear (button), Return (button)



Paternity Affidavits

The child's last name field, as well as the Father/Parent information will display.

Amendments Menu

Amendment

Processing History

Supporting Information

Attachments

Correspondence

Birth Registration Menu

Parent Information

✓ Child

✓ Mother/Parent

✓ Mother/Parent Address

✓ Mother/Parent Attributes

✓ Mother Health

✓ Marital Status

✓ Father/Parent

✓ Father/Parent Attributes

✓ Informant

Facility Information

✓ Place of Birth

✓ Prenatal

✓ Pregnancy Factors

✓ Labor

✓ Delivery

✓ Newborn

✓ Newborn Factors

✓ Attendant/Certifier

Registrar Information

Amendment List

✓ Identifiers

Other Registries

Immunization

Other Links

Amendments

Assign Status

Attachments

Birth Death Linkage

Print Forms

Comments

Correspondence

Event and Issuance History

✓ Geo Codes

Mother's MRE

Father's MRE

Validate Registration

Switch User

4873734 2020300124 :Marlie QqVII Roesch OCT-28-2020
 /Legal Valid/Medical Valid/Certified/Registered/PA

Amendment Page

Type: Amendment Date:

Year: 2021 Amendment Number: 764

Order Number: Description:

Amendment Status: Keyed

Select Add Documentation to add documentary evidence to this amendment.

Add Documentary Evidence

Paternity

Current Case

File Number: 2020300124

Child's Name: Marlie QqVII Roesch Date of Birth: OCT-28-2020
 Sex: Female Facility: Adams Memorial Hospital
 Place of Birth: Decatur Indiana United States

Mother's Current Name: Mariela QqVII Paugh Mother's SSN: ###-##-0000
 Mother's Name Before First Marriage: Taniyah QqVII Richert Mother's Date of Birth: AUG-12-1973
 Mother's Birthplace: Indiana United States Mother's Age: 47

Father's Name: Aldwin QqVII Mooneyham Father's SSN: ###-##-0000
 Father's Birthplace: Illinois United States Father's Date of Birth: AUG-29-1973
 Father's Education: Some college, but no degree Father's Age: 47
 Father's Hispanic Origin: No, not Spanish/Hispanic/Latino Father's Race: White

New Record

Child

Child's Name

Last: Suffix:

Father/Parent

Father/Parent's Name

First: Middle: Last: Suffix:

Date of Birth: Age: Social Security Number: None Unknown

Residence Address

City: State: Zip: Apt #, Suite:



Change child's last name, if applicable.

Child

Child's Name

Last

Mooneyham

Suffix

Add **Father/Parent** information.

Father/Parent

Father/Parent's Name

First

Aldwin

Middle

QqVII

Last

Mooneyham

Suffix

Date of Birth

AUG-29-1973

MMM-dd-yyyy



Age

47

Social Security Number

000-00-0000

None Unknown

Under **Marital Status** section answer **Yes** to "will acknowledgement of paternity need to be completed?" question. Select **Save**.

Marital Status

Paternity Information

Will acknowledgement of paternity need to be completed?

Yes



Cancel Amendment

Validate Amendment

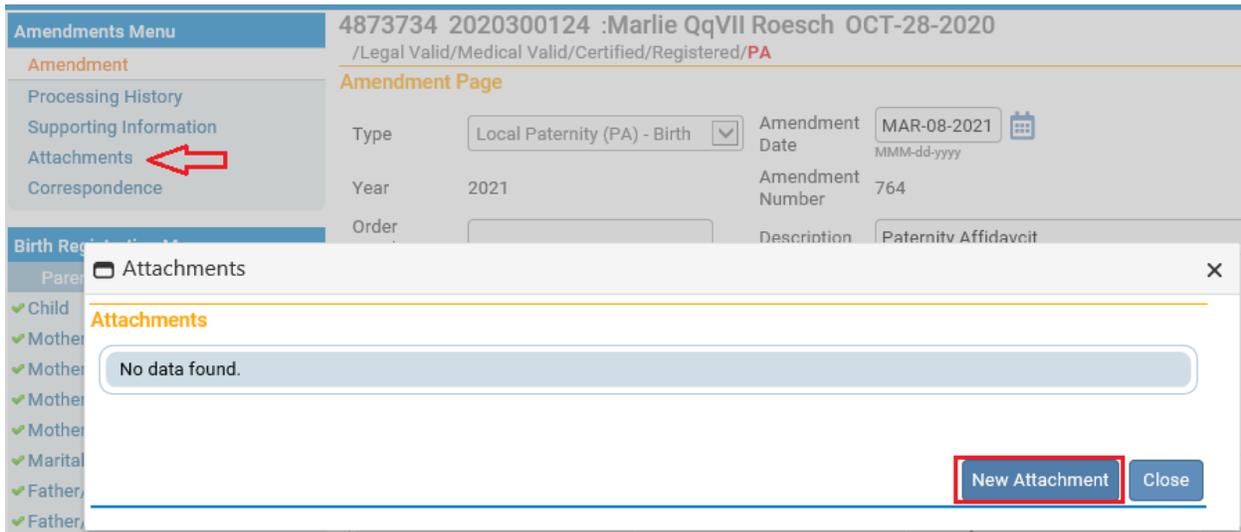
Save

Clear

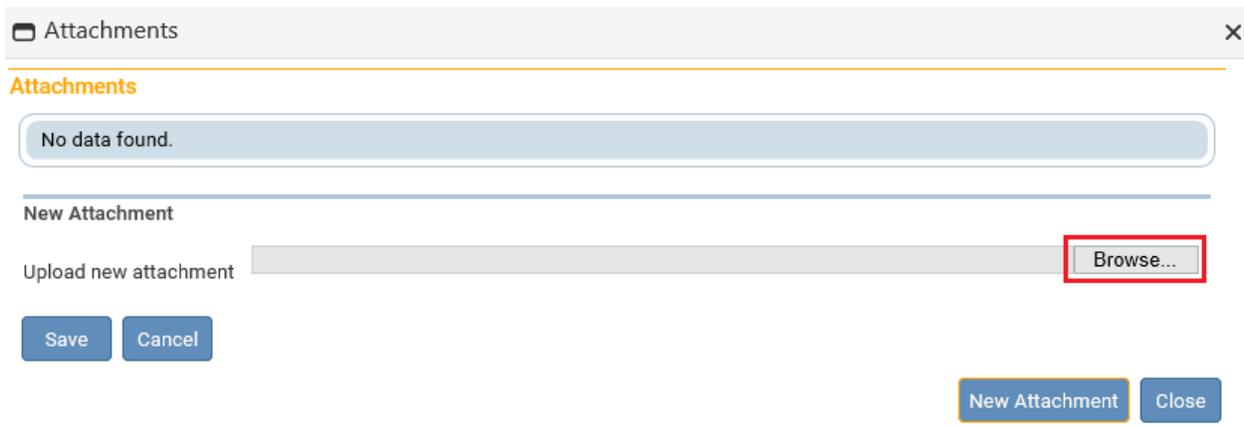
Return



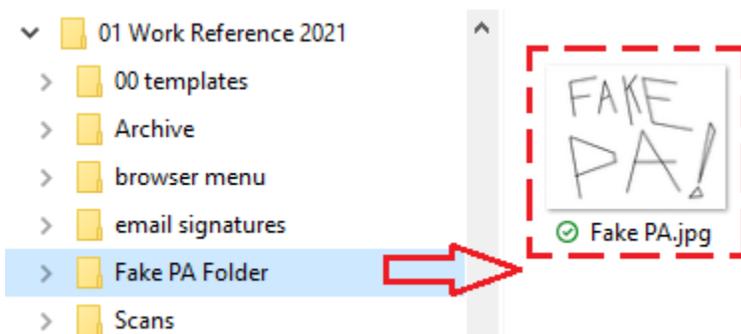
Under **Amendments Menu** (upper left), select **Attachments** > **New Attachment**.



Select **Browse** and locate the scanned Paternity Affidavit saved to your computer.



Select the document to attach it to the record.



Once attached, click on the **Save** button.

Attachments

Attachments

No data found.

New Attachment

Upload new attachment C:\Users\SForges\OneDrive - State of Indiana\Migrated_Home_Drive\01 Work Reference 20 Browse...

Save Cancel

New Attachment Close

Once saved, click on the close button.

Attachments

Attachments

Attachment Name	Date Acquired	Attachment Type	
Fake PA.jpg	3/8/2021 3:29:41 PM	Blank	View Delete

Total Records : 1

New Attachment Close

Any additional attachments can be done using the same process. Once all documents are attached select **Save** and close pop-up window. The page will refresh, a checkmark will appear next to the **Attachment** page link.

Amendments Menu

- Amendment
- Processing History
- Supporting Information
- ✓ Attachments
- Correspondence

At this point select **Approve Amendment** (at the bottom of the page).

Approve Amendment Cancel Amendment Validate Amendment Save Clear Return



Other Amendments

For all other **Types** select the appropriate type, enter a description and select **Save**.

Amendments Menu 4873734 2020300124 :Marlie QqVII Mooneyham OCT-28-2020 Amendment Exists
/Legal Valid/Medical Valid/Certified/Registered/PA

Amendment Page

Type
Year
Order Number
Amendment Status

From the **Page to Amend** dropdown select appropriate page where amendment is/are to be made.

Amendments Menu 4873734 2020300124 :Marlie QqVII Mooneyham OCT-28-2020 Amendment Exists
/Legal Valid/Medical Valid/Certified/Registered/PA

Amendment Page

Amendment
Processing History
Supporting Information
Attachments
Correspondence

Birth Registration Menu
Parent Information
Child
Mother/Parent
Mother/Parent Address
Mother/Parent Attributes
Mother Health
Marital Status
Father/Parent
Father/Parent Attributes
Informant
Facility Information
Place of Birth
Prenatal

Type Amendment Date
Year Amendment Number
Order Number Description
Amendment Status

Page to Amend



Make appropriate changes to items you wish to amend, then click **Save**.

The screenshot shows two instances of the 'Mother/Parent Birthplace' form. The top form has 'Indiana' selected for Birthplace State and 'United States' for Birthplace Country. A red box highlights the 'Save' button, and a red arrow points down to the second form. The second form has 'Illinois' selected for Birthplace State and 'United States' for Birthplace Country. The 'Save' button in the second form is also highlighted with a red box.

From the **Amendments Menu**, select **Supporting Information** and enter any information (if applicable).

The screenshot shows the 'Amendments Menu' with the following options: Amendment, Processing History, Supporting Information, Attachments, and Correspondence. A red arrow points to the 'Supporting Information' option.



Select Attachments and follow the same process described above for all documents needing attached, then select Save. Then select Approve Amendment.

Amendment Page

Type Amendment Date 
Year 2021 Amendment Number 765
Order Number Description
Amendment Status Keyed

Select Add Documentation to add documentary evidence to this amendment.

Add Documentary Evidence

Page to Amend

Item In Error	Item as it Appears	Item as it Should be	Edit	Delete
Mother - Birthplace State	Indiana	Illinois	Edit	Delete

Approve Amendment

Cancel Amendment

Validate Amendment

Save

Clear

Return

The process is then complete.

4873734 2020300124 :Marlie QqVII Mooneyham OCT-28-2020 Amendment Exists
/Legal Valid/Medical Valid/Certified/Registered/PA

Amendment Page

Type Amendment Date 
Year 2021 Amendment Number 765
Order Number Description
Amendment Status Complete

Select Add Documentation to add documentary evidence to this amendment.

Add Documentary Evidence

Item In Error	Item as it Appears	Item as it Should be
Mother - Birthplace State	Indiana	Illinois

Revert Amendment

Save

Clear

Return

