

641—99.7 (144) Method of amendment of vital records.

99.7(1) Records not on the electronic vital records system shall be amended by drawing a single line through the incorrect item and inserting the correct or missing data immediately above or to the side of the item or by completing a blank item. In all cases in which a line must be drawn through an original entry, the line must not obliterate the original entry. The following shall be endorsed on or made a part of the record:

- a.* The word “amended” and the date of the amendment action; and
- b.* A summary of the evidence submitted in support of the amendment.

99.7(2) Records on the electronic vital records system shall be amended by correction of the incorrect item. The following shall be endorsed on or made a part of the record:

- a.* The word “amended” and the date of the amendment action;
- b.* A statement identifying the amendment; and
- c.* A summary of the evidence submitted in support of the amendment.

[ARC 0483C, IAB 12/12/12, effective 1/16/13]