

EFFECTIVE
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HEALTH AND HUMAN SERVICES
FINANCE AND SUPPORT

174 NAC 10

TITLE 174 VITAL RECORDS

CHAPTER 10 METHOD OF AMENDING CERTIFICATES AND REPORTS

10-001 DEFINITIONS

Certificate means the record of a vital event. For purposes of these regulations, certificate includes an abstract of marriage as provided in Neb. Rev. Stat. § 71-601.01.

Department means the Department of Health and Human Services Finance and Support.

Original means a vital record generated from microfilm, imaging, electronic means, or any other medium as designated by the Department.

Report means any report filed with the Department, including but not limited to reports of adoption.

Reproduction means a typewritten, photographic, electronic, or other reproduction of a certificate or report of the Department, when verified and approved by the Department.

10-002 METHOD OF AMENDING CERTIFICATES OR REPORTS

10-002.01 An amendment to an original or reproduction of a certificate or report will be accomplished by completing the item in any case where the item was left blank on the certificate or by drawing a single line through the item to be amended and inserting the correct information immediately above or to the side of the item. The line drawn through the original entry will not obliterate such entry.

10-002.02 An amendment to an electronically generated certificate will be accomplished electronically by completing the item in any case where the item was left blank on the certificate or by replacing the initial information with the corrected information. The certificate will note the item number and item corrected in the bottom margin on the face of the record.

10-002.03 The Department will maintain a record which identifies the evidence upon which the amendment is based, the date of the amendment, and the identity of the person making the amendment.