

VITAL STATISTICS SECTION

**DEATH DEMOGRAPHIC  
AMENDMENTS – T<sub>x</sub>EVER HOW TO  
GUIDE**



**TEXAS**  
Health and Human  
Services

Texas Department of State  
Health Services

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# Introduction

This How-To Guide walks funeral homes through processing an online demographic amendment to death certificates already released to the state.

A death certificate is a permanent legal record of an individual's death and is extremely important to the family of the deceased person. The information recorded on the death certificate is used to apply for insurance benefits, to settle pension claims, and to transfer title of real and personal property. Information recorded on a death certificate provides evidence of the fact of death and can be produced as evidence in a court of law.

# How-To Steps

1. Log in to TxEVER (<https://txever.dshs.texas.gov/TxEverUI/Welcome.htm>)

**WARNING:** THIS IS A TEXAS HEALTH AND HUMAN SERVICES INFORMATION RESOURCES SYSTEM THAT CONTAINS STATE AND/OR U.S. GOVERNMENT INFORMATION. BY USING THIS SYSTEM YOU ACKNOWLEDGE AND AGREE THAT YOU HAVE NO RIGHT OF PRIVACY IN CONNECTION WITH YOUR USE OF THE SYSTEM OR YOUR ACCESS TO THE INFORMATION CONTAINED WITHIN IT. BY ACCESSING AND USING THIS SYSTEM YOU ARE CONSENTING TO THE MONITORING OF YOUR USE OF THE SYSTEM, AND TO SECURITY ASSESSMENT AND AUDITING ACTIVITIES THAT MAY BE USED FOR LAW ENFORCEMENT OR OTHER LEGALLY PERMISSIBLE PURPOSES. ANY UNAUTHORIZED USE OR ACCESS, OR ANY UNAUTHORIZED ATTEMPTS TO USE OR ACCESS, THIS SYSTEM MAY SUBJECT YOU TO DISCIPLINARY ACTION, SANCTIONS, CIVIL PENALTIES, OR CRIMINAL PROSECUTION TO THE EXTENT PERMITTED UNDER APPLICABLE LAW.

Are you in agreement with above stated terms & conditions?

**LOGIN**

User Name:

Password:

[Forgot Password?](#)

2. Select Death at the top, click on Function, and then Funeral Home Processes

Skip to main content GLOBAL **DEATH** FETAL DEATH

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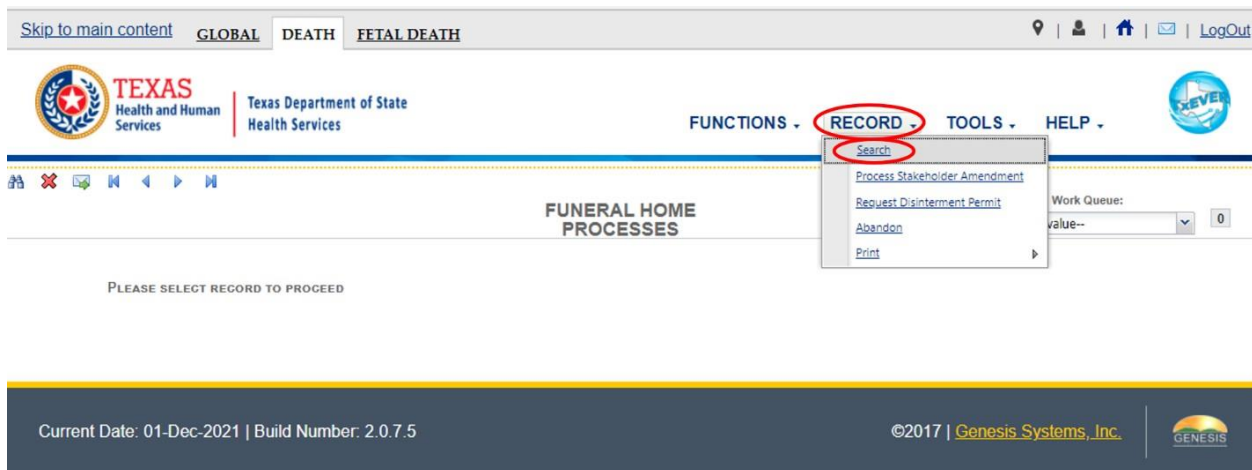
STEPHEN MCCANDLESS , welcome to the Texas Department of State Health Services!

**FUNCTION** TOOLS - REPORTS - HELP -

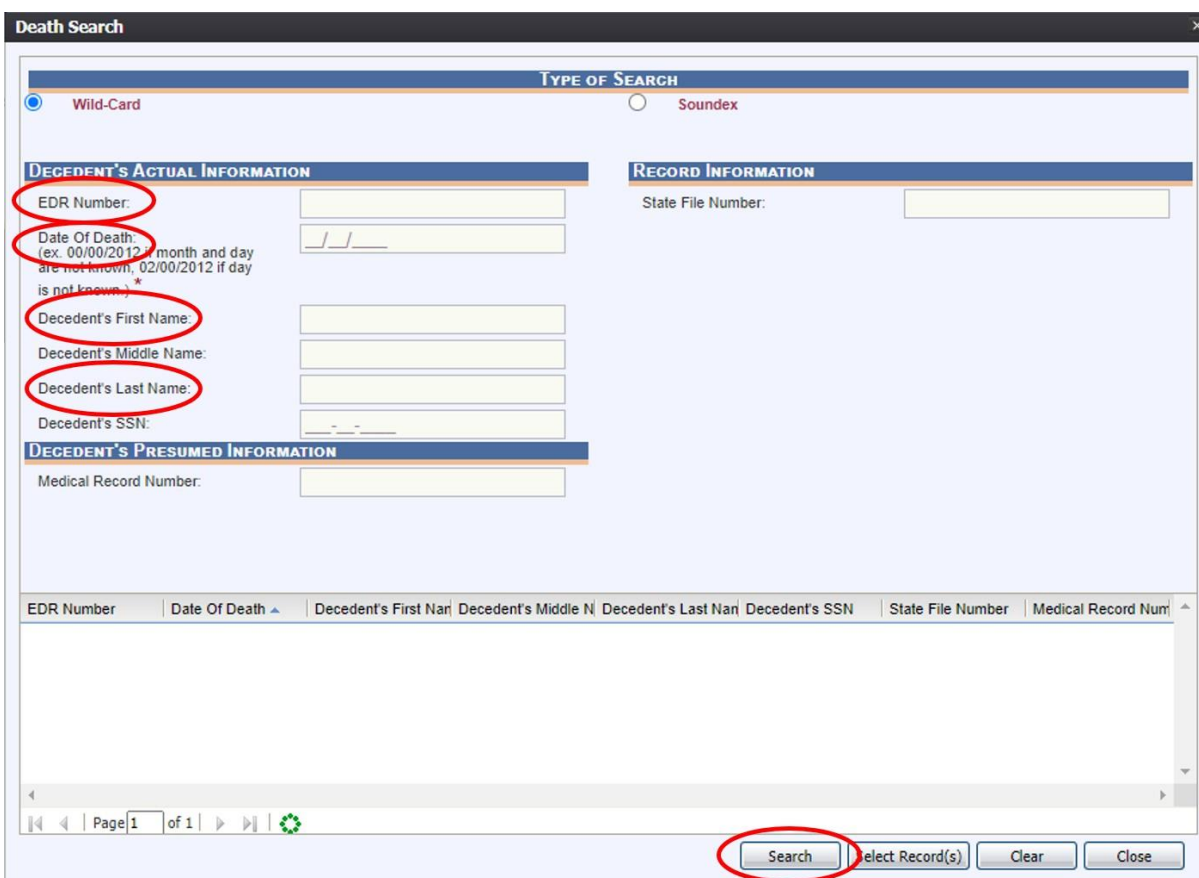
- Electronic Data Entry
- Statistical Import Review
- Funeral Home Processes**
- Print My Access
- Switch Location
- Exit Application

Show Dashboard

3. Search for the record by clicking Record and then Search



4. Enter the EDR number or name and date of death of the decedent, click Search



**Note: If you cannot locate the record electronically in TxEVER, you will have to complete the disinterment/amendment through the manual process.**

5. Click on the record and then press Select Record

**Death Search**

**TYPE OF SEARCH**

Wild-Card  Soundex

**DECEDENT'S ACTUAL INFORMATION**

EDR Number: 00000000000304

Date Of Death: (ex. 00/00/2012 if month and day are not known, 02/00/2012 if day is not known.)\*

Decedent's First Name:

Decedent's Middle Name:

Decedent's Last Name:

Decedent's SSN:

**DECEDENT'S PRESUMED INFORMATION**

Medical Record Number:

EDR Number	Date Of Death	Decedent's First Name	Decedent's Middle Name	Decedent's Last Name	Decedent's SSN	State File Number	Medical Record Number
00000000000304	06/10/2018	LITTLE	JIMMY	JOHN	445-15-9821	0002832018	

Page 1 of 1

Displaying Records 1 - 1 of 1

Search **Select Record(s)** Clear Close

6. Click on Record and then Process Stakeholder Amendment

Skip to main content GLOBAL DEATH FETAL DEATH

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FUNCTIONS **RECORD** TOOLS HELP

Process Stakeholder Amendment

Request Disinterment Permit

Abandon

Print

Work Queue: 1

FUNERAL HOME PROCESSES

DECEDENT'S ACTUAL INFORMATION	
Date Of Death:	06/10/2018
Decedent's First Name:	LITTLE

RECORD INFORMATION	
State File Number:	0002832018
State File Date:	06/18/2018

7. Select the Demographic Tab(s) that requires the amendment(s) and then click on the wrench icon(s) next to the field(s) requiring edits



STAKEHOLDER AMENDMENT

EDR: 000000000000304    Registrant Name: LITTLE JIMMY JOHN    Date of Death: 2018/06/10    SFN: 0002832018

Fields List	GENERAL INFORMATION
<ul style="list-style-type: none"> <li>✓ Demographic 1</li> <li>✓ Demographic 2</li> <li>✓ Demographic 3</li> <li>✓ Demographic 4</li> <li>✓ Demographic 5</li> <li>✓ Medical 1</li> <li>✓ Medical 2</li> <li>✓ Medical 3</li> <li>Comments</li> </ul>	<p>State File Number: 0002832018    Birth State File Number:    Record Type: IDENTIFIED</p> <p>OUT OF STATE SFN</p> <p>Out Of State SFN:</p> <p>COURT INFORMATION</p> <p>Court Name:    Case Number:    Court Date:</p> <p>DECEDENT'S LEGAL NAME</p> <p>Prefix: MR.    First Name: LITTLE</p> <p>Middle Name: JIMMY    Last Name: JOHN</p> <p>Suffix:</p>

- Make corrections and enter comments as appropriate; select Confirm Changes after each section being updated.

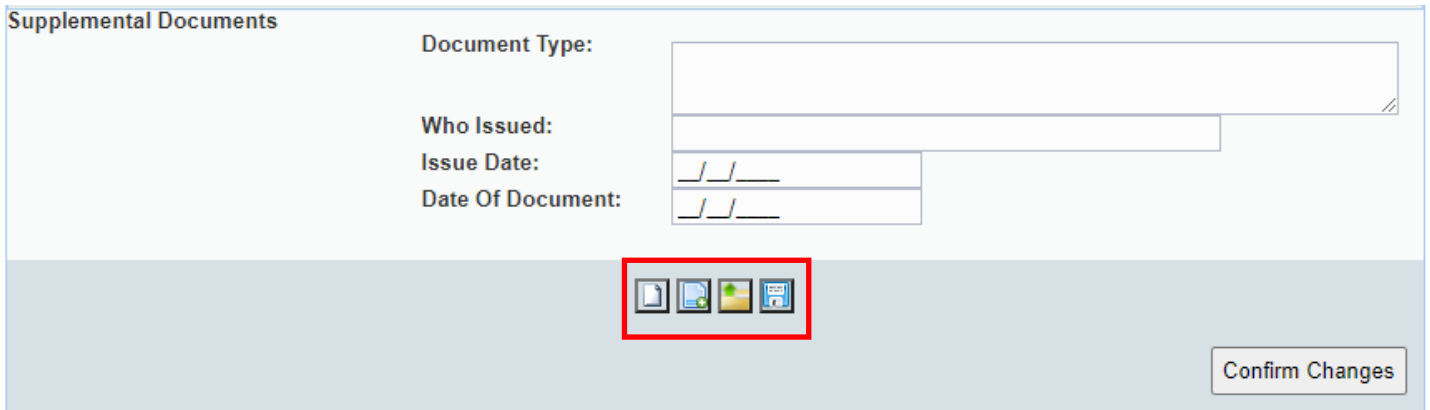
Fields List	DECEDENT'S LEGAL NAME
<ul style="list-style-type: none"> <li>✓ Demographic 1</li> <li>✓ Demographic 2</li> <li>✓ Demographic 3</li> <li>✓ Demographic 4</li> <li>✓ Demographic 5</li> <li>✓ Medical 1</li> <li>✓ Medical 2</li> <li>✓ Medical 3</li> <li>Comments</li> </ul>	<p>Prefix: MR.    First Name: LITTLE</p> <p>Middle Name: JIMMY    Last Name: JOHN</p> <p>Suffix:</p> <p>Prefix: DR.    First Name: LITTLE</p> <p>Middle Name: JIMMY    Last Name: *JOHN</p> <p>Suffix: JR.</p> <p>Comments: Funeral Director Comments</p> <p>Supplemental Documents</p> <p>Document Type:    Who Issued:    Issue Date:    Date Of Document:</p>

Confirm Changes

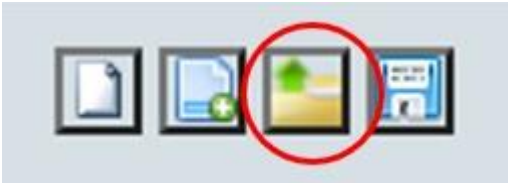
*Note: Do not enter anything in the Supplemental Documents Section; this is for State use only. Some changes will require supporting documentation to be uploaded. Please refer to the Correcting a Death Certificate Application for more information.*

9. Uploading Supporting Documents:

- When a supporting document is required to be included, locate the “Supporting Documents” section below the data entry fields.

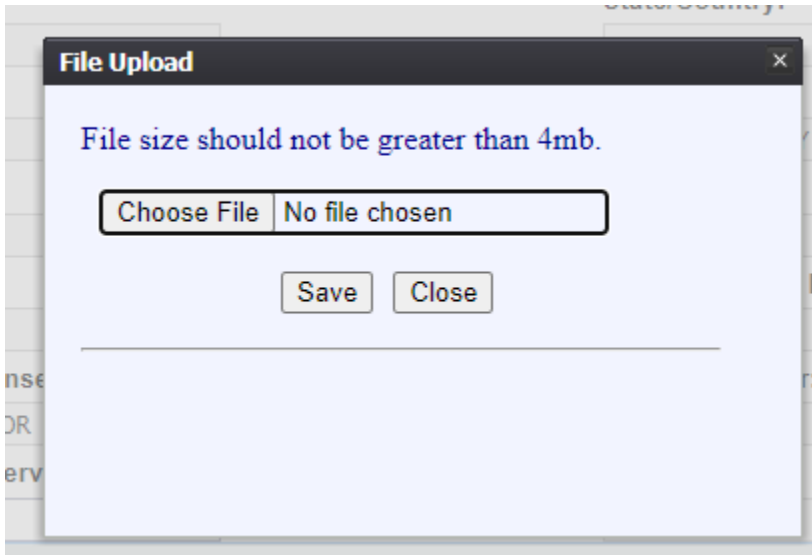


- Select the upload button.

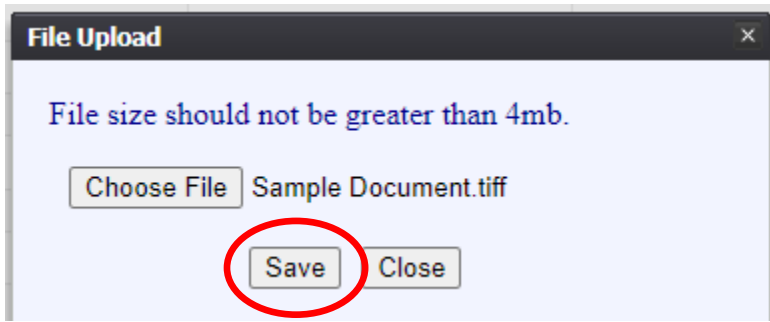


*Note: Documents must be a TIFF format and must be less than 4Mb in size.*

- Select the Choose File button to navigate to the file to be uploaded.



- After selecting the file to be uploaded, click the Save Button.



- Once the document has been saved, you can continue the submission of the amendment.

10. Click on Process and View Corrections/Supporting Documents to see a list of changes



DECEDENT'S MARITAL STATUS AT THE TIME OF DEATH (If Spouse, Give Maiden Name)	
Marital Status: MARRIED	Spouse First Name: LITTLE
Spouse Middle Name: SUZIE	Spouse Last Name: JOHN
Spouse Suffix:	
DECEDENT'S RESIDENCE ADDRESS	
Street Address: 11109 APPLEWOOD DR	Apt:
State/Country: (Please click checkbox to filter countries only) <input type="checkbox"/> TEXAS	County: TRAVIS
City/Town: AUSTIN	City(Other):
Zip: 78758	Zip Ext:
Inside City Limits: YES	
MOTHER/PARENT 1 NAME PRIOR TO FIRST MARRIAGE	
Title Preference: PARENT	
Parent/Parent 1 First Name: ANGLE	
Parent/Parent 1 Middle Name: YVONNE	
Parent/Parent 1 Last Name: WILLIAMS	
Parent/Parent 1 Suffix:	
FATHER/PARENT 2 NAME PRIOR TO FIRST MARRIAGE	
Title Preference: PARENT	
Parent/Parent 2 First Name: LITTLE	
Parent/Parent 2 Middle Name: JIMMY	
Parent/Parent 2 Last Name: JOHN	
Parent/Parent 2 Suffix: --	



Click the X next to any change you wish to discard if needed

Remove	Field Name	Old Data	New Data	Comment
X	Decedent's Prefix	MR.	DR.	Funeral Director Comments
X	Decedent's Suffix		JR.	Funeral Director Comments
X	Father/Parent 2 Fir	BIG	LITTLE	Another fix
X	Father/Parent 2 Mik	JIMMY	JIMMY	Another fix
X	Father/Parent 2 Sur		SR.	Another fix
X	Father/Parent 2 Titl	FATHER	PARENT	Another fix
X	Mother/Parent 1 Fir	ANGELA	ANGLE	fixed parents name
X	Mother/Parent 1 La	WILLSON	WILLIAMS	fixed parents name
X	Mother/Parent 1 Tit	MOTHER	PARENT	fixed parents name

Evidence Documents

Delete	Document	Type	Issue Date	Document Date	Issued By	Use
--------	----------	------	------------	---------------	-----------	-----

Ok

If you want to cancel the amendment, select Process and then Abandon

TEXAS Health and Human Services | Texas Department of State Health Services

STAKEHOLDER AMENDMENT

EDR: 000000000000304 | Registrant Name: LITTLE JIMMY JOHN | Date of Death: 2018/06/10 | SFN: 0002832018

Fields List: Demographic 1

DECEDENT'S MARITAL STATUS AT THE TIME OF DEATH (IF SPOUSE, GIVE MAIDEN NAME)

Marital Status: MARRIED | Spouse First Name: LITTLE

PROCESS

- Submit
- View Corrections/Supporting Documents
- Abandon
- Contact Helpdesk
- Exit

11. When you are ready to submit, select Process and Submit

TEXAS Health and Human Services | Texas Department of State Health Services

STAKEHOLDER AMENDMENT

EDR: 000000000000304 | Registrant Name: LITTLE JIMMY JOHN | Date of Death: 2018/06/10 | SFN: 0002832018

PROCESS

- Submit
- View Corrections/Supporting Documents
- Abandon
- Contact Helpdesk
- Exit

Click Yes if you want to submit the changes

Stakeholder Amendment

Do you wish to submit this record?

Yes No

Enter your PIN, click the box affirming the changes, and click Ok

**Enter PIN** [x]

I affirm that this change is being requested due to error or newly received information.  
(Note: You may be asked to provide documentation. See Death Correction Application VS-172 for Document Checklist)

Pin:

**Stakeholder Amendment** [x]

Stakeholder Amendment will be submitted once payment is done.

12. The payment screen will open as a new browser window; fill out the payment information. After filling out the top section, click “Save Amendment Request Detail”

**MAKE PAYMENT**

---

**Record Details**

Decedent ID: 304      Decedent Name: LITTLE JIMMY JOHN  
 Funeral Home: AUSTIN FUNERAL HOME      Funeral Director: FUNERAL DIRECTORRC

*Please do not refresh this page.*

---

**Requestor Details** *(highlighted fields are mandatory)*

Requestor type: FUNERAL HOME

First Name:      Middle Name:      Last/Organization Name: AUSTIN FUNERAL HOME      Suffix: --Select a value--  
 Address1: 6000 BURNET ROAD      Address2:      State/Country: TEXAS      City/Town: AUSTIN  
 Zip: 78754      Zip Ext:      Cost: \$ 15.00  
 Total: \$ 15.00

---

**Mailing Address Details** *(highlighted fields are mandatory for mailing address if any)*

Mailing address same as requestor

First Name:      Middle Name:      Last/Organization Name:      Suffix: --Select a value--  
 Address1:      Address2:      State/Country: --Select a value--      City/Town:      Zip:      Zip Ext:      Cost: \$ 15.00  
 Total: \$ 15.00

Please Add Death Certificate

[Save Amendment Request Detail](#) [Clear](#)

Click the box next to “Please add death certificates” and enter how many copies you want to order if applicable. Select how you want the copies mailed (USPS First Class Mail, USPS Express Mail, Expedited Delivery) and click Add/Update Certificate Order. Confirm the number of certificates you ordered.

[Save Amendment Request Detail](#) [Clear](#)

**Please Add Death Certificate**

**Death Certificate Order Details** *(highlighted fields are mandatory to order certificate)*

**Shipping Address Details**

Shipping address same as requestor

Shipping Method: EXPEDITED DELIVERY  
 First Name:      Middle Name:      Last/Organization Name: EXPEDITED DELIVERY      Suffix: --Select a value--  
 Address1:      Address2:      State/Country: --Select a value--      City/Town:      Zip:      Zip Ext:      Cost: \$ 0.00  
 No Of Copies:      Shipping Fee: \$ 0.00  
 Total: \$ 0.00

*To remove death certificate order please use "Delete" option in grid below*

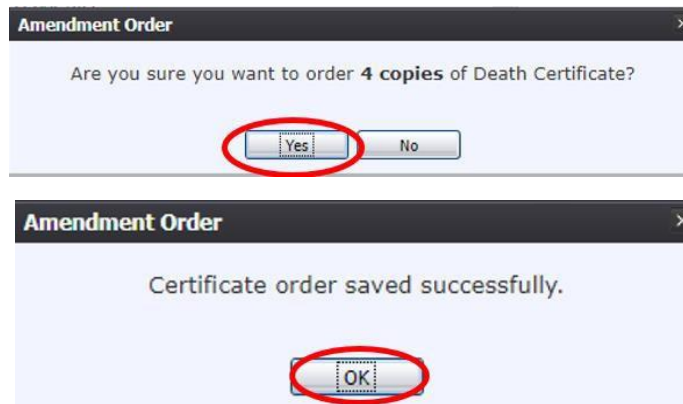
[Add/Update Certificate Order](#) [Clear](#)

---

**Current Order Details**

Select	Delete	Description	Price(\$)	Quantity	Shipping	Item Cost(\$)	Shipping First Name	Shipping Middle Name	Shipping Last Name
		STAKEHOLDER AMENDME	15	1	0	15			AUSTIN FUNERAL HOME

Confirm the number of copies you want to order.



Click Pay Now

Type Of Certificate: DEATH LEGAL SIZE

No Of Copies: 4

Cost: \$ 29.00

Shipping Fee: \$ 8.00

Total: \$ 37.00

To remove death certificate order please use "Delete" option in grid below

Add/Update Certificate Order Clear

Current Order Details

Select	Delete	Description	Price(\$)	Quantity	Shipping	Item Cost(\$)	Shipping First Name	Shipping Middle Name	Shipping Last Name
	⊖	STAKEHOLDER AMENDME	15	1	0	15			AUSTIN FUNERAL HOME
Select	⊖	DEATH CERTIFICATE ORDE	29	4	8	37			AUSTIN FUNERAL HOME

Transaction Details

DSHS Price : \$ 44.00

Shipping Fee : \$ 8.00

Texas.gov Price\* : \$ 53.24

\* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

PAY NOW Cancel

Please note: Texas.gov adds a courtesy fee automatically and is included in your total.

**NOTE: IF YOU DO NOT PROCESS A PAYMENT WHEN THE WINDOW OPENS, THE CHANGES WILL NOT BE SAVED; THE AMENDMENT WILL NEED TO BE RESTARTED**

13. Submit the payment. A confirmation email will be sent to the email address indicated on the order.

**NiC**

1 Payment Type 2 Customer info 3 Payment 4 Submit Payment

### Payment

Payment Type  Credit/Debit Card

#### Customer Information

Complete all required fields [\*]

Country \*  
United States

First Name \* Last Name \*

Address \*

Address 2

City \* State \*  
Select State

ZIP/Postal Code \*

#### Transaction Summary

TxEVER-Vital Statistics	\$53.24
<b>Texas.gov Price</b>	<b>\$53.24</b>

#### Need Help?

Please complete the Customer Information Section

## Customer Information

Complete all required fields [ \* ]

Country \*

United States

First Name \*

Stephen

Last Name \*

McCandless

Address \*

123 My Street

Address 2

City \*

Austin

State \*

TX - Texas

ZIP/Postal Code \*

78756

Phone Number \*

512-776-3010

Email \* ?

stephen.mccandless@dshs.texas.gov

Next >

### Customer Information ✓

[Edit](#)**Address**

Stephen McCandless  
123 My Street  
Austin, TX 78756

**Phone Number**

512-776-3010

**Country**

United States

**Email Address**

stephen.mccandless@dshs.texas.gov

### Payment Information

Complete all required fields [ \* ]

**Credit Card Number \* ?****Credit Card Type****Expiration Month \*****Expiration Year \*****Security Code \* ?****Name on Credit Card \***[Next >](#)[Cancel](#)

### Transaction Summary

TxEVER-Vital Statistics \$53.24

**Texas.gov Price ? \$53.24**

### Need Help?

You have selected to pay by credit card. Complete Customer Billing Information and enter Credit Card Information.

**NIC Payment**

**Payment Type** ✓  
Credit/Debit Card

**Customer Information** ✓

**Address**  
Stephen McCandless  
123 My Street  
Austin, TX 78756

**Phone Number**  
512-776-3010

**Country**  
United States

**Email Address**  
stephen.mccandless@dshs.texas.gov

**Payment Information** ✓

**Credit Card**  
Visa \*\*\*\*6781  
Exp. 11/2022

**Name on Credit Card**  
Stephen McCandless

**Verification**

I'm not a robot

reCAPTCHA  
Privacy • Terms

**Transaction Summary**

TxEVER-Vital Statistics	\$53.24
<b>Texas.gov Price</b>	<b>\$53.24</b>

**Need Help?**

Review payment information. You may edit Billing and Payment Method here if needed. When complete, select Make Payment. You will receive a printable receipt at the end of your successful payment transaction.

**Please wait**

Your payment is being processed.

Please do not close your tab or window, and please do not use your browser's Back button.

Note: Within the confirmation, while there will be two duplicate transaction amounts, the credit card was only charged once.

**Transaction Summary**

Description	Amount
Department of State Health Services Vital Statistics Payment	\$53.24
Texas.gov Price	\$53.24



- Print the PDF version of the receipt offered by TxEVER. This contains the remit number starting with an X so your order can be found if customer service is needed later.



**Order Receipt**

Thank you. Please quote this Remit Number for any queries in future related to this transaction.

**Transaction Details**

Remit Number	X000262
Payment ID	60
Transaction Date	12/1/2021 7:36:52 AM
Decedent First Name	LITTLE
Decedent Last Name	JOHN
DSHS Price (\$)	44.00
Shipping Fee (\$)	8.00
Texas.gov Price * (\$)	53.24
Requestor First Name	
Requestor Middle Name	
Requestor Last Name	AUSTIN FUNERAL HOME
Order Number	62173618
Status	Success

\* This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

The receipt PDF can be accessed and printed during another TxEVER session by following steps 1-6, clicking Record, Print, and then Death Order Receipt.

The screenshot shows the TxEVER web application interface. At the top, there is a navigation bar with 'Skip to main content', 'GLOBAL', 'DEATH', and 'FETAL DEATH' tabs. The 'DEATH' tab is selected. Below this is the Texas Department of State Health Services logo and the text 'TEXAS Health and Human Services | Texas Department of State Health Services'. The main navigation menu includes 'FUNCTIONS', 'RECORD', 'TOOLS', and 'HELP'. The 'RECORD' menu is expanded, showing options: 'Search', 'Process Stakeholder Amendment', 'Request Disinterment Permit', 'Abandon', 'Print', and 'Death Order Receipt'. The 'Print' and 'Death Order Receipt' options are circled in red. Below the navigation is a section titled 'FUNERAL HOME PROCESSES'. To the right, there is a 'Work Queue' section with a dropdown menu set to 'TLE, 06/10/2018' and a count of '1'. Below this is a 'Hide More Info' section with a table of records.

Description	Set By	Set On	Comment
STAKEHOLDER AMENDMENT IN PROGRESS	SMCCANDLESS	12/1/2021 7:23:56 AM	SET BY SYSTEM
STAKEHOLDER AMENDMENT PENDING	SMCCANDLESS	12/1/2021 7:23:56 AM	SET BY SYSTEM

## Conclusion

Once submitted, the amendment is not immediately available. It will be entered into a State Review Queue.

If the amendment is rejected, it will be sent to the State Rejection Queue. You will receive a message through TxEVER advising you of the reason for the rejection. The notification will only pop up for a few seconds. You can access your messages by clicking the envelope next to the Logout link.

The screenshot shows the TxEVER web application interface. At the top, there is a navigation bar with 'Skip to main content', 'GLOBAL', 'BIRTH', 'DEATH', 'FETAL DEATH', 'ITOP', 'FEE', 'MARRIAGE', 'DIVORCE', 'CAR', and 'IMAGING' tabs. The 'DEATH' tab is selected. Below this is the Texas Department of State Health Services logo and the text 'TEXAS Health and Human Services | Texas Department of State Health Services'. The main navigation menu includes 'FUNCTION', 'TOOLS', 'REPORTS', and 'HELP'. The 'FUNCTION' menu is expanded, showing options: 'Search', 'Process Stakeholder Amendment', 'Request Disinterment Permit', 'Abandon', 'Print', and 'Death Order Receipt'. The 'Print' and 'Death Order Receipt' options are circled in red. Below the navigation is a section titled 'FUNERAL HOME PROCESSES'. To the right, there is a 'Work Queue' section with a dropdown menu set to 'TLE, 06/10/2018' and a count of '1'. Below this is a 'Hide More Info' section with a table of records. At the bottom of the page, there is a footer with 'Current Date: 02-Dec-2021 | Build Number: 2.0.7.5' and '©2017 | Genesis Systems, Inc.'.

STEPHEN MCCANDLESS , welcome to the Texas Department of State Health Services!

NOTIFICATIONS

You have unread message.

