



6 May 2022

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[dia.govt.nz](http://dia.govt.nz)

Tēnā koe John

**OIA request 21/22 0687 Request for information relating to errors on death records**

Thank you for your Official Information Act (Act) request received by the Department of Internal Affairs (Department) on 6 April 2022.

You requested –

*Can you please supply your Procures and Policy manual for dealing with New Zealand Death Certificate corrections.*

*Specifically the undertaker in my mothers case filed information that include incorrect Age of daughter and son, missed a marriage in entirety and contained 2 errors on another marriage.*

In response to your request I can provide you with the following information.

Please find a copy of the internal information held on amendments to be made to death records attached alongside this letter.

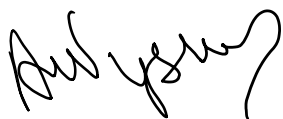
I note that within the screenshots provided you will see hyperlinks to additional information relating to amendments to records. Screenshots of the information included in these hyperlinks have not been provided as we believe they fall outside of the scope for the purposes of your request and we do not believe they will be of any interest to you. However, should you wish to receive screenshots of these pieces of information, please email [SDOOfficialCorrespon@dia.govt.nz](mailto:SDOOfficialCorrespon@dia.govt.nz) to submit a new request.

In relation to the errors on your mother's death record that you have mentioned, I encourage you to contact the Department's Births, Deaths and Marriages directly on 0800 22 52 52 so that they may locate the record and assist you in the matter.

As this information may be of interest to other members of the public, the Department has decided to proactively release a copy of this response on the DIA website. All requestor data, including your name and contact details, will be removed prior to release. The released response will be made available here: <https://www.dia.govt.nz/Official-Information-Act-Requests-2>.

You have the right to seek an investigation and review by the Ombudsman of this decision. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz) or freephone 0800 802 602.

Ngā mihi

A handwritten signature in black ink, appearing to read 'Anne-Claire Wyseur', with a stylized flourish at the end.

Anne-Claire Wyseur  
Manager Operational Policy and Official Correspondence (Acting)  
Service Delivery and Operations