

# Training Checklist and Quiz

## FOR NEW COUNTY VITAL RECORDS EMPLOYEES

### Checklist

View these pre-recorded classes:

- [Welcome to vital records part 1 – Introduction](#)
- [Eligibility/Tangible Interest – January 2022 Office Hours](#)
- [Acceptable ID – October 2021 Office Hours](#)
- [Welcome to vital records part 2 – Operations](#)
- [Death record amendments – February 2022 Office Hours](#)
- [Parent Notices – November 2021 Office Hours](#)
- [Historical Records – August 2022 Office Hours](#)
- [Welcome to vital records part 3 – MR&C demonstration](#)
- [Welcome to vital records part 4 – MR&C demonstration](#)

Complete these activities in MR&C TRAIN:

- Independently explore to familiarize yourself with the system
- Open the work queue and view pending requests
- Enter a customer service request for a birth certificate
- Find any birth record and:
  - Print a single parent notice from it
  - Issue a birth certificate
  - Notice if there is second parent on the birth record
- Find a birth record filed within the last year, correct a middle name, and issue a birth certificate. If you can't correct the record, view the history and explain to your mentor why the record is not correctable.
- Issue a VA death certificate
- Print a batch of parent notices

## Quiz

- 1) In Minnesota, all \_\_\_\_\_ records are public records.
  - a) birth
  - b) death
  
- 2) Some \_\_\_\_\_ records are confidential.
  - a) birth
  - b) death
  
- 3) TRUE or FALSE Access to vital records/certificates is based on the requester's relationship to the subject of the record.
  
- 4) Minnesota's \_\_\_\_\_ regulate and guide the release of data and the issuance of vital records.
  - a) statutes and administrative rules
  - b) laws
  - c) governor and lieutenant governor
  
- 5) TRUE or FALSE The Office of Vital Records (OVR) at the Minnesota Department of Health oversees and maintains birth and death records.
  
- 6) In MR&C, death records from 1997 and earlier \_\_\_\_\_. This is your cue to find and copy the image of the original record, then certify it (if requested) with a stamp or seal.
  - a) look old
  - b) look unfinished
  - c) have a red on-screen notice
  
- 7) TRUE or FALSE A certified copy (certificate) from a public birth or death record can be issued to anyone for any reason.
  
- 8) Security paper must be stored in a \_\_\_\_\_ location.
  - a) well ventilated
  - b) secure, locked
  - c) accessible

- 9) New parents may make a change (correction) to their child's birth record for up to \_\_\_\_\_, unless a certificate has already been issued.
- a) one year after the birth
  - b) the child's 16th birthday
  - c) two weeks after the birth
- 10) After corrections are no longer allowed (see question 9), changes are called \_\_\_\_\_ and the customer must work with OVR to get the record changed.
- a) corrections
  - b) amendments
  - c) revisions
- 11) VA certificates are different from regular certificates because they \_\_\_\_\_.
- a) are printed on plain paper
  - b) have a paragraph restricting use to Veteran Administration or military benefits
  - c) are confidential records
- 12) Document control numbers (DCN) appear on \_\_\_\_\_ and are used to reduce fraud.
- a) security paper
  - b) certificates
  - c) directions
- 13) When requested, county issuance offices can process amendments to \_\_\_\_\_.
- a) birth records
  - b) death records, within the first year and when requested by the funeral home
  - c) death records prior to 1997
- 14) Which people/relationships listed are eligible for a confidential birth record? (Select more than one.)
- a) subject at any age
  - b) subject at age 16 or older
  - c) parent listed on the record
  - d) sibling
  - e) someone with a court order

- 15) The Office of Vital Records help desk is for \_\_\_\_\_. (More than one answer may be appropriate.)
- a) vital records partners in hospitals, funeral homes, and clinics
  - b) vital records partners in county vital records offices
  - c) the general public
  - d) Office of Vital Records staff

## Take action

- Review and discuss your responses with your supervisor or mentor. Talk with them about what you would do if a second parent, whose information is not on a birth record, is requesting a birth certificate.
- Bookmark our webpage with useful resources: [Information for County Vital Records Offices](#)
- Take credit for the trainings you completed: [Training tracker survey](#)

## Welcome to vital records!

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