



MR&C Processes for Funeral Homes Request a Death Certificate

Using Finalize Filing

1. From the **Select a follow-on action** dropdown menu, click on **Request a death certificate**. The screen refreshes and auto-populates specific fields with previously entered information.
2. Click to check the box at the **Send to the funeral home** field. MR&C auto-populates the fields with the funeral home mailing information.
3. Type the funeral director's name or staff to receive the death certificate(s).

Please note: This is a required field and must be completed whether or not you desire to have the certified death certificate(s) mailed to your facility.

4. Enter specific directions you wish to communicate to the Local Issuance office in the **Special Instructions** section as you deem appropriate.
5. Enter total number of desired copies. Click to check the box if requesting VA Certificate(s). The VA copy is included in the total number of copies ordered.
6. Select **Proceed**. Skip to Step 9 if you do not wish to have certificates mailed to another location(s).
7. Or, select **Add Mail to** if you want copies sent to a different mailing address in addition to the funeral home.
8. Click **Add mail to** and enter the name and address information for Mail To #2.
9. Click **Save**.
10. On the explorer popup prompt, click **OK** to save and continue.
11. The page refreshes to the Request summary page and displays message "**The request for death certificate has been successfully submitted to name of Issuance office.**"