

Category	Question	Answer
Amendments & Corrections	Any liaison work between MDH and the courts to advise them on the correct wording for court orders for changing?	We do not encourage the changing of birth records through court orders, and only change records when the orders specifically direct the change to the record.
Amendments & Corrections	Can a registrant change their record from confidential to public?	The mother named on the record may request an amendment. Refer the person to MDH.
Amendments & Corrections	Can we charge funeral homes for records that need corrections? They make so many mistakes and we waste so much paper.	No, Minnesota Statutes, section 144.226, subdivision 1, paragraph (d) prohibits charges for corrections (within 45 days of the date filed). The funeral directors have the ability to correct the record before they order it from you. Some education may be necessary.
Amendments & Corrections	Can we do a death amendment at our office?	Yes, an amendment or correction may be done at your office.
Amendments & Corrections	Can we get a record from your office faxed to us when a customer insists that the local registrar made an error on their fathers record though that error has been on the record forever?	Yes, if it is really needed but please realize that it may take several hours to answer your request.
Amendments & Corrections	Can you put a revision note on the amendment packet so we know when you've changed it?	We do this but it does not print on the instructions. Unfortunately, the date on the page was not changed the last time the instructions were updated. Please note that the forms have revision dates either in the header or footer of the form.
Amendments & Corrections	How long are amendments taking?	Turnaround times for amendments vary depending on availability of staff and the number of requests. Currently, amendments are processed within 4-6 weeks.
Amendments & Corrections	I had a lady bring in a certificate issued by another county and she had discovered an error. So after getting the error corrected I issued the record and charged the \$16 because I couldn't void the number.	You are correct not to void the record since she had taken it from the office. However, you may still exchange the record at no fee if the previously issued certificate is surrendered.
Amendments & Corrections	Is there a time limit for the second (complimentary) amendment review?	No, Minnesota Statutes, section 144.226, subdivision 1, paragraph (d), allow one subsequent review of the request for an amendment if the request was not acceptable as originally submitted. There is no time limit but if it has been several months, the requester may need to show documentation such as including a copy of the analysis from the original submission so that we know it is a re-submission.
Amendments & Corrections	Replace without charging a fee?	Currently, the only replacement without a fee is related to an amendment. Refer to Minnesota Rules, part 4601.0400, subpart 6.
Amendments & Corrections	What about a data entry error on a birth record that isn't noticed, or the certificate is mailed?	You may void records only under the void policy. If the birth record was issued in person or it was mailed more than 7 days ago, the certificate cannot be voided. A historical data entry error correction and an exchange may still be made even if the certificate is not voided. If the error is a current record filed in MN VRV2000, an amendment must be made. There is no charge for the amendment if it is made within 45 days of the date the record was filed.
Amendments & Corrections	What about for an amendment or historical correction where our record and your records don't match.	The record at our office is the official record and would prevail.
Amendments & Corrections	What do you do if your office doesn't have the paper record to check when a historical data entry error is needed?	Complete the Historical Data Entry Error Reporting Form on the local registrar web page and fax the form to MDH. We will look up the paper record.
Intelligence Reform	Does the Intelligence Reform Act also mean that we will be issuing records for other states?	No
Intelligence Reform	Does MN already conform to Intelligence Reform Act regulations?	No, but we are closer than other states.
Intelligence Reform	Is it OK to share Intelligence Reform Act items discussed?	Yes, but the information is preliminary and should not be publicized.
Intelligence Reform	What is the house file number for Intelligence Reform Act?	House File 10. To search, look for the Intelligence Reform Act.
Intelligence Reform	When Intelligence Reform Act regulation drafts are final, will OSR provide information on expected impact to local registrars?	OSR plans to work with MACO to determine the impact on local registrars.
Intelligence Reform	When will Intelligence Reform Act be instituted?	Probably during 2008.
Intelligence Reform	Will the Intelligence Reform Act result in a national birth/death registry?	No, the states will still maintain their own registration systems. A nationally shared database may be used for tracking rejected delayed registrations or other fraud related concerns.

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Intelligence Reform	Will the public view of birth records still be available after the Intelligence Reform Act regulations are in place?	Under current proposals, the data classification of birth records would change from public to private so a public view of these records would not be an option. The classification would likely not change to public until it has been 100 years from the birth.
Miscellaneous	How do we handle getting out of state funeral homes connected to the MN VRV2000?	We have over 50 out of state funeral homes that are MN VRV2000 participants. We will contact them as we learn about them.
Miscellaneous	Is there a way to access the old marriage indexes?	Contact MHS they do have this index.
Miscellaneous	What about emailing confidential or private information between counties and states?	MDH discourages e-mailing confidential information. If you need to e-mail information to each other or us about a birth or death record, use the State File Number (SFN). Consider e-mails to be public records.
Miscellaneous	What about faxing confidential information?	Faxing confidential information is acceptable. Use caution, mark it as confidential, and alert the recipient.
Miscellaneous	What should we tell a funeral home that says they keep getting kicked out of MN VRV2000?	Refer them to the MN VRV2000 technical support line: 1-888-692-2733
Recognition of Parentage & Paternity	Is there a fee for filing an ROP?	No
Recognition of Parentage & Paternity	Is there a way to have something on the notes page if the ROP flag has been set?	Not at this time, ROP issues will be addressed in the next system but specifics have not been determined.
Recognition of Parentage & Paternity	What is recommended when a parent notice is received asking for the father's name to be added?	Send the parent notice back with information about how to add a father to the record. If you send it back, please do not mark the MN VRV2000 record that the parent notice has been received.
Record Issuance & Access	Are birth records for deceased female registrants flagged as "deceased" (that might not match because their death record is in their married name as opposed to their maiden name)?	They are starting to be matched because we now ask for maiden name on death records.
Record Issuance & Access	Are School issued photo Identifications acceptable?	Only if they meet the requirements described in Minnesota Rules, Chapter 4601.2600, subpart 8
Record Issuance & Access	Can a NO ROP notice flash up on the screen like for a confidential record so we don't go through the whole print process?	Not at this time. We will take this suggestion into consideration for the new system.
Record Issuance & Access	Can an ex-spouse get a death record?	Not as an ex-spouse but they may demonstrate tangible interest in another category.
Record Issuance & Access	Can any veteran obtain their birth record for free?	They need proof that they are entitled and can be issued on free copy. The documentation must state that the certificate is needed for a VA related purpose.
Record Issuance & Access	Can counties charge expedite fees?	Yes
Record Issuance & Access	Can we issue a non certified copy issued from the paper record?	Yes, any pre-2000 record would need to be issued from the paper record.
Record Issuance & Access	Can you authorize someone to access a record on your behalf?	Yes, it requires a notarized statement with the application. See item #11 on the birth certificate application and item 12 on the death certificate application.
Record Issuance & Access	Does the ID Checking Guide have information on tribal identification items?	No, tribal identification items tend to be very localized, therefore, there currently is not a good source for verification of tribal identifications.
Record Issuance & Access	Does the surviving spouse of a veteran qualify for the free copy?	Yes, if they need it for the purpose of obtaining veteran benefits.
Record Issuance & Access	For electronic orders (death), is there a way to recall that order? For example, the FD put the wrong address in.	No, once the order is processed, it cannot be cancelled or modified in any way. If you print envelopes from the system, either log or photocopy the address.
Record Issuance & Access	For Human Services workers, should we check their ID, if we don't know them?	Yes, and also check their government credentials to determine that they have proper access to the record. If they are a regular requestor, having a file with their information, and basing issuance in person on recognition may be acceptable. If they do not apply in person, then the application must be notarized.
Record Issuance & Access	Has there ever been a consideration for a pop up notification for pending electronic orders?	Not at this time, this would be an enhancement and should be submitted to your MACO representative.
Record Issuance & Access	How can a funeral director know that they have placed an electronic order for death certificates?	There is no function in MN VRV2000 that allows the funeral director to view ordering information. Suggest that they track their orders. They can, if they choose, add something in the notes that indicates one is a VA copy.

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Record Issuance & Access	How can birth records (prior to adoption) be accessed?	Access to birth records after an adoption is limited to MDH staff. There is information about release of birth records after an adoption on the OSR public web pages.
Record Issuance & Access	How can we address people who want access to a confidential record?	Quote the appropriate part of Minnesota Statutes, section 144.225.
Record Issuance & Access	How do we know when the expedite fee is applicable?	It is dependent on your current turnaround time.
Record Issuance & Access	How does an adoption, for example from China, get filed for a birth certificate and how long does it take?	When an adoption occurs in a foreign country, the adopted parents file their adoption papers from the country of birth with the district court in the county where the adopted parents live. The district court completes a Certificate of Adoption form and mails the form to the Office of the State Registrar at MDH. The length of time it takes depends on the people involved, when the parents start the process, and the length of time the county court process takes. Please note that a foreign born birth certificate is not generally accepted for proof of identity. While, it could be used for entry to school, etc., we suggested that parents keep adoption related paperwork together.
Record Issuance & Access	How does EVVE work?	It is a computerized process that accepts and responds to an electronic request for the verification of a record in another database.
Record Issuance & Access	How quickly are birth records available for issuance?	If a hospital has entered the record and transmitted it (within 5 days as required by law), it should be available immediately. However, if the parent notice hasn't been sent/received back, wait 14 days or for the parent notice to be returned to ensure that the record is correct.
Record Issuance & Access	If the record is confidential, and the requester is listed as the father, but does not have id, can you issue the record with an affidavit of identity?	Yes, but it is also recommended that you ask for other documentation helping to establish their identity, even if it is not on the acceptable list.
Record Issuance & Access	Is a clipped license OK for ID?	No, it is not a valid id if clipped, unless they present the renewal receipt with the clipped id.
Record Issuance & Access	Is a school a government agency?	We do not consider a school a government agency.
Record Issuance & Access	Is it correct that we can't print the record if the ROP flag is not set?	Correct. If the flag has not been set, the ROP has not been received or has not been accepted.
Record Issuance & Access	Is it OK to give a stepparent a record because they say they are the parent?	Stepparents are not entitled to the record. If they state on the application they are the parent and sign the application attesting to that, you could give them the record. If you are aware that they are the stepparent, you should do everything possible to discourage them from applying and advise them of the penalty for falsifying information on the application.
Record Issuance & Access	Is it OK to verify information over the phone?	MDH/OSR policy is not to give out information over the phone and please note there is a fee in statute for verifications. Some local registrar office may choose to verify over the phone.
Record Issuance & Access	Is the long form of MN birth records still available?	A non certified copy of a birth record includes the complete civil registration and health information reported on the birth record.
Record Issuance & Access	Is there a charge for a "Statement of No Record Found"?	Yes, the same as the fee for a certificate.
Record Issuance & Access	Is there anything further on releasing sealed birth certificates?	Legislation was proposed this year that would have changed the classification to private to allow the adoptee access to the record but it did not pass.
Record Issuance & Access	We have seen birth records from other states that are just copies of original paper records, printed on security certificates, are these considered certified records?	That is how some states currently issue certified records, but most states seem to be moving towards certified copies issued with data from a central database.
Record Issuance & Access	What about getting access to a confidential record for a tribal representative? The tribal government feels they are government entity and really pushes for these records?	No, but the registrant may give them permission or if the record is public they may have tangible interest for probate reasons.
Record Issuance & Access	What about licenses with the birth date punched out for DWI offenses?	If the license is defaced it would not be valid.

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Record Issuance & Access	What can a local registrar do if a hospital hasn't filed a birth and the parent is asking about the record?	Refer the parents to the hospital. If you are aware of a hospital that repeatedly files their births late, contact OSR by calling the Birth and Death Registration Help Line at (651) 201-5961.
Record Issuance & Access	What does a deceased indicator look like on a birth record?	It prints "DECEASED" on the birth record and displays "DECEASED" on the screen in MN VRV2000.
Record Issuance & Access	What form of Mexican ID is acceptable?	If it meets the requirements in rules.
Record Issuance & Access	What if the father wants his information from the birth record?	Provide the father's information from the birth record in another format such as a letter or develop a template.
Record Issuance & Access	What should be done if the hospital hasn't filed the birth because they're waiting for the ROP?	The hospital should still file the birth within 5 days, ROP information can be added later.
Record Issuance & Access	If someone comes into the office and does not have ID, but is known by the clerk helping them in the office can the clerk sign a statement of identity?	No, this would be considered a conflict of interest. Staff who work in your office or in the county, that do not work directly with vital records could however provide the supporting identification.
Record Issuance & Access	When someone is declaring tangible interest as a personal representative of the estate of the subject, is supporting documentation necessary?	Yes
Record Issuance & Access	Where can you obtain the "Id Checking Guide"?	Visit their web site: <a href="http://www.idcheckingguide.com">www.idcheckingguide.com</a>
Record Issuance & Access	Who should set the standards for the expedite fee?	Each office set their own standards.
Records Retention & Voiding	Are we still keeping the voided security paper?	Refer to your retention schedule.
Records Retention & Voiding	How long are we required to keep applications	Refer to your retention schedule. We recommended 6 months.
Records Retention & Voiding	Is it OK to destroy the paper record?	Only according to your retention schedule.