

Office of the State Registrar Update
11/1/2011

Vital Records Training Wrap-up

We want to thank everyone who attended this year's Vital Records Training. Based on the feedback we've received, most attendees enjoyed themselves, and we are already germinating ideas for next year. We want to thank especially the host counties for booking such great conference rooms and to some for the extra effort of having coffee ready when we got there or providing lunch after the training.

The Test Your Vital Records IQ presentation will be posted on the Local Issuance website's *What's New* page this week. We are in the process of collating all of our notes about questions asked during the training (those we had time to write down, anyway) and will be posting those to the website as well.

If anyone who attended did not get a Certificate of Attendance, please email heidi.granlund@state.mn.us. Specify the date of training you attended and your mailing address so we can send you a certificate.

As a reminder, please note that the following documents do not need to be sent to the State Registrar's Office after processing:

- Parent Notices
- Death Amendment Applications

The parent notices were discussed during the training, and there were questions about the death amendment applications, which we could not answer at the time. Parent notices that need to be processed after a certificate has been issued may be faxed to 651-201-5740, attn.: Registration Unit or emailed to health.birthreg@state.mn.us.

We also discussed an error occurring on the parent notices right now which is scheduled to be fixed in the next MR&C release on or around November 30th. The error involves the mother's birth name – the parent notice is printing the mother's *current* first name, *current* middle name, and *maiden* last name. This means the parent notice makes the record appear to be correct when it's not, if the mother has changed her birth name after marrying. When this is found (usually after printing the certificate), please have the parent make the relevant corrections on the parent notice and fax or email to the notice to us.

OSR Public Phone Lines

After going without a public line earlier this fall, we now have 3 lines to be used by the general public. Not all of the lines were operational when the training sessions started, so they are not in your manuals or on the website yet. The lines are subject-specific and are answered by staff in 3 different areas of our office. Please provide one of these numbers to customers who wish to get in touch with us depending on their question:

651-201-5980: Issuance Unit

obtaining a copy of a birth record, death record, or paternity document (such as a certified Recognition of Parentage form)

651-201-5990: Special Processing Unit

birth record amendments, adoption replacements, and paternity order replacements

651-201-5961: Registration Unit/Field Services Unit

registering a birth or death record and filing a Recognition of Parentage form

Current turnaround times for processing requests are provided on the voicemail messages of both the Issuance and Special Processing lines. They are also updated once a week on the relevant pages on our public website.