

MR&C Processes for Local Issuance Offices

Parent Notices

Batch Print Parent Notices

1. Click on the **Birth** tab.
2. Select [Print parents notice](#) from the **Tasks** menu.
3. Select your **Issuance office**.
4. Enter the date ranges for the notices you want to print. The dates correspond to record file dates. You can generate parent notices for up to a seven day at a time.
5. You can choose to exclude or include already printed forms – this refers to both parent notices printed by issuance offices and parent verifications printed by hospitals.
6. Click **Generate report**.
7. Select **Open** on the File Download popup prompt.
8. Click on the printer icon. Depending on your default printer setting, you may need to click **Properties** and change your printer and/or print drawer. Click **OK** when you are ready to print and close the PDF window.

Print Parent Notice for Single Record

1. Click on the **Birth** tab.
2. Select [Search birth records](#) from the **Tasks** menu.
3. Enter the search criteria for the record you want and click **Search Births**.
4. If multiple records appear in the **Search results**, click the name of the child for the record you want.
5. From the **Select a Follow-on Action** dropdown below the **Record summary**, choose [Print parent notice](#).
6. You may see a message saying that a parent notice has already been printed. If you want to print another copy, click **Generate report**.
7. Select **Open** on the File Download popup prompt.
8. Click on the printer icon. Depending on your default printer setting, you may need to click **Properties** and change your printer and/or print drawer. Click **OK** when you are ready to print and close the PDF window.

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Correct a Birth Record with a Parent Notice

1. Click on the **Birth** tab.
2. Select [Search birth records](#) from the **Tasks** menu.
3. Enter the search criteria for the record you want and click **Search Births**.
4. If multiple records appear in the **Search results**, click the name of the child for the record you want.
5. From the **Select a Follow-on Action** dropdown below the **Record summary**, choose **Correct birth record**. If the record is not eligible for correction because it is over 45 days since the record was filed or because a certificate has been issued, a red message will appear at the top of the page. The parent notice must be sent to OSR for processing.
6. Select **Parent notice** as the **Reason** and click **Continue**. This will bring you into the birth record.
7. Find the data item(s) to be corrected and type in the new information.
8. Click **Continue** at the bottom of the page to navigate from any page on which you make a correction. If you do not click **Continue** the new information will not be saved.
9. Select the [Finalize Record](#) page.
10. Review the corrected information for accuracy. If you have made a mistake you can go back to change the information.
11. If the corrected information is accurate, click **File corrections**.