MINNESOTA REGISTRATION & CERTIFICATION (MR&C)

HOW TO CORRECT CAUSE AND MANNER OF DEATH

Corrections may be made to the demographic, legal and medical items on a death record within one year of the date of death unless a death certificate has been issued.

If a death certificate has been issued, a Cause of Death Amendment Affidavit must be submitted to the Office of Vital Records (OVR) at the Minnesota Department of Health. Call the OVR Help Desk at 651-201-5970 to obtain the cause of death amendment affidavit form.

1. Click the Death tab in MR&C.
2. Select Search Death Record from the Tasks list; enter the search criteria.
3. Click Search at the bottom of the page.
4. A record summary will be displayed at the top of the screen along with a list of other records matching the search criteria.
   a. If the record summary displays the record to be corrected, go to step 5.
   b. If the record summary does not display the record to be corrected, scroll down to review the list of names; click the decedent’s name to select the record.
5. In the Select a Follow on action field, choose ‘Correct death record’ from the drop-down menu.
6. The screen will refresh to the Correct a death record page; review the drop-down menu to choose the reason for a correction. Click Continue.
7. The page will refresh to the Decedent I page.
8. Click one of the Cause of Death links. Enter corrections. Click Continue.
9. Click Finalize corrections.
10. Review the previous and new value(s) of the field(s) corrected to verify the changes.
    a. Click File Corrections if satisfied. Death record updated successfully will display.
    b. Click Back to retain the corrections just made and to make additional corrections.
    c. Click Cancel corrections to discard the corrections.