

# Update or Cancel a Death Certificate Order

## MR&C USER GUIDE FOR FUNERAL HOMES

Funeral home users can update or cancel a death certificate order if the order is still in the funeral home's *Death certificate request* work queue.

### Update a certificate request

1. Click on *Work queue* under the **Tasks** menu.
2. Select the *Death certificate request* queue.
3. Select the record state file number for the request you want to change.
4. Make desired changes.

### Death certificate order screen

**Update death certificate request**

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**Decedent information**

Decedent's name	BUNSON, BASIL
Date of death	April, 01 2023
Place of death	BLAINE, ANOKA, MINNESOTA

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**Requester information**

Requester's name	FUNERAL HEIDI
Requesting funeral home*	PENZEY'S FUNERAL HOME
Issuance office*	ST LOUIS COUNTY RECORDER-VITAL RECORDS-69A
Special instructions	<div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> 500 Characters remaining.

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**Mail to information #{1}**

Remove mail to
Print Envelope

<input checked="" type="checkbox"/> Send to funeral home	PENZEY'S FUNERAL HOME-4545 *
First name*	DICK
Middle name	
Last name*	PICKLE
Country	UNITED STATES
State	MINNESOTA
City	LAKEVILLE
Address 1	1200 GRILLWAY AVENUE
Address 2	
Zip	55088 - <input type="text"/> <input type="checkbox"/> Unknown zip code
# of copies of certified fact of death	5
# of copies of certified cause of death	1 <input checked="" type="checkbox"/> VA certificate

Proceed
Cancel
Void

5. Click **Proceed**.
6. If certificate quantities are correct, click **Save**.

## Cancel (void) a certificate request

1. Click on *Work queue* under the **Tasks** menu.
2. Select the *Death certificate request* queue.
3. Select the record state file number for the request you want to change.
4. Click **Void**.

Note: The **Cancel** button will remove you from this screen and discard any changes you have made.

Minnesota Department of Health  
Office of Vital Records  
PO Box 64882  
St. Paul, MN 55164-0882  
651-201-5970  
[health.vitalrecords@state.mn.us](mailto:health.vitalrecords@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

09/15/23

*To obtain this information in a different format, call: 651-201-5970.*