

# Correct a death record

## MR&C USER GUIDE FOR FUNERAL DIRECTORS AND STAFF

**Note:** You can correct fact of death information before anyone purchases certificates, or up to one year after the death, whichever comes first.

After logging in to MR&C:

1. Select the **Death** tab.
2. Select *Search death record* from the **Tasks** menu.
3. Enter search criteria.
4. Click the **Search** button at the bottom of the page.
5. If MR&C returns multiple results, click on the name of the record you want.
6. From *Select a Follow-on Action*, choose “Correct death record.”
7. Select a reason for the correction.
8. Click **Continue**.
9. Find the field(s) with the incorrect information and enter the new (correct) information.
10. Click the **Finalize Filing** node when you have made all necessary changes.
11. Review the previous and new values for accuracy.
12. If the new information is accurate, click **File corrections** at the bottom of the page.

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