

Print death worksheet and other documents

MR&C USER GUIDE FOR FUNERAL DIRECTORS AND STAFF

This user guide provides information on printing the following documents:

[Completed death worksheet](#)

[Disposition permit](#)

[Cremation authorization form](#)

[Disinterment permit](#)

Print completed death worksheet

You can print a completed death worksheet from the **Finalize Filing** page within a record or from the record summary after searching for the record.

1. From *Select a Follow-on Action*, choose “Print completed death worksheet.”
2. Check *Select all* to print both fact and cause of death worksheets, or check the specific worksheet you want to print.
3. Click **Generate report**.
4. Follow the screen prompts to open and print the PDF.

Print disposition permit

Note: You can print a disposition permit only after you file the fact of death.

You can print a disposition permit either from the **Finalize Filing** page within a record or from the record summary after searching for the record.

1. From *Select a Follow-on Action*, choose “Print disposition permit.”
2. Click **Generate report**.
3. Follow the screen prompts to open and print the PDF.

Print cremation authorization form

Note: You can print a cremation authorization form only after the coroner or medical examiner has approved the cremation, donation, or alkaline hydrolysis disposition.

You can print a cremation authorization form from the **Finalize Filing** page within a record or from the record summary after searching for the record.

1. From *Select a Follow-on Action*, choose “Print cremation authorization form.”
2. Click **Generate Reports**.

3. Follow the screen prompts to open and print the PDF.

Issue disinterment permit

1. Search for the record you want and view the record summary.
2. From *Select a Follow-on Action*, choose “Issue disinterment permit.”
3. Check the type of reinterment.
 - If burial or entombment, start typing the name of the cemetery and select the one you want.
 - If cremation, start typing the name of the crematory and select the one you want.
4. Click **Add legal representative**.
5. Enter the representative’s name.
6. Enter the representative’s relationship to the decedent.
7. If there is more than one legal representative, repeat steps 4 - 6 until you have entered them all.
8. Enter the expected date of disinterment.
9. Enter the expected date of reinterment.
10. Click **Save**.
11. Click **Print**.
12. Follow the screen prompts to open and print the pdf.

Minnesota Department of Health
Office of Vital Records
PO Box 64499
St. Paul, MN 55164-0499
651-201-5970
health.MRCAdmin@state.mn.us
www.health.state.mn.us

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