MINNESOTA REGISTRATION & CERTIFICATION (MR&C)

HOW TO REQUEST A DEATH CERTIFICATE USING SEARCH DEATH RECORD

1. Click the Death tab in MR&C.
2. Select Search Death Record in 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 desired record, go to step 5.
   b. If the record summary does not display the desired record, scroll down to review the list of names; click the decedent’s name to select the record and continue with step 5.
5. In the Select a Follow on action field, choose ‘Request death certificate’.
6. Click on the decedent’s name. The screen will refresh and auto-populate specific fields with previously entered information.
7. Confirm the ‘Issuance Office’ selection or click the down arrow to select the Issuance Office.
8. Use the Special Instructions text box to enter special instructions for the Local Issuance office.
9. Scroll down; click the Send to funeral home box. The funeral home mailing information will populate.
10. The first and last names of the funeral director or designated staff receiving the death certificate(s) are required fields.
11. Complete the # of copies of certified fact of death or # of copies of certified cause of death fields. Click the VA certificate box when requesting VA certificate(s).
12. To have copies sent to a different mailing address in addition to the funeral home, click the Add mail to button.
13. Click Proceed.
14. Review the Request summary. Click Save to continue or Modify request to make changes.
15. The request for death certificates has successfully been updated to issuance office message displays.