

Use this form to get a user ID and password for MR&C or to change or disable an existing account. MR&C is the statewide vital records registration and issuance system.

<input type="checkbox"/> New user		<input type="checkbox"/> Change user info		<input type="checkbox"/> Disable user (list user's name)		Effective date:	
User first name		MI	User last name		County Vital Records Office (CVRO) name		
CVRO street address				City	State MN	Zip code	
Business email				Business phone (10-digit)			
<p>By signing this document, I agree that:</p> <ul style="list-style-type: none"> I will keep MR&C secure; I will not share my MR&C password or log into MR&C with any user ID other than my own. I will log out of MR&C when I am not using it. I will log into MR&C <i>only</i> at my assigned county office(s) while I perform my vital records duties. I will release private or confidential vital records information only as allowed by law (<i>Minnesota Statutes, sections 144.211-144.227, and Minnesota Rules 4601</i>). MDH will provide me with access to the MDH Sharepoint Connect site for county offices (via a separate email) and send periodic communications from the Office of Vital Records via a GovDelivery email list. I understand the potential penalties for unlawful use of data (<i>Minnesota Statutes, sections 609.87-609.98, and Chapter 13</i>) include fines and imprisonment. If I do not abide by this agreement, the Minnesota Department of Health may end my access to MR&C. 							
User signature				<input type="checkbox"/> I am an MR&C user <input type="checkbox"/> I have never used MR&C		User signature date	
<p>When your account is created, you'll receive an email with a link to MR&C, your username, and log in instructions. If you do not get the email or need help, call the MR&C Help Desk at 651-201-5970.</p>							
User information change request (last name, email, phone, user role, location)							
Specify the information you want to change:							
Some changes may require that we create a new account and disable the old one.							
Supervisor – assign role(s) and authorize user							
<input type="checkbox"/> Issuance	<input type="checkbox"/> Correct/Amend (Change)	<input type="checkbox"/> Correct/Amend (Deaths only)	<input type="checkbox"/> Administrative (Reports, invoicing)	<input type="checkbox"/> Non-Issuance			
Authorizing supervisor email		<input type="checkbox"/> Public user This role allows access to public record summary information in MR&C. The public user role may not have any other roles.					
Printed name of authorizing supervisor		Signature of authorizing supervisor			Signature date		
Form management and submission							
<ol style="list-style-type: none"> Email completed form to health.MRCAdmin@state.mn.us or fax to 866-416-1357. Keep a copy of the completed form for your records. 							