

MINNESOTA REGISTRATION & CERTIFICATION (MR&C)

HOW TO PRINT A DEATH WORKSHEET (SEARCH DEATH RECORD)

1. Click [Search death record](#) in the Tasks list on the Death tab.
2. Type in the decedent's first and last name (add other search criteria to narrow the results).
3. Click **Search**.
4. The *Death record summary* screen will appear.
5. Click on the decedent's name in the results list in the lower portion of the screen.
6. In the **Select a Follow-on Action** drop-down menu, choose 'Print completed death worksheet'.
7. On the *Print worksheets screen*, check the boxes of the worksheets to be printed and then click **Generate report**.
8. Click **Open** when the PDF download file prompt appears.
9. Print the worksheet.

HOW TO PRINT A BLANK DEATH WORKSHEET

1. In the Tasks list on the Death tab, select [Print blank death worksheet](#).
2. On the *Print worksheets screen*, check the boxes of the worksheets to be printed and then click **Generate report**.
3. Click **Open** when the PDF download file prompt appears.
4. Print the worksheet(s).