# 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.