

Fulfill electronic death certificate requests

MR&C USER GUIDE FOR COUNTY VITAL RECORDS STAFF

After logging in to MR&C:

1. Select *Work queue* from the **Tasks** menu.
2. Select the *Pending electronic request for death certificate from funeral director* queue.

Note: If “No” appears in the last column, this indicates the medical certifier has not filed cause of death.

Pending electronic request for death certificate from funeral director (26)						
State file number	Decedent's name	Establishment name	Funeral director name	Date of request	Issuance office	Can be fulfilled
2019-MN-000109	PLANE, ASTRAL	PENZEY'S FUNERAL HOME	HEIDIF1	09/13/2019	ST. LOUIS COUNTY RECORDER-VITAL RECORDS	Yes
2019-MN-000101	BOLT, THUNDER	PENZEY'S FUNERAL HOME	HEIDIM2	08/14/2019	ST LOUIS COUNTY RECORDER-EMBARRASS	Yes
2019-MN-000100	ROD, LIGHTNING	PENZEY'S FUNERAL HOME	HEIDIM2	08/14/2019	ST LOUIS COUNTY RECORDER-EMBARRASS	Yes
2019-MN-000098	NEWTON, NIKO	PENZEY'S FUNERAL HOME	HEIDIM2	08/14/2019	ST LOUIS COUNTY RECORDER-EMBARRASS	Yes
2019-MN-000080	PEALE, POTATO	PENZEY'S FUNERAL HOME	HEIDIF1	06/24/2019	ST. LOUIS COUNTY RECORDER-VITAL RECORDS	No

3. Click on the state file number of the record you want to issue.
4. Note any special instructions entered by the funeral home.

Requester information

Requester's name: MORTICIAN HEIDI

Requesting funeral home*: PENZEY'S FUNERAL HOME

Issuance office*: ST LOUIS COUNTY RECORDER-EMBARRASS-09H

Special instructions: call when ready - will pick up

470 Characters remaining.

5. Optional: If mailing certificates, click the **Print Envelope** button to print the mailing address on a large envelope.
6. Click **Fulfill**.
7. Click **Generate issuance document(s)**.

FULFILL ELECTRONIC DEATH CERTIFICATE REQUESTS

8. Follow the screen prompts to open and print the pdf.
9. Click **Assign DCN**.
10. Type or scan the DCN for the first certificate.
11. If you printed multiple certificates, use the **Calculate** button to populate the additional DCN fields in numerical order.
12. If all certificates printed correctly, click **Save & close request item**.

Available actions when reviewing electronic requests

MR&C provides the following options to both county vital records and funeral home users when viewing an electronic request for certificates:

- **Fulfill:** Allows you to fulfill request
- **Proceed:** Brings you to an order summary page
- **Cancel:** Brings you back to the work queue
- **Void:** Deletes the request

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