DEPARTMENT OF HEALTH

Print parent notices

MR&C USER GUIDE FOR COUNTY VITAL RECORDS STAFF

Print multiple parent notices by date range

After logging in to MR&C:

1. Select the **Birth** tab.

2. Select *Print parents notice* from the **Tasks** menu.

3. Select your issuance office.

4. Enter a date range of up to seven days.

> **Note:** The date range corresponds to record filing dates.
>
> Results include records filed on the *From date* but do not include records filed on the *To date.*
>
> Example: A date range of 9/1/2019 to 9/8/2019 will return results for records filed 9/1/2019 **through** 9/7/2019.

5. Choose to exclude or include previously printed parent notices. (MR&C defaults to exclude these.)

6. Click **Generate report**.

7. Follow the screen prompts to open and print the pdf.

Print parent notice for a single record

After logging in to MR&C:

1. Select the **Birth** tab.

2. Select *Search birth records* from the **Tasks** menu.

3. Enter search criteria.

> **Tip:** Use at least two specific search criteria to locate record, such as the first name and date of event.

4. Click the **Search** button at bottom of 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 "Print parent notice".

7. Click **Generate report**.

8. Follow the screen prompts to open and print the pdf.

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