

MR&C is the statewide system for Minnesota vital records. Authorized users of MR&C have many roles: registering vital events, issuing certificates, and viewing certain information to carry out their job responsibilities. Child support users have permission to view summary information on confidential and public birth records in MR&C. These viewing rights are for “child support enforcement purposes” only.

To log in to MR&C, you need a user name and a password. Complete this form to become an authorized user of MR&C and obtain a user name. Your supervisor must sign this form to approve your request.

Information for user account

First name (print clearly)		Last name (print clearly)	
Agency name		Agency street address, city, state, and ZIP Code™	
Business email	Business phone (10-digit)	Job title	

By signing this document, I agree that:

- I will not compromise the security of MR&C by sharing my password or logging into MR&C with any user ID other than my own. I agree to log out of MR&C any time I am not using it.
- I will only access MR&C from authorized computers within my assigned agency while working in my role as a representative of Department of Human Services (DHS) Child Support Enforcement or tribal child support.
- I will not share or use confidential birth record information for any purpose other than child support enforcement.
- I will not print or save electronic images of the MR&C birth record summary screen for any birth record I view.
- Penalties for unlawful use of data exist under Minnesota Statutes, sections 609.87-609.98, and Chapter 13. Any person violating these sections of the law may be subject to penalties, up to and including fines and imprisonment.
- If I do not follow this agreement, the Minnesota Department of Health may end my access to MR&C.
- I may have to renew my user agreement periodically for security purposes.

Signature of user named above	Date
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After the Office of Vital Records (OVR) creates your user account, MR&C sends you an email. The email contains the link to MR&C, your username, and log in instructions. If you do not get the email, or if you need assistance, contact the MR&C Help Desk at 651-201-5970. Email at: health.MRCAdmin@state.mn.us.

Supervisor information, authorization and instructions

Supervisor name (print clearly)		Job title	
Supervisor agency name	Business email	Business phone (10-digit)	

I will notify OVR at once when this employee resigns or no longer needs access to MR&C for child support enforcement purposes.

Supervisor signature	Date
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Keep a copy of this form (with signatures) for your records. When the employee no longer requires access to MR&C for child support enforcement, use the form to notify OVR. Check the box below. Enter the effective date. Submit the form by fax or email.

Disable user named in “Information to create user account’ above Effective date *mm/dd/yyyy*

Submit the completed form

Fax form to 866-416-1357 or, scan and email to health.MRCAdmin@state.mn.us.

If you need help with MR&C

Contact the MR&C Help Desk at 651-201-5970.