m1 DEPARTMENT OF HEALTH

Correct a birth or death record

MR&C USER GUIDE FOR COUNTY VITAL RECORDS STAFF

After logging in to MR&C:

1. Select either the **Birth** or **Death** tab, depending on the type of record you want to correct.

2. Select *Search birth records* or *Search death record* 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 to correct.

6. From *Select a Follow-on Action*, choose *Correct birth record* or *Correct death record*.

7. Select a reason for the correction.

    a. For a birth record, select "Parent notice" if a parent requests the change.

    b. For a death record, select "Funeral director statement", if a funeral home requests the change.

8. Click **Continue.**

9. Find the field(s) with the incorrect information and enter the new (correct) information.

10. Click the **Finalize Record** node (for birth) or **Finalize Filing** node (for death) when you have made all requested 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.