

Use this form to request a 'data entry error' correction to a pre-2001 birth record hand-entered into MR&C.

**County vital records office personnel must complete this form.**

Email completed form to [health.birthreg@state.mn.us](mailto:health.birthreg@state.mn.us) for processing.

**Information to find the birth record**

Subject	State File Number	Subject's first name	Subject's middle name	Subject's last name
	Subject's date of birth (MM/DD/YYYY)		County of birth	

**Subject status**

Is the subject of the birth record alive?  Yes  No

**Enter the correct information below – Fill in ONLY the fields that require correction**

Subject	Subject's first name	Subject's middle name	Subject's last name	Subject's name suffix
	Date of Birth (MM/DD/YYYY)	Sex <input type="checkbox"/> Female <input type="checkbox"/> Male	City of Birth	County of Birth
Parents	Mother's first name	Mother's middle name	Mother's maiden name -name before first marriage	
	Father's first name	Father's middle name	Father's last name	Father's last name suffix
Other	Specify item not listed above along with the correct information.			

**County Vital Records Office Requester Information**

Name of county vital records staff person	Name of county	Request date MM/DD/YYYY
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**How shall we contact you? Fill out one of the fields below.** If the Office of Vital Records (OVR) can correct the record, we will contact you **after** we have made the correction. We will also contact you if we cannot process the request.

Business email	Business phone number (10-digit)
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Email completed form to [health.birthreg@state.mn.us](mailto:health.birthreg@state.mn.us) for processing.

**OFFICE OF VITAL RECORDS USE ONLY**

Processor's name	Processing date (MM/DD/YYYY)
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Check one:  
 Birth record corrected  
 Birth record NOT corrected