

County vital records staff use this form to request that the Office of Vital Records add a record of a birth before 2001 to MR&C. This step is necessary to generate a birth certificate. NOTE: Verify that your customer wants and is eligible to receive a certified copy. Adding the birth record to MR&C is not necessary to issue non-certified records.

For births before 1900 in another county, refer your customer to the county where the record subject was born or contact that county directly to request an image of the birth record.

Birth record information					
Subject	Subject's first name		Subject's middle name		Subject's last name
	Subject's date of birth (MM/DD/YYYY)		Subject's sex	Subject's city of birth	Subject's county of birth
Parents	Mother's first name		Mother's middle name		Mother's name before first marriage
	Father's first name		Father's middle name		Father's last name
Subject information					
Is the subject of the birth record living? <input type="checkbox"/> Yes <input type="checkbox"/> No					
Paper birth record information					
<p>You do not have to send a copy of the original record with your request unless the birth occurred before 1900. However, the Office of Vital Records will request the county record if we cannot find a record filed with the state, or if the state record is illegible.</p> <p><input type="checkbox"/> We have included a copy of our county paper birth record with this request.</p> <p><input type="checkbox"/> We have included a copy of a paper record of a birth in another county before 1900.</p> <p><input type="checkbox"/> The birth occurred in this county, but we are unable to send OVR a copy of the birth record.</p>					
County vital records office requester information					
County office requester name		Name of county		Request date (MM/DD/YYYY)	
<p>How shall we contact you? 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.</p>					
Business email			Business phone number (10-digit)		
<p>Email completed form to health.vitalrecords@state.mn.us.</p> <p>If you have questions about this form, contact the Office of Vital Records at 651-201-5970.</p>					