

1. Contact Northstar to report and resolve problems with your security paper order or delivery.			
2. Once your office and Northstar resolve the problem, fill in this form to notify the Office of Vital Records.			
County Vital Records Office (CVRO) Information			
Office location			Location code
Paper problems			
<input type="checkbox"/> Ink smudges	<input type="checkbox"/> Missing paper (ream)	<input type="checkbox"/> Box was damaged	<input type="checkbox"/> Partial shipment
<input type="checkbox"/> Missing DCN		<input type="checkbox"/> Duplicate DCNs	
<input type="checkbox"/> Other Describe:			
Date reported to Northstar			
Reported to Northstar by (CVRO employee name)			
How did Northstar resolve the problem?			
Was the problem resolved to your satisfaction? <input type="checkbox"/> No <input type="checkbox"/> Yes If Northstar did not resolve the problem to your satisfaction, what action do you want OVR to take? Explain:			
CVRO Signatures			
Employee name (please print)		Date (MM/DD/YYYY)	Business phone (10-digit)
Employee's signature			Business email
Supervisor's name (please print)		Date (MM/DD/YYYY)	Business phone (10-digit)
Supervisor's signature			Business email
Email or fax form to	health.vitalrecordspaper@state.mn.us 866-416-1357	Put "Paper Problem" in the email subject line or on the fax cover sheet.	