mn DEPARTMENT OF HEALTH

MR&C User Guide

FOR CHILD SUPPORT WORKERS

Technical requirements

Minnesota Registration and Certification (MR&C) is a secure web-based vital records application.

To use MR&C effectively:

- Use one of the following web browsers:
  - Edge
  - Chrome
  - Firefox
  - Internet Explorer
- Disable the form autocomplete option in your browser settings.

Functionality may be lost if you access MR&C on touch screen devices such as smart phones or tablets.

Set password and log in

After the Office of Vital Records has processed your user agreement, you will receive an automated email with your user name, a link to MR&C, and instructions to set a password.

Your password must:

- Contain at least one lower case letter
- Contain at least one upper case letter
- Contain at least one number
- Be at least 8 characters long
- Be different from your previous 24 MR&C passwords

Passwords expire every 90 days.

Manage profile

Keep your contact information (phone and email) current with the *Manage profile* link under the **Tasks** menu on the **Home** page.

Search birth records

You can search for and view summary information for all birth records filed in Minnesota.

1. Click on the **Birth** tab at the top of the page
2. Click on *Search birth records* under the **Tasks** menu
3. Enter at least two search criteria
4. Click **Search** at the bottom of the page

If MR&C returns multiple results, click on the name of the child whose birth summary you want to view.

Birth record summary information

The birth record summary displays all information that prints on a certified birth certificate, in addition to:

- A CONFIDENTIAL/RESTRICTED ACCESS label if the mother wasn't married when the child was born and chose not to make the record public
- The facility (if any) and street address where the birth occurred
- Child's birth weight
- Mother's marital status at the time of birth

You can also see when legal parentage documents filed with the Office of Vital Records. See the examples below. The birth record summary shows information about ROP or SNPS revocations, when applicable.

ROP filed example

Mother/Parent One married:	N
ROP file date:	04/15/2020
Mother sign date:	04/14/2020
Father sign date:	04/14/2020

ROP and SNPS filed example

Mother/Parent One married:	Y
ROP file date:	02/22/2019
Mother sign date:	02/22/2019
Father sign date:	02/22/2019
SNPS file date:	02/22/2019
SNPS sign date:	02/22/2019

Paternity court order filed example

Paternity Adjudication #:	PAT5899
County, State filed:	RAMSEY, MINNESOTA
Court file Date:	12/15/2019

For more information, visit
Information for Minnesota Child Support Workers (www.health.state.mn.us/people/vitalrecords/childsupport/index.html).

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To obtain this information in a different format, call: 651-201-5970.