

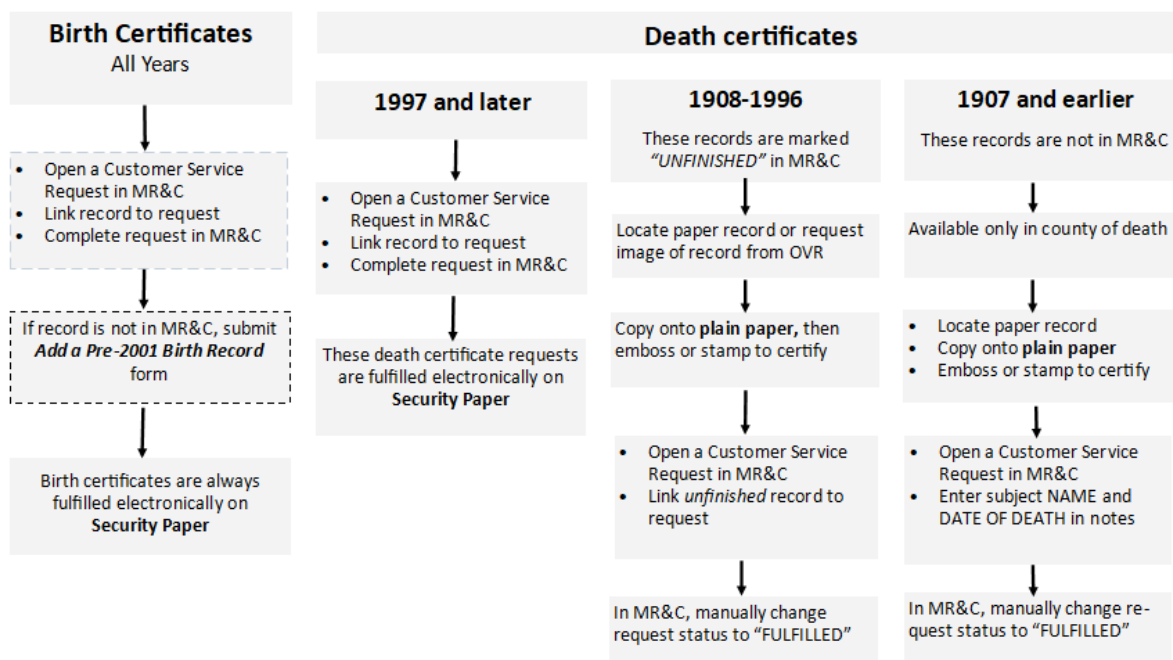
# Issuing historical birth and death records

**VITAL RECORDS FILE DATES DETERMINE NEXT STEPS.**

**“Historical” vital records are birth and death records that were originally registered on paper in the county where the event occurred.** Electronic registration began in 1997 for death and in 2001 for births in Minnesota.

## Requests for certified copies

### Processing requests for certified copies



*All vital records transactions must be entered as a Customer Service request in MR&C*

## Certified birth records

Birth certificates/certified copies of birth records are always issued electronically on security paper from the MR&C system. Do not certify a photocopy of a birth record or photocopy a record onto security paper. If a birth record must be added to MR&C to fulfill a birth certificate request, submit a [Request to Add Pre-2001 Birth Record to MR&C \(state.mn.us\)](http://state.mn.us) form.

## Certified death records

Death certificates/certified copies of death records filed in 1997 and later are issued electronically on security paper from the MR&C system. Death records that were filed on paper, before the electronic system, may be issued differently.

### Death records from 1908-1996

Limited information from paper death records was used to create an electronic index to easily search and identify records in MR&C. Indexed death records have a state file number and a status of "UNFINISHED" in MR&C.

The paper record, or an image of the paper death record, is required to issue a 1908-1996 death certificate. These death records are available from the county of death or from OVR.

To request an image of a paper birth or death record from OVR:

- Send an email to [health.vitalrecords@state.mn.us](mailto:health.vitalrecords@state.mn.us) with the subject line: "Historical record image needed"
- Include the name on the record, their date of death (death record) or date of birth (birth record), and the **state file number** in the body of the email.
- OVR will provide you the image as soon as possible, often in the same day.

To issue a certified death record:

- Copy or print the image on plain paper and stamp or emboss the paper to certify.

A VA certificate must include the following limited use statement:

"This record is issued without charge to a veteran, the surviving spouse or next of kin of a veteran, service officers of a veteran's organization chartered by the Congress of the United States, or the Department of Veterans Affairs. This record is intended only for use in the presentation of claims to the United States Veterans Administration or in connection with any veteran's organization or the Department of Veterans Affairs."

- Enter a customer service request in MR&C, linking the state file number to the request.
- Complete the MR&C customer request transaction by manually changing the request status from "open" to "fulfilled" on the Request Item Details page of the customer service request in MR&C.

### Death records from 1907 and earlier

Death records from 1907 and earlier are available only in the county where the death occurred. The county of occurrence must:

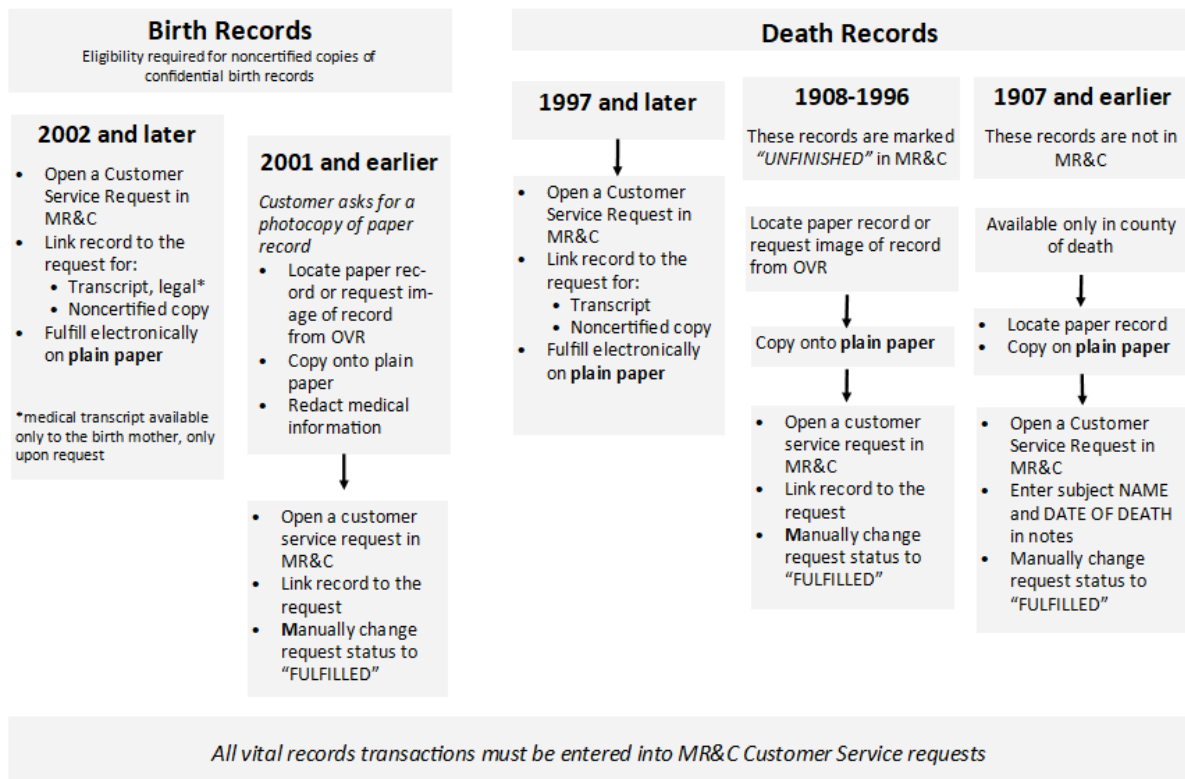
- Locate the record outside of MR&C.
- Copy or print the image on plain paper and stamp or emboss the paper to certify. VA certificates must include statement noted in the box above.

- Enter a customer service request in MR&C, including the requester information and payment. Add a note with the subject’s name and date of death.
- Complete the MR&C customer request transaction by manually changing the request status from “open” to “fulfilled” in MR&C

## Requests for noncertified, informational copies



### Processing noncertified-informational copy requests



To request an image of a paper birth or death record from OVR:

- Send an email to [health.vitalrecords@state.mn.us](mailto:health.vitalrecords@state.mn.us) with the subject line: “Historical record image needed”
- Include the name on the record, their date of death (death record) or date of birth (birth record), and the **state file number** in the body of the email. If you are requesting a birth record from 1935 or earlier that is not in MR&C and no state file number is available, please provide other identifying information.
- OVR will provide you the image as soon as possible, often in the same day

## Noncertified/informational birth records

Noncertified birth record documents must be issued electronically from the MR&C system for births 2001 and later. Birth records that were filed on paper, before the electronic system, may be issued differently.

### Birth records from before 2001

Requesters can choose between an electronic transcript (if the record is in MR&C) or a photocopy of the paper record. The paper record is available in the county of birth and most records are available from OVR. To issue a photocopy of the paper record:

- Copy or print the image on plain paper
- Redact *mother's* private data (health information) from the copy. Information varies by age of record, but health information may include:
  - Date last normal menses began
  - Month of pregnancy prenatal care began; number of prenatal visits
  - Date of last live birth
  - Date of last fetal death
  - Previous deliveries: How many other children are now living, born alive, born dead, are now dead
  - Length of pregnancy
- Enter a customer service request in MR&C, including the requester information and linking the state file number to the request.
- Because the document is printed outside the system, the issuer completes the transaction by manually changing the request status to “fulfilled.”

## Noncertified/informational death records

Noncertified copies of death records filed in 1997 and later are issued electronically on plain paper from the MR&C system. Noncertified copies of records that were filed on paper, before the electronic system, are issued differently.

### Death records from 1908-1996

Limited information from paper death records was used to create an electronic index to easily search and identify records in MR&C. Indexed death records have a state file number and a status of “UNFINISHED” in MR&C.

The paper record is available in the county of death or from OVR.

- Copy or print the image on plain paper

## ISSUING HISTORICAL BIRTH AND DEATH RECORDS

- Enter a customer service request in MR&C, including the requester information and linking the state file number to the request.
- Because the document is printed outside the system, the issuer completes the transaction by manually changing the request status to “fulfilled.”

### **Death records from 1907 and earlier**

These records were filed on paper and are available only in the county where the death occurred.

- Copy the image on plain paper.
- Enter a customer service request in MR&C, including the requester information and payment. Add a note with the subject’s name and date of death.
- Because the document is printed outside the system, the issuer completes the transaction by manually changing the request status to “fulfilled.”

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