

# Issuing ‘No Record Found’ Documents for Historical Records

## MR&C USER GUIDE FOR COUNTY VITAL RECORDS STAFF

As requests for historical birth and death records increase, issuance offices need to know when it’s appropriate to issue a No Record Found (NRF) document.

Requests for records where the county is the official record holder — records of births in 1900 or before and deaths in 1908 or before — are fulfilled in the county where the birth or death occurred. If the county office can’t locate the requested record, it can issue an NRF. If the request is for a noncertified record, a noncertified NRF is issued. A certified NRF is issued when the request is for a certified record.

County offices can only issue NRFs when the request is for a:

- Record of a birth or death that occurred in that county
- Record that is held only in the county — births in 1900 or before and deaths in 1908 or before
- Record that falls within the county’s archive dates (e.g., don’t accept a request or issue an NRF for an 1855 record if your archive only goes back to 1870)

County staff must complete a thorough search before issuing an NRF. You may have to search in different ways, such as:

- By dates, names, and locations
- By a range of dates
- By different potential spellings
- By more than one person

Issue an NRF only if these searches do not produce the requested record.

Refer customers to the correct county if the birth or death occurred elsewhere in Minnesota. If the birth occurred after 1900 or the death after 1908, refer the customer to the Office of Vital Records.

**m** DEPARTMENT OF HEALTH

**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**

**m** DEPARTMENT OF HEALTH

**Processing requests for certified copies**

Birth Certificates All Years	1997 and later	1908-1996	1907 and earlier
<ul style="list-style-type: none"> <li>• Open a Customer Service Request in MR&amp;C</li> <li>• Link record to request</li> <li>• Complete request in MR&amp;C</li> </ul> <p>If record is not in MR&amp;C, submit <b>Add Pre-2001 Birth Record</b> form.</p> <p>Birth certificates are always fulfilled electronically on <b>Security Paper</b>.</p>	<ul style="list-style-type: none"> <li>• Open a Customer Service Request in MR&amp;C</li> <li>• Link record to request</li> <li>• Complete request in MR&amp;C</li> </ul> <p>These death certificate requests are fulfilled electronically on <b>Security Paper</b>.</p>	<p>These records are marked “unregistered” in MR&amp;C.</p> <p>Locate paper record or request image of record from DVR.</p> <p>Copy onto plain paper, then emboss or stamp to certify.</p> <ul style="list-style-type: none"> <li>• Open a Customer Service Request in MR&amp;C</li> <li>• Link unlinked record to request</li> </ul> <p>In MR&amp;C, manually change request status to “FULFILLED”.</p>	<p>These records are not in MR&amp;C.</p> <p>Available only in county of death.</p> <p>Locate paper record</p> <p>Copy onto plain paper</p> <p>Emboss or stamp to certify.</p> <ul style="list-style-type: none"> <li>• Open a Customer Service Request in MR&amp;C</li> <li>• Enter subject NAME and DATE OF DEATH in notes</li> </ul> <p>In MR&amp;C, manually change request status to “FULFILLED”.</p>

*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 \(state.mn.us\)](#) form.

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## Issue a certified no record found document

After logging in to MR&C:

1. Enter a customer service request. Choose the request item type: **Certified statement of no birth record found (\$26)** or **Certified statement of no death record found (\$13)**.
2. Enter the requester's information and process the payment as usual.
3. On the *Request Item Details* page, click the **Edit registrant** link to enter the record subject's information. Enter as much information as you have and save.
4. Select the relationship of the authorized requester and add supporting documents if required.
5. Proceed to the *Request Summary* page, send for fulfillment, and fulfill as usual.
6. Assign a DCN to complete the request (a certified NRF is printed on security paper).

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*To obtain this information in a different format, call 651-201-4426.*