

Training Checklist and Quiz

FOR NEW COUNTY VITAL RECORDS EMPLOYEES

Checklist

- View four pre-recorded classes
 - [Welcome to vital records part 1 – Introduction](#)
 - [Welcome to vital records part 2 – Operations](#)
 - [Welcome to vital records part 3 – MR&C demonstration](#)
 - [Welcome to vital records part 4 – MR&C demonstration](#)

- Practice issuance activities in MR&C Train

[MR&C TRAIN](#) is a simulated version of Minnesota Registration and Certification (MR&C) where you can practice using the system without affecting official vital records.

Please follow this guidance while using the TRAIN system:

- **Do NOT save the link to MR&C TRAIN in your browser.** Saving it will cause confusion when you have access to your MR&C account.
- Do NOT use real customer information. MR&C Train is intended to be a training environment. All data entered in the MR&C Train system should be fictional data.
- Do not try to enter your county office. The issuance office will default to TRAINING OFFICE.
- Enter all payments as cash or check.
- When searching for records in MR&C TRAIN the best method is to enter date of event (from) and date of event (to). Birth and death fictional records exist in MR&C TRAIN for the years 1980-current.
- When issuing a birth or death certificate in TRAIN, go to fulfill (creates a pdf — no need to print) and do NOT assign DCNs. The request will still show that it is open.

Activities to practice in MR&C Train

- Independently explore to familiarize yourself with the system
- Open the work queue and view pending requests
- Enter a customer service request for a birth certificate
- Find any birth record and:
 - Print a single parent notice from it

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- Issue a birth certificate (view the pdf, do not print or assign DCNs)
- Notice if it is a confidential record. What are the implications for fulfilling that request?
- Find a birth record filed within the last year, correct a middle name, and issue a birth certificate. If you can't correct the record, view the history and explain to your mentor why the record is not correctable.
- Issue a VA death certificate
- Print a batch of parent notices

Recommended video resources

- [Eligibility/Tangible Interest – January 2022 Office Hours](#)
- [Acceptable ID – October 2021 Office Hours](#)
- [Death record amendments – February 2022 Office Hours](#)
- [Parent Notices – November 2021 Office Hours](#)
- [Issuing Historical Records – October 2024 Office Hours](#)

Quiz

An online version of the quiz is available: [County Issuance MR&C User Quiz](#)

1. In Minnesota, _____ records are public records.
 - a. birth
 - b. death
2. Some _____ records are confidential.
 - a. birth
 - b. death
3. TRUE or FALSE | Access to vital records/certificates is based on the requester's relationship to the subject of the record.
4. Minnesota's _____ regulate and guide the release of data and the issuance of vital records.
 - a. statutes and administrative rules
 - b. laws
 - c. governor and lieutenant governor

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5. TRUE or FALSE | The Office of Vital Records (OVR) at the Minnesota Department of Health oversees and maintains birth and death records.
6. In MR&C, death records from 1997 and earlier _____. This is your cue to find and copy the image of the original record, then certify it (if a certified copy was requested) with a stamp or seal.
 - a. look old
 - b. look unfinished
 - c. have a red on-screen notice
7. TRUE or FALSE | A certified copy (certificate) from a public birth or death record can be issued to anyone for any reason.
8. Security paper must be stored in a _____ location.
 - a. secure, offsite
 - b. secure, locked
 - c. accessible
9. New parents may make a change (correction) to their child's birth record for up to _____, unless a certificate has already been issued.
 - a. one year after the birth
 - b. the child's 16th birthday
 - c. two weeks after the birth
10. After corrections are no longer allowed (see question 9), changes are called _____ and the customer must work with OVR to get the record changed.
 - a. corrections
 - b. amendments
 - c. revisions
11. VA certificates are different from regular certificates because they _____.
 - a. are printed on plain paper
 - b. have a paragraph restricting use to Veteran Administration or military benefits
 - c. are confidential records
12. Document control numbers (DCNs) appear on _____ and are used to reduce fraud.
 - a. security paper
 - b. certificates
 - c. directions

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13. When requested, county issuance offices can process amendments to _____.
- a. birth records
 - b. death records, within the first year and when requested by the funeral home
 - c. death records prior to 1997
14. Which people/relationships are eligible for a confidential birth record? (Select all correct choices)
- a. subject at any age
 - b. subject at age 16 or older
 - c. parent listed on the record
 - d. sibling
 - e. someone with a court order
15. The Office of Vital Records help desk is for _____. (Choose all appropriate answers.)
- a. vital records partners in hospitals, funeral homes, and clinics
 - b. vital records partners in county vital records offices
 - c. the general public
 - d. Office of Vital Records staff

Take action

- Review and discuss your responses with your supervisor or mentor. Talk with them about what you would do if a second parent, whose information is not on a birth record, is requesting a birth certificate.
- Bookmark our webpage with useful resources: [Information for County Vital Records Offices](#)
- Take credit for the trainings you completed: [Training tracker survey](#)

Welcome to vital records!

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