

**Minnesota Registration & Certification (MR&C)
County Vital Records Office
User Agreement**

Fill in this form to get a user id and password for MR&C. MR&C is the statewide vital records registration and issuance system. Or use this form to request a change to a user's account or to disable a user's account.

User information <input type="checkbox"/> New user <input type="checkbox"/> Disable user (list user's name below) Date to disable:				
User first name	MI	User last name	County Vital Records Office (CVRO) name	
CVRO street address			City	State MN
ZIP Code™				
Business email		Business phone (10-digit)		
<p>By signing this document, I agree that:</p> <ul style="list-style-type: none"> I will keep MR&C secure; I will not share my MR&C password or log into MR&C with any user ID other than my own. I will log out of MR&C any time I am not using it. I will log into MR&C <i>only</i> at my assigned county vital records office(s) while I perform my vital records duties. I will not release private or confidential vital record information except as allowed by the Vital Records Act. (Vital Records Act: Minnesota Statutes, sections 144.211-144.227, and Minnesota Rules 4601.) I understand that penalties for unlawful use of data exist under Minnesota Statutes, sections 609.87-609.98, and Chapter 13. If I violate these sections of the law, I may be subject to penalties, up to and including fines and imprisonment. If I do not follow the terms of this agreement, the Minnesota Department of Health may end my access to MR&C. 				
User signature		<input type="checkbox"/> I am an MR&C user <input type="checkbox"/> I have never used MR&C before		User signature date
<p>After we create your user account, you will get an email from MR&C. The email has the link to MR&C, your username, and log in instructions. If you do not get the email, or if you need help, call the MR&C Help Desk at 651-201-5970 option 3.</p>				
User information change request (last name, email, phone, user role, location)				
Specify the information you want to change:				
Some changes may require that we create a new account and disable the old one.				
Supervisor – assign role(s) and authorize user				
<input type="checkbox"/> Issuance	<input type="checkbox"/> Correct/Amend (Change)	<input type="checkbox"/> Correct/Amend (Deaths only)	<input type="checkbox"/> Administrative (Reports, invoicing)	<input type="checkbox"/> Non-Issuance
Authorizing supervisor email		<input type="checkbox"/> Public user This role allows access to public information in MR&C. The public user role may not have any other roles.		
Printed name of authorizing supervisor		Signature of authorizing supervisor		Signature date
Form management and submission				
<ol style="list-style-type: none"> Scan and email completed form to health.MRCAdmin@state.mn.us or, fax to 866-416-1357. Keep a copy of the completed form for your records. 				