

Statewide Vital Records Meeting FAQs

OVR ANSWERS YOUR QUESTIONS FROM THE AUGUST 17, 2021, MEETING

Birth Certificate

Question (Q): On the birth certificate application #19, should that be a notarized statement?

Answer (A): The new item number for the authorized representative on the [Birth Certificate Application](#) is 18. The law does not require the person who signs the statement to sign it in front of a notary public.

Q: Can we accept an expired driver's license for a customer that needs a birth certificate to renew their driver's license? (We are hearing it is hard to get an appointment at a license office)

A: No. During the peacetime emergency order, Governor Walz extended the expiration date for driver's licenses multiple times. Now that the emergency order has ended, expired driver's licenses are not acceptable identification relating to vital records.

Forms

Q: What changes can a county make to the application/request form template that we get from OVR?

A: You may not make changes to these sections:

- Information to find the record
- Requester information
- Mandatory/relationship to subject/authorized requester
- Costs for vital records

You may make changes to these sections:

- How do you want to pay?
- Send your application and payment to

There is space on the Word versions of the applications for you to add your county's logo.

GovDelivery emails

Q: What do I do if I am not getting GovDelivery emails?

- Check your spam and junk email folders
- Check with your IT staff to make sure that emails from Minnesota Department of Health <mdh@public.govdelivery.com> are whitelisted
- Email health.vitalrecords@state.mn.us, Attention OVR Communications

Homeless Youth

Q: Is the expiration on a birth certificate for the free certificates for homeless youth?

A: Yes, only homeless youth birth certificates will have an expiration of six months.

Q: Will there be any ID requirements for Homeless Youth?

A: Yes, an attestation from a human services staff who is familiar with the homeless youth will be required. It is going to be a new form required at the time of application.

MR&C

Q: What do we specifically check in MR&C if a great grandparent is applying for a birth certificate?

A: "Grandparent of subject"

Q: When you are printing out more than one birth certificate and have the same requestor, is there any way you can go back into the record without typing the same information in MR&C?

A: If one requester wants certificates for multiple records, follow steps in the [Issue birth certificates and documents user guide](#) (see page 2).

Q: Are there any plans to add the issuance of electronic death certificates to the Death Record History? It would make it so much easier for us when we get calls from funeral homes wondering if the certificates have been issued.

A: OVR is aware that issuance of funeral home certificate orders could be displayed with more detail in the death record history. We will work with our IT department to determine technical requirements and level of effort. There is no estimated time frame yet.

Q: How do I ensure staff know you should only view records that pertain to your work?

A: See [MR&C User Agreement \(PDF\)](#) for County Vital Records Office users, bullets 2 & 4

See also the statement on the MR&C log in page

Q: How long do we need to keep notary documents?

A: [Vital Records News – May 2019](#) has guidance on preserving vital records.

Staff should refer to their county records retention policy, if they have one, for guidance on records other than birth and death records.

Training

Q: Are you going to offer new hire training soon?

A: We hope to have something prepared at the start of 2022. This is dependent on COVID-19 reassignments that may affect OVR's schedule in the coming months.

Tribal Identification

Q: Can we still take tribal ID as identification when applying for a vital record? Specifics on requirements if it is still acceptable, i.e., photo, expiration date, address, etc.

A: Yes, if the ID includes the applicant's signature and either a photograph or a physical description of the applicant. You must be able to authenticate the ID with the issuing entity if needed. Finally, the ID must not be so old that you cannot match up the ID to the applicant. IDs must be unexpired.

If you do not see the question you asked, it is still under review by our subject matter experts. Thank you for your patience.

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