

Death Records and Switching Funeral Homes

INSTRUCTIONS FOR MORTICIANS AND FUNERAL HOME STAFF

If a funeral home client decides to switch to another funeral establishment, it will affect the death record. What staff at both funeral homes do in that situation depends upon whether the record has been finalized and certificates issued.

When the record is started but not filed

Current funeral home: Email health.dataquality@state.mn.us to request that the unfinished record be deleted. Provide the record details, including decedent name, date of death, and mortician on the record.

New funeral home: Start a new death record.

When the record has been filed but no certificates issued

Current funeral home: Email health.dataquality@state.mn.us to authorize changing the funeral home information on the death record. Include:

- Decedent name
- State file number
- Date of death
- Name of mortician on record
- Name of receiving funeral home and mortician (if known)

Cancel any requests for certificates that you submitted, when the request hasn't been fulfilled.

New funeral home: Email health.dataquality@state.mn.us to inform the Office of Vital Records that your funeral home should be listed on the death record. Include:

- Decedent's name
- Date of death
- State file number (if available)
- Name of the new funeral home
- Name of the licensed mortician to be listed on the record

The Office of Vital Records will notify both funeral homes when the change has been made.

When the record has been filed and certificates issued

Current funeral home: Email or mail a written authorization for changing the funeral home on the death record to the new funeral home. A mailed letter must be on your establishment's letterhead. Include:

DEATH RECORDS AND SWITCHING FUNERAL HOMES

- Decedent's name
- State file number
- Mortician's name on current record

New funeral home: Complete a [Death Record Amendment Request \(www.health.state.mn.us/people/vitalrecords/docs/draai_form.pdf\)](http://www.health.state.mn.us/people/vitalrecords/docs/draai_form.pdf). Enter the names of your establishment and the mortician in the "Items not listed above" field on the form.

What do you want to add or change on the death certificate?				
Information on the death certificate (if available):		What is WRONG or MISSING?	What <i>SHOULD</i> the certificate show?	
Decedent	Decedent's name	☐ First ☐ Middle ☐ Last ☐ Suffix		
	Last name before first marriage	☐ Wrong ☐ Missing		
	Also known as (alias)	☐ Wrong ☐ Missing		
	Social security number	☐ Wrong ☐ Missing		
	Sex	☐ Wrong ☐ Missing		
	Date of birth	☐ Month ☐ Day ☐ Year		
	City or county of birth	☐ City ☐ County		
	Date of death	☐ Month ☐ Day ☐ Year		
	City, county, or state of death	☐ City ☐ County ☐ State		
	Marital status	☐ Wrong ☐ Missing		
	Decedent's residence: City, county, or state	☐ City ☐ County ☐ State		
	Parent's name	☐ First ☐ Middle ☐ Last ☐ Suffix		
	Parent's name	☐ First ☐ Middle ☐ Last ☐ Suffix		
	Items not listed above (see instructions)			

Add a note at the top of the amendment form: FUNERAL HOME CHANGE OF ESTABLISHMENT

Submit the amendment request with the written authorization from the current funeral home via fax or mail. Include the \$40 amendment fee.

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