

**4601.0300 DUTIES OF LOCAL REGISTRARS.**

According to parts 4601.0100 to 4601.2600 and the Vital Statistics Act, Minnesota Statutes, sections 144.211 to 144.227, a local registrar must:

A. work in partnership with the state registrar to maintain a system of vital statistics;

B. attend training conducted by the state registrar at least once per year;

C. actively support and promote uniformity of policy and procedures throughout the state in matters pertaining to the system of vital statistics;

D. use and actively support the use of the centralized electronic system of the state registrar for all vital records processing, including:

(1) actively promote the use of the system by funeral directors, hospitals, physicians, and other health care providers in the local registrar's county; and

(2) support electronic ordering of and payment for certified death records by funeral directors;

E. be in compliance with the requirements of parts 4601.0100 to 4601.2600; the Vital Statistics Act; the Minnesota Government Data Practices Act, Minnesota Statutes, chapter 13; and other state or federal laws or regulations that apply to the system of vital statistics;

F. refuse to accept a birth or death electronic or paper input form if the form is incomplete, inaccurate, illegible, or mutilated. The registrar must clearly communicate to the person filing the birth or death record why the electronic or paper input form is not acceptable and must provide the person with refiling instructions;

G. process birth, death, and fetal death records, including entering the data into the electronic system of the state registrar;

H. maintain paper birth and death records that are not part of the electronic system of the state registrar according to the retention schedule established by the state registrar;

I. issue certified birth and death records;

J. issue noncertified copies of birth and death records and provide other services related to vital records;

K. order security paper approved by the state registrar to print certified birth and death records;

L. amend and replace birth records and amend death records as instructed by the state registrar;

M. act as an agent of the state registrar and provide assistance to funeral directors, hospitals, physicians and other health care providers, and other individuals in matters related to the system of vital statistics;

N. refer matters related to the system of vital statistics according to parts 4601.0100 to 4601.2600 and as instructed by the state registrar;

O. comply with the procedures established by the state registrar; and

P. perform other duties as instructed by the state registrar.

**Statutory Authority:** *MS s 144.12; 144.213; 144.215; 144.221*

**History:** *25 SR 487; L 2001 1Sp9 art 15 s 32*

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