



Michigan VERA Birth Correcting/Assigning a Local Registrar

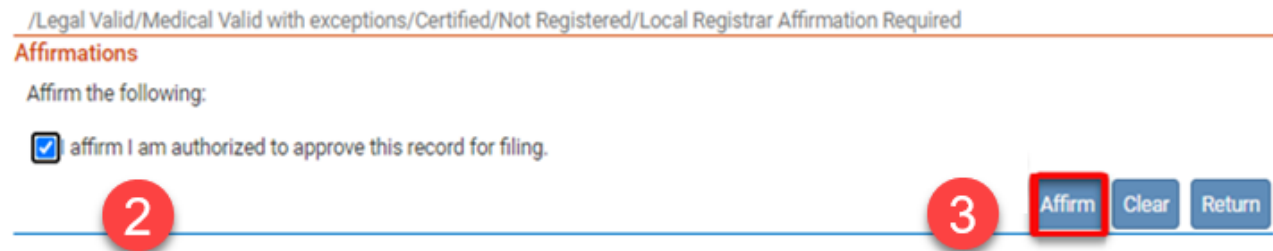
If the Local Registrar staff member's name is populated on the Identifier's page, the name of the Local Registrar (LR) may need to be updated or assigned to allow the LR's name to be populated on the vault / certified copies of the birth record. The following instructions will guide the user through this process.

Step 1: Go into the record and navigate to the Local Registrar Affirm page by clicking on the **Local Registrar Affirm** link in the left-hand menu.



Step 2: Click the checkbox next to the affirmation statement.

Step 3: Click on the **Affirm** button to file the record.



Step 4: Navigate to the Identifiers page by clicking **Identifiers** link in the left-hand menu.





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Step 5: Highlight logged in user's name and delete.

Local Registrar
Office
Kent
MooreLocRegStaff, Jen
▼ Found 0 matches
Jen
Last
MooreLocRegStaff

Step 6: Select correct name from dropdown.

Local Registrar
Office
Kent
duncanloregcnty, jeff
jeff duncanloregcnty
Last
duncanloregcnty

Step 7: Verify correct name in Local Registrar name fields.

Local Registrar
Office
Kent
duncanloregcnty, jeff
First Middle Last
jeff duncanloregcnty

Step 8: Save Identifiers page.

Validate Page Clear Save Return