



Find a Birth Index in any of the Maryland Counties (1919 - 1924)

Note: You will not be able to find records after 1919 on our searchroom computers.

Copies of records between 1919 and 1924 may be purchased from us **after additional documentation** is provided from you to us.

For records after 1924, please contact the Maryland Division of Vital Records at (410) 764-3038.

1 Start with the Index link

Choose an index in the birth indexes section

After you click the index link for your year, please come back to this page and read Step #2 for information about what to do next.

2 Find the section of the Index that you need

After step 1 you will see a page that looks a little like this

The screenshot shows the Maryland State Archives website. At the top, it says 'Maryland State Archives Guide to Government Records'. There is a red box that says 'You are currently using the EXTERNAL guide. Click here to use the internal guide for staff'. Below this is a navigation menu with links: Home, Introduction, Reference and Research, How To Place An Order, Background, and Advanced Search. The current page is 'Home > SM199'. There is a search box labeled 'Jump By Series ID:' with a 'Jump' button. Below the navigation is a section titled 'Information on SM199 - (Birth Record, Index, Counties)'. Under 'Series Information', it lists: BOARD OF HEALTH, (Birth Record, Index, Counties), 1898-1909, SM199. Under 'Series Description', it says: There is no description for this series.

Immediately scroll, scroll, scroll, to the part of the page that resembles the sample below. **Click 'links'** for the correct year and description. In the sample below the letters in the Description column refer to the first letters of the last name. In some cases county information may be in the Description column.

Display per page 100 ▾

	Date	Film Reels	Description	Links	MSA Citation
Details	1898-1909	SR 5173 (Scanned)	A-B	Links	SM199-1
Details	1898-1909	SR 5174 (Scanned)	C-E	Links	SM199-2
Details	1898-1909	SR 5175 (Scanned)	F-Hoil	Links	SM199-3
Details	1898-1909	SR 5176 (Scanned)	Hoit-Marg	Links	SM199-4
Details	1898-1909	SR 5177 (Scanned)	Mari-P	Links	SM199-5
Details	1898-1909	SR 5178 (Scanned)	Q-Suec	Links	SM199-6
Details	1898-1909	SR 5179 (Scanned)	Suel-Z	Links	SM199-7

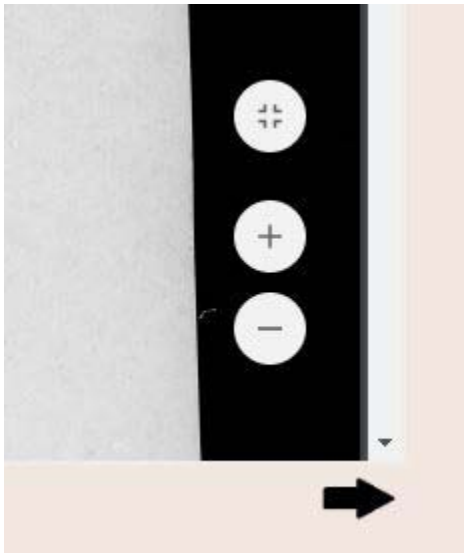
When more of the screen opens, **Click 'View as Multipage PDF'**, skip the Electronic Document Viewer Helpful Tips and continue to step 3. Note that when the PDF opens, you can click Ctrl-F and enter a last name, to search the PDF by name.

Note: If you do not see the 'View as Multipage PDF', click 'scanned', and see the 'Electronic Document Viewer' Helpful Tips below.

Electronic Document Viewer Helpful Tips

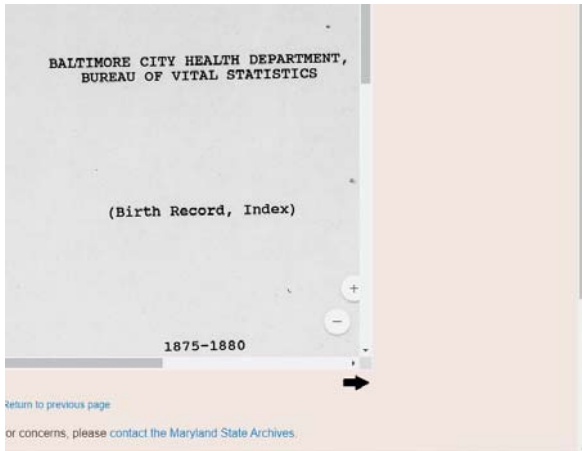


To the right of the document, take a guess at a page number and then **click the 'Go' button**



To Zoom

The index may be hard to see. Move your mouse until you see some icons towards the bottom right of the page - they will allow you to zoom in (the circle with a plus sign) or out (the circle with the minus sign).



To Scroll

You may need to scroll in more than one place. Sample below. Also note that your index may have two columns of listings within the same page.

3

Write down all index information

When the file opens, skip ahead a few pages and locate the header, if there is one.

Here is a sample header.

INDEX OF BIRTHS									
CODE	SURNAME	I N I T	MOTHER'S MAIDEN NAME	RACE	SEX	DATE OF BIRTH			REGISTERED NUMBER
						MO.	DAY	YR.	

Determine how the information is arranged. In the example above, the first column is 'code' - this refers to a soundex code. You'll need to find the correct soundex code before you can find the listing you are looking for.

Find a soundex code

Your index may also be arranged alphabetically by last name of the father.

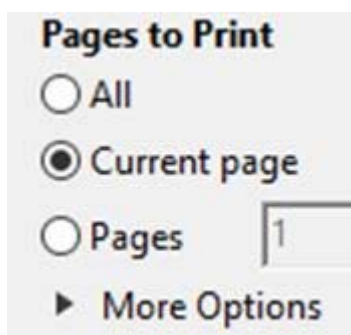
Once you find your listing, **write down all of the information found.**

Note: To enlarge, look for the plus icon or click Ctrl + (can click the + many times)

4

Printing or Photographing

Set up a print account if you don't already have one. To set up your print account please visit the lobby (near the door) of the Archives.



If the certificate is in a pdf you'll need to move your mouse towards the bottom of the certificate, to see a horizontal black bar. Click the icon that looks like a printer. In the next screen, select Current Page

Click 'Print' underneath the preview of the certificate.

If you are in the Electronic Document Viewer Website, the print icon will appear towards the top of the certificate. You may be unable to select 'Current page'. This is O.K. Before clicking 'Print' underneath the preview of the certificate be sure you see 'Page 1 of 1'.

If you are printing from the Archival Microfilm Viewer instead, see the Archival Microfilm Viewer instructions.

You can also photograph the record with your camera phone (no flash allowed) or at our photography station located to the right of the circulation desk.

5

Call Slip Forms

The page you see when you click 'details' has information that you will use to fill out a pull slip form. These forms are located near each desk. Here is a sample, to help you fill it out correctly. Once you've filled it out, bring it to the circulation desk.

Series Information
DORCHESTER COUNTY
CIRCUIT COURT
(Minutes)
1836-1959
T1931

Add Pg # if available

Date: 1912-1924
Book Name: WLR 1
Description:
Location: 03/17/14/016
Box:
MSA Citation: T1931-7

Series Information
TALBOT COUNTY
CIRCUIT COURT
(Judgment Record)
1708-1951
T1792

Enter Date if no Book or Box No. is listed

Date: 1840-1852
Book Name:
Description:
Location: 00/63/01/009
MSA Citation: T1792-3

Series Information
BALTIMORE CITY
CIRCUIT COURT
(Civil Papers, Equity and Law)
1983-2004
T2691

Add Description # i.e. 3667

Date: 1983
Description: 3666-3675, 3677-3730, 3732-3739
Link:
Links:
Location: 02/22/08/010
Box: 70
MSA Citation: T2691-71

**Maryland State Archives
Government Records Call Slip**

Full Name: Your First and Last Name

Date: Today's Date Desk Number: Your Desk #

- Please fill out this slip as completely as possible with information from the *Guide to Government Records*. If you need assistance, please bring this slip to a Reference Archivist at the Circulation Desk.
- Please request one record per slip.
- Place slip in the tray on the Circulation Desk.
- When finished please return this slip with the record to the Circulation Desk.

Level of Government (i.e. State, Anne Arundel County, Baltimore City)
1st line of series info. i.e. Dorchester County

Agency (i.e. Secretary of State, Circuit Court, Register of Wills.)
2nd line of series info. i.e. Circuit Court

Record (i.e. Assessment Record, Marriage Certificate, Wills)
3rd line of series info. e.g. Minutes

MSA Collection Number (i.e. S51-2, T2691-45)
MSA Citation e.g. T1931-7

Box/Book/Liber Folder/Case Number/Personal Name
Box/Book/Year Page or Description Number

Location (i.e. 1/11/8/45)
Location Info e.g. 00/63/01/009

MESSAGE TO RESEARCHER

The Reference staff needs more information before this record can be retrieved. Please bring this form to the Circulation Desk.

This record is available on microfilm roll: _____

This record is currently unavailable due to _____

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You have the option to view and print a record (you will see CR....) using the Archival Film Viewer. There will be an icon on your computer - look for instructions at your station or at the circulation desk.

