Step by Step Instructions - Find a Death Record (1875 - 1972 and 1988 - 2010) for Baltimore City

From home you can view indexes**,** but death certificates can only be viewed at the Archives*.* **Find the index first**, then find the death certificate.

We recommend that you follow the step by step instructions below

1 **First, find the link to the Index**

- On the 'Death Records' page, go to the **'Find a Death Record'** section if you haven't done so already (towards bottom of page)

- Select the location, then year range

- Go to the 'Death Indexes' section

- Click a link that corresponds to your year (ex. 'CE151')

2 **View the Index**

After step 1 you will see a page similar to this *(Sample Below, image not meant to be readable)*

Go to the **section below 'Filter Items'** (sample below).

Click 'Links' for the correct year. The Book Name column may have the first letter of the last name.

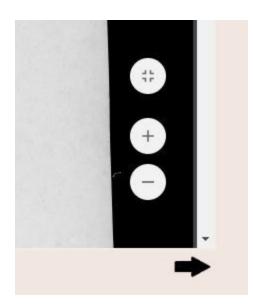**Click 'View as Multipage PDF'** (if available)

Skip ahead to Step 3 in these instructions.

If instead you clicked 'Scanned', follow the Electronic Document Viewer Instructions below.

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

To Zoom
Move your mouse towards the bottom right of the inner area of the page. You will see a zoom in (plus sign) and zoom out (minus sign) button.

To Scroll

You may need to scroll in more than one place. This sample shows two vertical scrollbars, and one horizontal scrollbar. Also note that your index may have two columns of listings within one page.

3 Find your listing in the Index

When the file opens, notice that there are column headings.

Note: To zoom in, click Ctrl + on your keyboard (can click this multiple times, or Ctrl - on your keyboard to zoom out)

Shortcut: You may be able to click Ctrl-F and enter a last name. This usually works if you don't see much handwriting in the index. Be sure to wait until the PDF finishes loading first.

Below is one sample of column headings.

SOUNDEX	SURNAME	FIRST NAME	RACE & SEX	DATE OF DEATH	AGE	REGISTERED NUMBER

Below is another sample of column headings.

NAME OF DECEASED.	AGE OF DECEASED.			No. of Certificate.	VOL.	PAGE.	YEAR.
	Y.	M.	D.				

Determine how the information is arranged.

In the first sample, there is a 'soundex' column. If you see this, you'll need to find the correct soundex code before you can continue to step 4. **Find a soundex code** (Note: this will take you to a website outside of the archives)

Other indexes are arranged chronological and by last name.

Still another arrangement is by **vowel index** if the year is from 1904 onwards in Baltimore City. Vowel indexes are alphabetical by the first letter of the last name, then broken down into the first vowel in the last name and then from there chronologically. *Example*: To find Smith, you would go to the S's, then go to the section labeled "I" since that is the first vowel in the last name and then once in the "I" section for last names starting with S the people will be listed in chronological order starting in January.

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

In preparation for step 4, **Close all of your open browser tabs except** for the instructions and the 'Death Records' page.

4 Locate the Record (You must be at the Archives)

Congrats - in the previous step you found the listing in the Index, and you'll need that information to find the death certificate.

On the Death Records Page, go to the **'Find a Death Record'** section
- Choose 'View Baltimore City'
- Select the Time Frame

Go to the Section that says **'Death Certificates'**

Choose a listing that corresponds to the year.

Optional: Scroll to the **Filter Items** section

- Enter the year and month in the **filter criteria** section.
- Click the **filter results** button**.**

🔍 Filter Items		
Column to Filter On	Date ▾	Filter Criteria 08/1916
Please provide your date in the mm/dd/yyyy, mm/yyyy, or yyyy format. If you provide a list of dates (i.e. "1991, 1993") you will only be matched when that can be matched exactly. Date ranges are not supported.		
		Filter Results

Choose a listing from the results
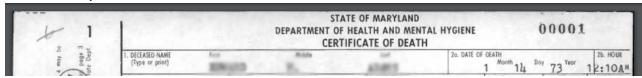
Click 'Details'

Click 'View Death Certificates'
　　　If you clicked a link that has the word 'Scanned', a red website will open. Instructions above in Step 2.

Note: **Search by certificate number**, not by date of death or by last name of deceased.

The certificate number can be found in the top right of the record.

In the sample below the certificate number is 1

5 **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.