



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*)

Maryland State Archives
Guide to Government Records

You are currently using the PUBLIC guide. Click [here](#) to use the STAFF guide. Click [here](#) to use the SEARCHROOM guide.

Home > CE42

Information on CE42 - (Death Record, Index)

Series Information
BALTIMORE CITY
HEALTH DEPARTMENT BUREAU OF VITAL STATISTICS
(Death Record, Index)
1875-1972
CE42

Series Description
1894-1903. Each index book is identified by the first letter of the surnames indexed with each book then arranged chronologically by first letter of the given name.
There is a searchable database for years 1875-1880 and 1943-1949. note: the database for year 1880 is incomplete.

Related Series
 * HEALTH DEPARTMENT BUREAU OF VITAL STATISTICS (Death Record, Index) CR 49103, 1875-1966
 * HEALTH DEPARTMENT BUREAU OF VITAL STATISTICS (Death Record, Index) CM1133, 1872-1872

Similar Series
By Series Name
By Agency
By Jurisdiction

Filter Items

Columns to Filter On: Filter Criteria:
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.

Found 193 total items for this series.
NOTE: These results have been preferred through an advanced search.
[Click here to return to search results.](#)

Date	Book Name	Film Reels	Description	Links	MSA Citation
Details	1875-02/1884	1, A	CR 49108	Links	CE42-1
Details	02/1884-09/1890	2, A	CR 49109	Links	CE42-2
Details	09/1890-12/1891	3, A	CR 49110	Links	CE42-3
Details	11/1891-12/1893	5, A	CR 49112	Links	CE42-4
Details	1875-1879	1, B	CR 49108	Links	CE42-5
Details	1879/07/1882	2, B	CR 49109	Links	CE42-6
Details	07/1882-04/1887	3, B	CR 49110	Links	CE42-7
Details	05/1887-10/1891	4, B	CR 49111	Links	CE42-8
Details	10/1891-12/1893	5, B	CR 49112	Links	CE42-9
Details	1875-1881	1, C	CR 49108	Links	CE42-10

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

Display per page

	Date	Book Name	Film Reels	Description	Links	MSA Citation
Details	1875-1877		CR 48441-1	(Scanned)	Links	CM1134-1
Details	1878-1880		CR 48441-2	(Scanned)	Links	CM1134-2
Details	1881-1883		CR 48442-1	(Scanned)	Links	CM1134-3

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)

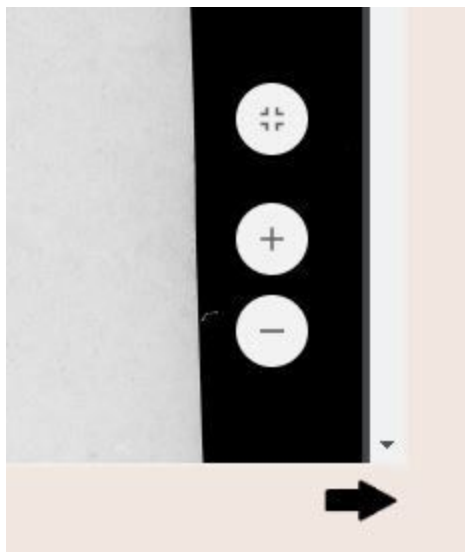
	Date	Book Name	Film Reels	Description	Links	MSA Citation
Details	1875-1877		CR 48441-1	(Scanned)	Links	CM1134-1
					<ul style="list-style-type: none"> Scanned (Mixed) View as Multipage PDF (51 MB) 	

Skip ahead to Step 3 in these instructions.

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

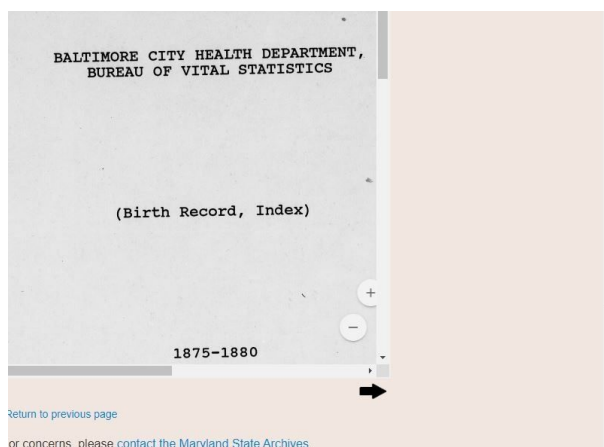


To the right of the document, **take a guess** at a page number and then **click the 'Go' button**



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.

SCUNDEX	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: Filter Criteria:

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.

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

STATE OF MARYLAND		DEPARTMENT OF HEALTH AND MENTAL HYGIENE		00001	
CERTIFICATE OF DEATH					
1. DECEASED NAME (Type or print)		2a. DATE OF DEATH		2b. HOUR	
		1 Month 14 Day 73 Year		12:10 AM	

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**

Pages to Print

All

Current page

Pages

▶ More Options

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.