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## Step by Step Instructions - Find a Death Record (1898 - 1987) for any County in Maryland

**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 (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 that looks a little like this (*Sample Below, image not meant to be readable*)

[Home](#) | [Introduction](#) | [Reference and Research](#) | [How To Place An Order](#) | [Background](#) | [Advanced Search](#)

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 \(Death Record, Index\) C3, 1875-1968](#)  
[HEALTH DEPARTMENT BUREAU OF VITAL STATISTICS \(Death Record, Index\) CM1133, 1875-1972](#)

**Similar Series**  
 By Series Name  
 By Agency  
 By Jurisdiction

**Filter Items**

Column to Filter On:  Date  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 103 total items for this series.  
 NOTE: These results have been prefiltered through an advanced search.  
[Click here to return to search results.](#)

Display per page: 10

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

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

Display per page: 100 ▼

	Date	Book Name	Film Reels	Description	Links	MSA Citation
<a href="#">Details</a>	1875-1877		CR 48441-1	(Scanned)	<a href="#">Links</a>	CM1134-1
<a href="#">Details</a>	1878-1880		CR 48441-2	(Scanned)	<a href="#">Links</a>	CM1134-2
<a href="#">Details</a>	1881-1883		CR 48442-1	(Scanned)	<a href="#">Links</a>	CM1134-3
<a href="#">Details</a>	1884-1886		CR 48442-2	(Scanned)	<a href="#">Links</a>	CM1134-4
<a href="#">Details</a>	1887-1889	1887 incomplete	CR 48443-1	(Scanned)	<a href="#">Links</a>	CM1134-5

Click 'Links' for the correct year. The Description column may list the first letter of the last name.

Click 'View as Multipage PDF' (if available)

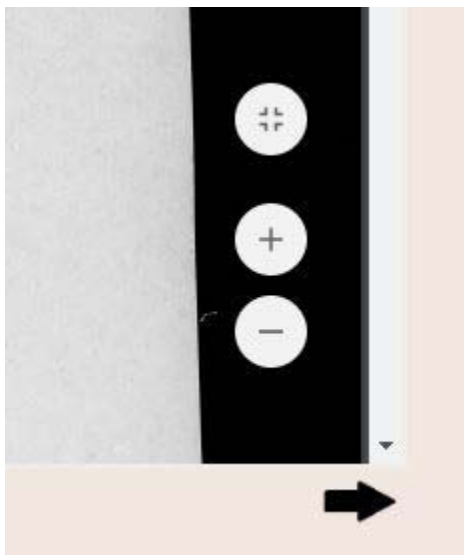
	Date	Book Name	Film Reels	Description	Links	MSA Citation
<a href="#">Details</a>	1875-1877		CR 48441-1	(Scanned)	<a href="#">Links</a>	CM1134-1
				<ul style="list-style-type: none"> <li><a href="#">Scanned (Mixed)</a></li> <li><a href="#">View as Multipage PDF (51 MB)</a></li> </ul>		

Skip ahead to Step 3 in these instructions.

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

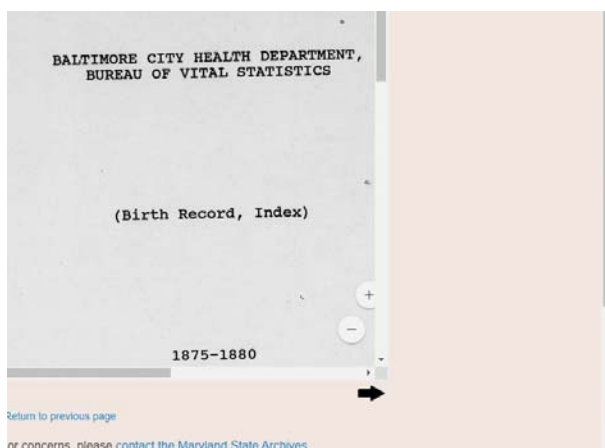


To the right of the document, **take a guess** at a page number and then **click the 'Go' button**



### 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.

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## Find your listing in the Index

When the index opens, make note of the column headings.

Note: To zoom in, look for the plus icon or 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.

Once you find your index listing, **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.**

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

Congrats - in the previous step you found the listing in the Index. You'll need that information to locate the death certificate.

On the Death Records Page, go to the **'Find a Death Record'** section

- Choose 'View Maryland Counties'
- Select the Time Frame

Go to the Section of the page that says **'Death Records'**

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'**

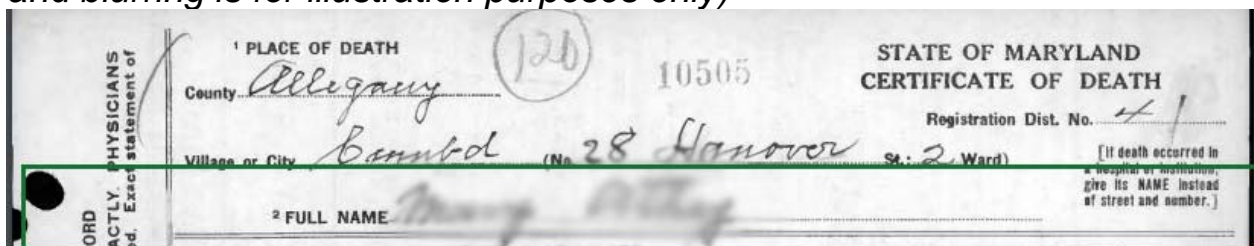
Click **'View Multipage PDF'** (if available)

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

**Note: Search the Certificates by last name**, not by death date or death age.

The full name can be found in the top center of the record.

*In the sample below the location of the name is in the green box (green box and blurring is for illustration purposes only)*

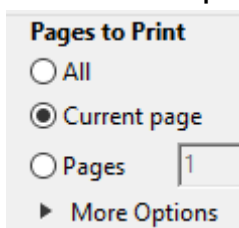


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## Printing or Photographing

**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.