

# Step by Step Instructions - Find a Death Record (1973 - 1987) 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



# 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 the year range
- Go to the 'Death Indexes' section
- Click a link that corresponds to your year (ex. 'CE151')



## **View the Index**

You will now be on a page similar to this (Sample Below, image not meant to be readable)

uide to Gover	ate Archives				tou are currently i lick term to use the lick term to use the	using the PUBLIC guide I STAFF guide. I SEARCHROOM guide.
tome Totroduction	Reference and Research How T	o Place An Onter Ba	ackground Advanced	Search		
DEME > CE42					Jump By Series	ID: Jun
Information on CE4	2 - (Death Record, Index)					
eries Information ALTINORE CITY EALTH DEPARTMENT BUR Death Record, Index) 875-1972 E42	IEAU OF VITAL STATESTICS					
eries Description 894-1903. Each index bo	ok is identified by the first letter of the	e sumames indexed with	each book then arranged	chronologically by first	letter of the given i	name.
There is a <u>searchable</u> dat	tabase for years 1875-1880 and 1943	1949. note: the databa	se for year 1880 is incomp	plete.		
elated Series * HEALTH DEPARTHENT I * HEALTH DEPARTHENT I amilar Series * Series Name	NAREAU OF VITAL STATISTICS (Death NAREAU OF VITAL STATISTICS (Death	Record, Index), CL, 187 Record, Index), CH1133	5-1940 , 1075-1972			
r Apmex r Jumidktion						
y Agency y Junetistico						
r Apmer r Jumehologo	lane -1	4.m	Rer Ibeans	12		
x Agency x Jurnaliston Column to Filter On Rease provide your date Date ranges are not supp	[Dele         - w)           in the men/dd/yyyy, men/yyyy, or yyyy           ported.	Fiber Criteria Format. If you provide a	Rer Bons I hat of dates (i.e. *1991, 1 Filter Results	1993") you will only be i	natched when that	can be matched exactly.
L Agence L Autrediction Column to Titler On Mease provide your dant Oate ranges are not sup und 193 total items for Tit: These results have ick here to return to see	Des	Filter Criteria Format: If you provide a search.	Rer Dense a last of dates (J.e. *1993, 1 Filter Results	1993') you wil ordy be r	natched when that	can be matched exactly. Display per page 13
L Aperasy Column to Filter On Presse provide your dete Date ranges are not supp word 193 total items for 216: These results have is it here to return to see	n the manufactory of vyrys norwysy, or vyrys norwell. The sames. The sames.	Filer Criteria Filter Criteria format: If you provide at search. 12345561 2006 Marce	Rer Henns and of dates (v.e. *1991, ) Phor Neadly 7.8 2 10, Lass + •	1993') you wil only be r	natched when that	can be matched exactly. Display per page (1)
Literatory Column to Pitter On Rease provide your date bate ranges are not support word 193 total items for SET: These results have on the to statut, to see the total	Data and the method by the series. Series performed through an adveced the series. Series performed through an adveced the series. Series - Series - Se	Filter Criteria Formet: If you provide a search. 123456 <u>NUME Norm</u> 1.A	Rer Honss hat of dates ().4. *1991, 1 Fibre Reads	19937) you will only be a	natched when that	Can be matched exactly. Despiry per page (1) HISA CEREMON CER2-1
Agency Junitation Column to Filter On Hease provide your defe Mate ranges are not supp und 193 total items for TE: These results have ok here to return to sea	Dem	Filter Criteria Formae, il you provide a search. 1234556 Note Ammon 1, A 2, A	Rer Homs has of dates (u.e. 1991, t) Filter feads Filter feads Filter feads CR 49100 CR 49100	19937) you will only be n	natched when that	can be matched exactly. Display per paper (1) 1954 Contains CR42-1 CR42-3
Lighting Column to Pitter On Masse provide your date date ranges are not supp word 193 total dams for OTE: These results have bit to total to the support Distallio Distallio Distallio	Des	Filter Criteria Format: If you provide a search. 1 2 3 4 5 61 <u>1 2 3 4 5 61</u> 1 A 2 A 3 A	Rer Henns I dates (v.e. *1991, r. Filter Hendly 2 S 9 2D u. Land + + (C.e. 49100 C.e. 49100 C.e. 49101	19937) you will only be n	Natiched when that Slotte Licks Licks Licks Licks	Can be matched exactly. Display per page (1) HEA CIDIAN CR4-3 CR4-3
Agency Javanskillop Javanskillop Hease provide your diele atter regressive mich opp und 193 total diems for 1976 : These mouth have on the to return to return to sen Details Details Details Details	the series. In the multidivyry, multityry, or yyyy mund. It as series. It as series. It as a series. I	Filer Critera Format: If you provide a search. 1234565 Note format: 1, A 1, A 2, A 3, A 5, A	Rer Homs has of dates (4.**1991, 1.** Fiber heads Fiber heads CR 49100 CR 49100 CR 49100 CR 49101	19937) you wil ordy be v	Units Links Links Links Links	Can be matched exactly. Deplay per page(3) INSA COMMAN CR42-1 CR42-2 CR42-3 CR42-3
Agency Januardshop Kiter Go Sakaras the Kiter Go Sakaras provide yopo data bate ranges are not supp und 190 total fames for TEC: These results have to have to return to sea Distall Distall Distall Distall Distall Distall	Date	Filer Criteria Filer Criteria formet, if you provide a search. 12.3.45.61 <u>Rock Room</u> 1. A 3. A 3. A 5. A 5. A 1. B	Rer Henne I do t do de tes (0.4.*1991, 1. Plane Hennelle 2 d 9 10 Lant + * Plane Hennelle C d 9 10 Lant + * Plane Hennelle C d 9 10 Lant + * (0.4.9110) C d, 99100 C d, 99100 C d, 99100	19937) ynu wil only te r	Nutched when that	Can be matched exactly. Deplay per page (1) (142-2) (142-3) (142-3) (142-3)
Légense Laboratedeter Column to Piller On Mease provide your diele and 190 total dems for TSE: These results have to here to return to sensity Details Details Details Details Details	Date minibility or yyy in the minibility or yyy sorted. the series. Date 1879-02/184 02/184-02/180 02/184-02/180 02/184-02/180 02/184-02/180 02/184-02/180 02/184-02/180 02/184-02/180 02/184-02/180 02/184-02/180 02/187-187/180 1875-187/180	Filer Criteria Format: if you provide a search. 1234567 124567 124 2.4 2.4 3.4 5.4 5.6 2.6 2.6	Rer Henns Inter of dates (J.e., *1991, 1 Pitter Heads CR 9 300 Last + + This Result CR 9 300 CR 9300 CR 9300 CR 9300 CR 9300 CR 9300 CR 9300 CR 9300 CR 9300	19937) you wil only be r	Units Libros Libros Libros Libros Libros Libros Libros	Can be matched exactly. Display per page (1) HIGA Classical CE42-1 CE42-3 CE42-3 CE42-5 CE42-5 CE42-5
Lighting Lighting of the con- claims to the con- claims to the con- claims of the con- cl	be any and a second sec	Filer Criteria Formet: If you provide a search. 1234556 National Science 1. A 2. A 3. A 3. A 3. B	Rer Heens a last of dates (-e. *1991, 1 Plan Seale CR 49100 CR 49100 CR 49100 CR 49100 CR 49100 CR 49100 CR 49100 CR 49100 CR 49100 CR 49100	19937) ynu will only be r 1	Niched when their Dista Links Links Links Links Links Links Links Links Links Links Links	Can be matched exactly. Deplay per paye (3)
Lighting Lighting Lighting Columns to Filter On Mass provide your date and the second second to the second second to the second second to the second second Distants D	Dm	123456 123456	Rer Henni Inter of dates (J.e., *1991, 1 Viter Heads 789 10, Last + + File Neter CR +9100 CR +9100 CR +9100 CR +9100 CR +9100 CR +9101 CR +9101	1993)' you will sirly be a	Lints Lints Calls Lints Lints Lints Lints Lints Lints Lints Lints	Chipley per paper (1) Histo content Cityley per paper (1) Histo content Cityley
Lighting Lighting Lighting Duburts to Filter On Messe provide your date the ringes are not supp to the ringes are not to the ringes are not to the ringes are not to the ringes are not to the ringes are not to the ringes are not to the ringes are not to the ringes are not to the ringes are not to the ringes are not	In the analysis, or yyys in the analysis, or yyys control.	- FBer Criteria Formad: 3 you proved a search. 	Rer Henne           Ist of dates ().4.*1991,1           Wher Secule           25.9.10Last + +           Ista 2000           CA 49100	1993') you wil only be a	Natched when that Units Units Units Units Units Units Units Units Units Units Units Units Units Units Units Units	Can be matched exactly. Desplay per page ()) (CA2-1) (CA2-2) CA2-2 CA2-3 CA2-3 CA2-3 CA2-3 CA2-3 CA2-3 CA2-3 CA2-3
Linguistion Linguistic Control of The Control Columns to PTHer Control Columns to PTHer Control Columns to PTHer Control Columns to PTHE These results have to The These results have to here to return to sear Details Details Details Details Details Details Details Details Details Details Details Details Details Details Details Details Details	Imm	123456 1234566 1234566 1234566 1234566 1234566 1234566 1234566	Rer Honss           • lat of dates: ()-4: "1991, 1           • Rer Mandel	19937) you wil only be n	bits bits Link Link Link Link Link Link Link Link	Couplery pay page (1) High coupley pay page (1) High coupley CR42-1 CR42-3 CR42-3 CR42-4
Lighting Lighting Column to Filter On Net House provide your data Date ranges are not supp to the support of the test Date ranges much have to here to reflect to use Databa Databa Databa Databa Databa Databa Databa Databa Databa Databa Databa Databa Databa Databa Databa Databa Databa Databa	3m         -           in the mithd/yyy, mitysy, or yyy         order           tota ambd, yyy, mitysy, or yyy         order           tota ambd, by	1234362 1234562 123	Rer Heene In the of discs (i.e., "1991, 1 Piter Stands CR 49100 CR 49100 CR 49100 CR 49110 CR 4910 CR 4910 CR 4910 C	) 1993) you all only be a 1	botton Calific	Can be matched exactly.

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

					Display pe	er page 100 🔹
	Date	Book Name	Film Reels	Description	Links	<b>MSA</b> Citation
Details	1875-1877		CR 48441-1 (Scanned)		Links	CM1134-1
Details	1878-1880		CR 48441-2 (Scanned)		Links	CM1134-2
<b>Details</b>	1881-1883		CR 48442-1 (Scanned)		Links	CM1134-3

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

#### Click 'View as Multipage PDF' (if available) (sample below)

	Date	Book Name	Film Reels	Description	<u>Links</u>	MSA Citation
<u>Details</u>	1875-1877		CR 48441-1 <u>(Scanned)</u>		<u>Links</u>	CM1134-1
<u>Scanne</u> <u>View as</u>	<u>d (Mixed)</u> 3 Multipage PDF (	( <u>51 MB)</u>				

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.

BALTI	MORE CI	TY HEA	LTH DE L STAT	PARTM	ENT,
	(Birt	h Recor	d, Ind	dex)	
					÷
					Θ
		1875-3	1880		
					-

#### **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 one page.



# Find your listing in the Index

When the index opens, notice 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 listing, write down all of the information.

In preparation for step 4, **Close all of your open browser tabs except** for the instructions (if open) 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 of the page 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 Ite	15	
Column to Filter	Date	¥	Filter Criteria	08/1916	

Choose a listing from the results

Click 'Details'

## **Click 'View Death Certificates'**

Note: The full name can be found towards the top center of the record.

Sample below (green box and blurring is for illustration purposes only)

rsicians atement of	PLACE OF DEATH	10505 STATE OF MARYLAND CERTIFICATE OF DEATH Registration Dist. No. 44
DRD ICTLY. PHY d. Exact stu	Village or City Danutod (No 28 2 FULL NAME	Eli deale eccurred in e weight ou continues. give lis MAME lastead ef street and sember.]



## **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.