The Registry’s Family History Search provides access to unrestricted searching (no identification required) for NSW life events for:

- Births over 100 years ago
- Deaths over 30 years ago
- Marriages over 50 years ago

Using the Family History search takes three simple steps:

1. Enter Search Details
2. Sort Search Results
3. Order Certificate(s)

1. Enter Search Details

I. Select a Life Event: Births / Deaths / Marriages.

II. If the Registration Number is known, select "Yes" from the Search by number only drop down.

III. Enter the Registration Number and click the search button.

IV. If the Registration number is unknown, you must fill in at least one name field and the Date of Event range fields to search.
**Name Field**: Populate at least one name field (this is mandatory)

When entering name details you can use advanced wildcard characters to find or replace text.

<table>
<thead>
<tr>
<th>Use</th>
<th>To find</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>✯</td>
<td>Any string of characters</td>
<td>R*n will match Ron, Ran, Roan etc. ‘Bro’&quot; it will match any word starting with Bro e.g. Brooks, Bromley, Bros.</td>
</tr>
<tr>
<td>?</td>
<td>Replace a single character</td>
<td>R?n will match Ron, Ran etc. It will not match Roan.</td>
</tr>
<tr>
<td>@</td>
<td>Represents a soundex</td>
<td>@colin will match Clune, Colan, Cullan, Callahan.</td>
</tr>
</tbody>
</table>

**Date of Event Range**: (Mandatory field).
Select Date of Event Range from drop down, either **Yes** or **No**.

- If you select Date of Event Range "**Yes**" then enter date as per example below:

<table>
<thead>
<tr>
<th>Date of Event From</th>
<th>Date of Event to</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/1900</td>
<td>31/12/1910</td>
</tr>
</tbody>
</table>

- If you select Date of Event Range "**No**", then enter the exact date of event as per example below:

<table>
<thead>
<tr>
<th>Date of Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/1908</td>
</tr>
</tbody>
</table>

You can search Life Events within the time frames below:

<table>
<thead>
<tr>
<th>Event</th>
<th>Search Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>Births</td>
<td>over 100 years ago</td>
</tr>
<tr>
<td>Deaths</td>
<td>over 30 years ago</td>
</tr>
<tr>
<td>Marriages</td>
<td>over 50 years ago</td>
</tr>
</tbody>
</table>
For example, on 2 January 2018, you can search for:

- **Births** up to 1 January 1918;
- **Deaths** up to 1 January 1988; and
- **Marriages** up to 1 January 1968.

### 2. Sort Search Results

Search Results will be displayed with the following options:

- **Add to Order** - from the Search Results make a selection by clicking the box next to the item, and then Select Add to Order to purchase. Go to step 3.
- **Modify Criteria** – If you did not receive the result you wanted select this option, to return to the search page with your previous search criteria.
- **Continue Searching** - returns to Family History Search page without your previous search criteria.

### 3. Order Certificate/s

**Order Details:**
- Enter number of certificates you wish to purchase.
- Select delivery method (either **Email** or **Post**), standard turnaround times apply.
- Click on **Update Order** and then click on **Purchase**.

**Applicant Details:**
All fields in this section are mandatory, except Other Given Names.

**Transaction Summary:**
This will display details of certificate/s ordered with the below options:

- **Back** - will return to Applicant Details
- **Discard** - will return to the Order Details
- **Submit Payment** - will go to the Payment details screen. Select **Submit Payment** and the Payment Details page will display.

**Payment Details:**
- Payment can only be made by credit card.

**Please note:** All fields on the payment details screen are mandatory. Complete all the fields and click **Next**.

A Successful Payment will display a confirmation message and a Tax Invoice will be automatically emailed to the address provided.

For more information visit [www.bdm.nsw.gov.au](http://www.bdm.nsw.gov.au)