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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>'Bro*' 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 2020, you can search for:

- Births up to 1 January 1920
- Deaths up to 1 January 1990
- Marriages up to 1 January 1970.

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)