Family History Search
Help Guide

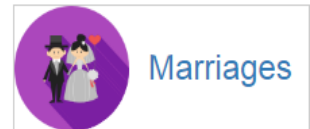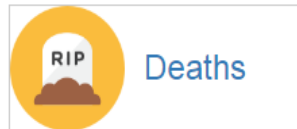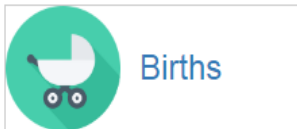| Births	Deaths	Marriages

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.

Use	To find	Example
*	Any string of characters	R*n will match Ron, Ran, Roan etc. 'Bro*' it will match any word starting with Bro e.g. Brooks, Bromley, Bros.
?	Replace a single character	R?n will match Ron, Ran etc. It will not match Roan.
@	Represents a soundex	@colin will match Clune, Colan, Cullan, Callahan.

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:

Date of Event From	Date of Event to
01/01/1900	31/12/1910

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

Date of Event
01/01/1908

You can search Life Events within the time frames below:

Event	Search Time Frame
Births	over 100 years ago
Deaths	over 30 years ago
Marriages	over 50 years ago

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**