Death and Marriage Indexes Tip Sheet

The Maine CDC, Data, Research, and Vital Statistics (DRVS) Vital Records online index is intended to aid in locating the existence of a death or marriage record. This index is changing and expanding daily as DRVS staff use it and input more information into the expanded fields.

Death index portal:

Marriage index portal:

A username and password was provided with your genealogist card and/or introduction to the index portal. If you misplace your username and password, please contact our office via email at VitalRecords.DHHS@maine.gov or by calling (207) 287-5451.

- **Tip 1:** Copying and pasting the username and password into the boxes can result in errors; please type them individually into the portal page login boxes. Your computer may allow you to save the username and password.
- **Tip 2:** There is no log-out feature. You may use the browser back button or the red X to leave the web page.

After you have successfully logged into the portal, the following screen is displayed. On the top right hand side of the screen are some basic instructions about using the index (the white box with the image of a help button).
• **Tip 3:** The web page has a time-out feature after 10 minutes. This is required for security purposes.

• **Tip 4:** Search results will be displayed by ascending order of the date of the event (oldest to newest)

• **Tip 5:** The user’s query (search) section is at the bottom of the page (see below screenshot)

• **Tip 6:** When entering information into the query value, you will need to clear the field either by clicking on the X far to the right of each line, which will delete the field, or put your cursor in the field
and either use your delete key or backspace to clear the field. This must be done before you input your information into the search criteria.

The certificate number, date of event, last name, suffix, first name, middle name, location of death are displayed.

- **Tip 7:** Not all records will have information in every field, as shown in the example below.
• **Tip 8:** You may leave search fields blank. This will allow a greater number of search results. You may also search using a wild card “*” (asterisk). This is only valid for name fields, not for dates.
  
  o **Example:** First name search field – T*, then last name search field – Smith, as seen in the screenshot below:

Below, we can see the results of searching with a wildcard:

Please remember that the information in this database was input by humans, and there may be some spelling or database entry issues. This database is based on the information from the records as they were filed with our office.

• **Tip 9:** Date fields must be in mm/dd/yyyy format: 01/01/2001

• **Tip 10:** You may sort individual page results by selecting (clicking) on the column header
Example: Sort by groom’s first name

On the top left side of the screen there is a yellow ordering form box where users may request a record.

- **Tip 11:** The yellow request box can be repositioned on the screen to make it easier for the user to input information. Place your cursor on the arrows in the top right-hand corner of the yellow box, click and hold, then drag the yellow box to the position you want it on your screen.

- **Tip 12:** The ordering form allows users to save their contact information by selecting the “Remember Me” feature

- **Tip 13:** There is no new search button. Once you have searched for a record or group of records, use the back button on your browser to page back through to the search page. We realize this is cumbersome and will continue to look into ways we can improve this feature of the website. If you do not wish to back out of each page(s), you may close out the screen by selecting the red X or the “log in” button located in the yellow ordering form. This will take you back to the login screen where you can log in again.
**Municipal Clerks:**

This ordering form in the yellow box allows you to request the record at the time you are searching for it. If the record requested is not an event that happened in your town or to a resident of your town you will receive an email back from our office indicating that your town is not entitled to the record.

The requested records will be processed once a week and sent out the following week. If you do not wish to request the record through this online process you may continue to fax your requests to our office on your office letterhead at 207-287-1093. If you have not heard from our office or received your record within two weeks, please contact us at 207-287-3771.

**Genealogist/Researchers:**

This ordering form in the yellow box allows you to request the record at the time you are searching for it. Once you have submitted your request for a record you will receive a pop-up message confirming your request has been sent, as well as an email confirmation. As a benefit of being a genealogist using this online search, you may request a copy of a record through the online ordering form. This allows you to request the record at the time you are searching for it. As a Researcher/Genealogist you are entitled to three free non-certified copies of vital records per week.

The requested records will be processed once a week and sent out the following week. If you do not wish to request the record through this online process, you may continue to mail your requests to our office on the current application. If you have not heard from our office or received your record within two weeks, please contact us at 207-287-5451.