

## Tip Sheet Death and Marriage Indexes

The Maine CDC, Data, Research, and Vital Statistics (DRVS), Vital Records online death 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. Please be patient with us as this is a work in progress.

Death index portal:

<https://www1.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/order/death.shtml>

Marriage index portal:

<https://www1.maine.gov/dhhs/mecdc/public-health-systems/data-research/vital-records/order/marriage.shtml>

If you lose your username and password please contact our office via email at [VitalRecords.DHHS@maine.gov](mailto:VitalRecords.DHHS@maine.gov) or by calling 207-287-3771.

Tip #1: Copying and pasting the username and password into the boxes can result in errors, please type them individually into the portal page log in 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.



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Maine Center for Disease Control & Prevention  
A Division of the Maine Department of Health and Human Services

DRVS → MeCDC → Public Health Systems → Data Research → Vital Records → Death Index | Wed 30 Dec 2015

### Maine Vital Records Death Index



Username:

Password:

Powered By Fortis Portal - Business Technologies  
Fortis Web Service Center, LLC

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 event (oldest to newest).

Death index screenshot:

Marriage index screenshot:

Tip #5: The user's query (search) section is at the bottom of the page.

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

**Maine Vital Records Death Index**

**Vital Records Death Certificate Ordering Form**

If you see a record you would like to order, please enter the record number below:

Genealogist  Municipal Clerk

Record #:

Decedent:

Date of Event:  (mm/dd/yyyy)

Genealogist:  (First Last Name)

Researcher #:

E-mail:

Phone:  (999-999-9999)

Address:

Address 2:

City:  State:  Zip:

Comments:

Remember Me

**DHHS\_Death\_Records**

Prompt	Query Value
Death First Name	thomas
Death Middle Name	Click here to enter query value
Death Last Name	smith <input type="button" value="X"/>
Suffix	Click here to enter query value
Date of Death	Click here to enter query value
Location of Death	Click here to enter query value

Displayed: Certificate number, date of event, last name, suffix, first name, middle name, location of death.

Tip #7: Not all records will have information in all fields.

Death index results for "Thomas Smith":

**DHHS\_Vital\_Record**

Certificate_No	Date_of_Death	Death_Last_Name	Suffix	Death_First_Name	Death_Middle_Name	Location_of_Death
DEA14B.4.1.SMITH1923...	2/17/1923 12:00:00 AM	SMITH		THOMAS		
DEA14B.4.1.SMITH1923...	8/8/1924 12:00:00 AM	SMITH		THOMAS		
DEA14B.4.1.SMITH1926...	4/16/1926 12:00:00 AM	SMITH		THOMAS	R	
DEA14B.4.2.SMITH1927...	2/21/1927 12:00:00 AM	SMITH		THOMAS	W	
DEA14B.4.2.SMITH1927...	7/6/1929 12:00:00 AM	SMITH		THOMAS	F	
DEA14B.4.3.SMITH1933...	7/7/1934 12:00:00 AM	SMITH		THOMAS	S	
DEA7B.1.4.SMITH1937...	1/23/1937 12:00:00 AM	SMITH		THOMAS	P	
DEA7B.1.4.SMITH1937...	4/22/1938 12:00:00 AM	SMITH		THOMAS	C	
DEA7B.1.4.SMITH1937...	12/15/1938 12:00:00 AM	SMITH		THOMAS	E	
DEA7B.2.3.SMITH1948...	3/24/1948 12:00:00 AM	SMITH		THOMAS	A	
DEA7B.2.3.SMITH1948...	10/14/1949 12:00:00 AM	SMITH		THOMAS	J	
DEA7B.2.3.SMITH1950...	7/19/1950 12:00:00 AM	SMITH		THOMAS		
DEA7B.2.3.SMITH1950...	11/24/1950 12:00:00 AM	SMITH		THOMAS	J	
DEA7B.2.4.SMITH1953...	1/18/1953 12:00:00 AM	SMITH		THOMAS	A	
DEA1961001638	2/28/1961 12:00:00 AM	SMITH		THOMAS	A	MONTVILLE
DEA1964002086	3/10/1964 12:00:00 AM	SMITH		THOMAS	D	WESTBROOK
DEA1967005778	5/28/1967 12:00:00 AM	SMITH		THOMAS	G	FARMINGDALE
DEA1968006962	8/19/1968 12:00:00 AM	SMITH		THOMAS	A	WATERVILLE
DEA1970005358	6/27/1970 12:00:00 AM	SMITH		THOMAS	G	BIDDEFORD
DEA1971002562	3/9/1971 12:00:00 AM	SMITH		THOMAS	E	SANFORD
DEA1974010633	12/26/1974 12:00:00 AM	SMITH		THOMAS	V	WATERVILLE
DEA1977002941	4/25/1977 12:00:00 AM	SMITH		THOMAS	L	PARIS
DEA1980002709	2/6/1980 12:00:00 AM	SMITH		THOMAS	J	SACO
DEA1981004793	6/12/1981 12:00:00 AM	SMITH		THOMAS	F	BIDDEFORD
DEA1983006754	8/16/1983 12:00:00 AM	SMITH		THOMAS	B	AUGUSTA

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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 date fields.

Example: First name search field - T\*, then last name search field – Smith.

Marriage index screenshot:

Researcher #:

E-mail:

Phone:  (999-999-9999)

Address:

Address 2:

City:  State:  Zip:

Comments:

Remember Me

security reasons, you cannot copy from within the index window.

To make entering information into the ordering form easier, you can "drag" the yellow order form to the screen below the row containing the information you are seeking.

If you experience any problems using this portal, please contact [Vital:Records.DHHS@maine.gov](mailto:Vital:Records.DHHS@maine.gov).

**DHHS\_Marriage\_Records**

Prompt	Query Value
Groom/Party A First Name	T*
Groom/Party A Middle Name	Click here to enter query value
Groom/Party A Last Name	Smith
Bride/Party B First Name	Click here to enter query value
Bride/Party B Middle Name	Click here to enter query value
Bride/Party B Last Name	Click here to enter query value
Date of Marriage	Click here to enter query value
Place of Marriage	Click here to enter query value

Results:

Researcher #:

E-mail:

Phone:  (999-999-9999)

Address:

Address 2:

City:  State:  Zip:

Comments:

Remember Me

security reasons, you cannot copy from within the index window.

To make entering information into the ordering form easier, you can "drag" the yellow order form to the screen below the row containing the information you are seeking.

If you experience any problems using this portal, please contact [Vital:Records.DHHS@maine.gov](mailto:Vital:Records.DHHS@maine.gov).

**DHHS\_Vital\_Record**

Certificate_No	Date_of_Marriage	Marriage_Groom_P...	Marriage_Groom_P...	Marriage_Groom_P...	Marriage_Bride_Pa...	Marriage_Bride_Pa...	Marriage_Bride_Pa...	Place_of_Marriage
MAR14B.4.1.SMITH...	6/9/1923 12:00:00...	SMITH	THEODORE		SEAVEY	EDNA	V	
MAR14B.4.2.SMITH...	7/7/1927 12:00:00...	SMITH	THOMAS	S	GRANT	JULIA		
MAR14B.4.2.SMITH...	11/24/1927 12:00:00...	SMITH	TUCKER		CLARKE	MARY	E	
MAR14B.4.3.SMITH...	11/23/1932 12:00:00...	SMITH	THOMAS	G	BARENTZEN	ALICE	L	
MAR14B.4.3.SMITH...	4/3/1934 12:00:00...	SMITH	THOMAS	R	HARPER	FERNE	M	
MAR7B.1.4.SMITH...	1/16/1937 12:00:00...	SMITH	THON	E	WARREN	HARRIET	F	
MAR7B.1.4.SMITH...	10/7/1937 12:00:00...	SMITH	THOMAS	M	LARSEN	FLORENCE	E	
MAR7B.1.4.SMITH...	7/29/1939 12:00:00...	SMITH	THURLOW	C	PARKER	MURIEL	B	
MAR7B.2.1.SMITH...	1/28/1940 12:00:00...	SMITH	THALE	E	RANGER	EDNA	L	
MAR7B.2.1.SMITH...	2/17/1940 12:00:00...	SMITH	TALBOT	S	HAMILTON	BERNECE	G	
MAR7B.2.1.SMITH...	12/27/1941 12:00:00...	SMITH	THURSTON	H	NEWCOURT	MARGARET	L	
MAR7B.2.1.SMITH...	6/7/1943 12:00:00...	SMITH	THOMAS	J	SCHMIDT	DELVINA		
MAR7B.2.2.SMITH...	5/25/1946 12:00:00...	SMITH	TRACY	G	ESTEY	ELLA	R	
MAR7B.2.2.SMITH...	8/31/1946 12:00:00...	SMITH	TENNIS	R	NILES	DOROTHY	M	
MAR7B.2.2.SMITH...	1/11/1947 12:00:00...	SMITH	THOMAS	G	MCLEAN	AUDREY		
MAR7B.2.2.SMITH...	5/24/1947 12:00:00...	SMITH	THOMAS	R	WINSLOW	MABEL	L	
MAR7B.2.2.SMITH...	10/12/1947 12:00:00...	SMITH	THEODORE	J	SMITH	CECELIA	C	
MAR7B.2.3.SMITH...	6/20/1948 12:00:00...	SMITH	THEON	R	COURT	YOUNBELL	Y	
MAR7B.2.3.SMITH...	4/13/1949 12:00:00...	SMITH	TRAVIS	L	VEILLEUX	PRISCILLA	M	
MAR7B.2.3.SMITH...	12/16/1949 12:00:00...	SMITH	THOMAS	D	BLETHEN	EVLYN	G	
MAR7B.2.3.SMITH...	4/23/1951 12:00:00...	SMITH	THOMAS	B	GRANT	ALICE	J	
MAR7B.2.4.SMITH...	7/5/1952 12:00:00...	SMITH	THOMAS	A	POULIN	VERA	L	
MAR7B.2.4.SMITH...	1/31/1953 12:00:00...	SMITH	THEODORE	S	WINSLOW	KAY	E	
MAR7B.2.4.SMITH...	8/15/1954 12:00:00...	SMITH	THOMAS	M	BAILEY	DOROTHY	J	
MAR7B.2.4.SMITH...	12/29/1954 12:00:00...	SMITH	TOM	J	OULETTE	OMERINE	N	

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Total Documents [DHHS\_Vital\_Record]: 401

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 the search results by groom's first name.

The screenshot shows a web browser window with a search results table and a yellow ordering form. The table is titled "DHHS\_Vital\_Record" and contains columns for Certificate\_No, Date\_of\_Marriage, Marriage\_Groom\_P, Marriage\_Groom\_P, Marriage\_Groom\_P, Marriage\_Bride\_Pa, Marriage\_Bride\_Pa, Marriage\_Bride\_Pa, and Place\_of\_Marriage. The yellow form is titled "Party B (Bride)" and contains fields for Date of Event, Name, Researcher #, E-mail, Phone, Address, Address 2, City, State, and Zip. There are buttons for "Send Request", "Reset", "Log In", and "Remember Me".

Certificate_No	Date_of_Marriage	Marriage_Groom_P	Marriage_Groom_P	Marriage_Groom_P	Marriage_Bride_Pa	Marriage_Bride_Pa	Marriage_Bride_Pa	Place_of_Marriage
MAR7B.2.1.SMITH...	2/17/1940 12:00:...	SMITH	TALBOT	S	HAMILTON	BERNECE	G	
MAR7B.2.2.SMITH...	8/31/1946 12:00:...	SMITH	TENNIS	R	NILES	DOROTHY	M	
MAR7B.2.1.SMITH...	1/28/1940 12:00:...	SMITH	THALE	E	RANGER	EDNA	L	
MAR7B.2.4.SMITH...	1/31/1953 12:00:...	SMITH	THEODORE	S	WINSLOW	KAY	E	
MAR7B.2.2.SMITH...	10/12/1947 12:00:...	SMITH	THEODORE	J	SMITH	CECELIA	C	
MAR14B.4.1.SMITH...	6/9/1923 12:00:0...	SMITH	THEODORE	J	SEAVEY	EDNA	V	
MAR7B.2.3.SMITH...	6/20/1948 12:00:...	SMITH	THEON	R	COURT	YUBELL	Y	
MAR7B.1.4.SMITH...	1/16/1937 12:00:...	SMITH	THERON	E	WARREN	HARRIET	F	
MAR7B.2.2.SMITH...	1/11/1947 12:00:...	SMITH	THOMAS	G	MCLEAN	AUDREY	F	
MAR7B.2.4.SMITH...	7/5/1952 12:00:0...	SMITH	THOMAS	A	POULIN	VERA	L	
MAR7B.2.1.SMITH...	6/7/1943 12:00:0...	SMITH	THOMAS	J	SCHMIDT	DELVINA	L	
MAR7B.2.2.SMITH...	5/24/1947 12:00:...	SMITH	THOMAS	R	WINSLOW	MABEL	L	
MAR7B.2.4.SMITH...	8/15/1954 12:00:...	SMITH	THOMAS	M	BAILEY	DOROTHY	J	
MAR14B.4.3.SMIT...	11/23/1932 12:00:...	SMITH	THOMAS	G	BARENTZEN	ALICE	L	
MAR7B.2.3.SMITH...	12/16/1949 12:00:...	SMITH	THOMAS	D	BLETHEN	EVELYN	G	
MAR14B.4.3.SMIT...	4/3/1934 12:00:0...	SMITH	THOMAS	R	HARPER	FERNE	M	
MAR7B.1.4.SMITH...	10/7/1937 12:00:...	SMITH	THOMAS	M	LARSEN	FLORENCE	E	
MAR14B.4.2.SMIT...	7/7/1927 12:00:0...	SMITH	THOMAS	S	GRANT	JULIA	J	
MAR7B.2.3.SMITH...	4/23/1951 12:00:...	SMITH	THOMAS	B	GRANT	ALICE	J	
MAR7B.1.4.SMITH...	7/29/1939 12:00:...	SMITH	THURLOW	C	PARKER	MURIEL	B	
MAR7B.2.1.SMITH...	12/27/1941 12:00:...	SMITH	THURSTON	H	NEWCOURT	MARGARET	L	
MAR7B.2.4.SMITH...	12/29/1954 12:00:...	SMITH	TOM	J	QUELETTE	OMERINE	N	
MAR7B.2.2.SMITH...	5/25/1946 12:00:...	SMITH	TRACY	G	ESTEY	ELLA	R	
MAR7B.2.3.SMITH...	4/13/1949 12:00:...	SMITH	TRAVIS	L	VELLEUX	PRISCILLA	M	
MAR14B.4.2.SMIT...	11/24/1927 12:00:...	SMITH	TUCKER	J	CLARKE	MARY	E	

On the top left side of the screen there is a yellow ordering form box where users may request a record. As a benefit of being a municipal clerk using this online search, you may request an attested copy of a record through the online ordering form.

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 down, then drag the yellow box to where you want it on your screen.



The screenshot shows the same search results table as before, but the yellow ordering form is now repositioned over the table. The form is titled "Vital Records Marriage Certificate Ordering Form" and contains a "Record #" field, a radio button for "Genealogist" and "Municipal Clerk", and fields for "Party A (Groom)", "Party B (Bride)", "Date of Event", "Name", "Researcher #", "E-mail", "Phone", "Address", "Address 2", "City", "State", and "Zip". There are buttons for "Send Request", "Reset", "Log In", and "Remember Me".

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 207-287-3771.

Tip #12: The ordering form allows user 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, you may select red X or the “log in” button in the yellow ordering form. This will take you back to the login screen where you can log in again.