# How to Search the Database

Search

#### Categories

> Birth Records	778						
> Cemeteries	16,961	First & Middle Name	(s)		Last Name		
> Death Records	150,034		(5)		Last rume		
> Land Records	21	First & Middle Name(s	)		Surname		
Marriage Records	1,267				Sumanic		
> Miscellaneous Records	5,751						
> Naturalization Records	6,302	Place your ancesto	r might ha	ave lived	Birth year		
Collection Location		Any place		•	Birth year		
> United States	<mark>1</mark> 81,114						
		Add event details:	BIRTH	MARRIAGE	DEATH	LIVED IN	ANY EVENT
		Add family member:	FATHER	MOTHER	SPOUSE	OTHER	
		Keywords:	Other text				
		SEARCH					

## **Navigation**

Categories			Categories	
<ul> <li>&gt; Birth Records</li> <li>&gt; Cemeteries</li> <li>&gt; Death Records</li> <li>&gt; Land Records</li> <li>&gt; Marriage Records</li> <li>&gt; Miscellaneous Records</li> <li>&gt; Naturalization Records</li> </ul>	778 16,961 150,034 21 1,267 5,751 6,302	-	<ul> <li>Death Records</li> <li>Burial Permit (Calvary Cemetery)</li> <li>Burial Permit (SB County)</li> <li>Coroner's Inquest</li> <li>Death Return (SB City)</li> <li>Death Return (SB County)</li> <li>Mortuary Record (MCD)</li> <li>Mortuary Record (WRH)</li> </ul>	764 1,503 22,037 163 324 10,321 11,345
			> Obituary	103,577

- Search the entire database or limit your search to the specific Categories and Locations (listed on • the left side panel).
- Available search fields vary depending on the Category being searched (marriage dates are not • available on Death Records, for example).
- To expand or collapse a list, click on the arrowhead [>] (to the left of Categories and/or Locations). • Once a Category or Location has been expanded, click on the down arrowhead [v] to collapse it and then see the list of options.

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### Search

#### Last Name

B	irth year	OS LIKE (NYSIIS)	0	ptional	
Birth year		☑ E	Exact		
large state			🗆 A	lternate spe	llings
	DEATH	LIVED IN	✓ S	ounds like (	nysiis)
	SPOUSE	OTHER	🗆 S	ounds like (	soundex)
			🗆 F	uzzy	
			CANC	EL	APPLY

- Search criteria is not case-sensitive.
- If all search fields are blank, every record in the database will be listed.
- An asterisk (\*) can be used as a wildcard in search fields (as a substitute for one or more characters in a name). For example, "s\*" in the *Surname* field returns all surnames that begin with the letter "s".
- Typing in any field brings up available spelling options<sup>1</sup> used to search in this field. Remember to click the *Apply* button after making any changes to the options.
- Event dates can be searched by year, or by specifying a range restriction, like +/- 5 years.
- Only places that are chosen from an event's location dropdown list will return search results.
- Change search parameters and get updated results by clicking the *Update* button. After making several attempts without success, click *Clear All* to restart.
- Keywords
  - Use this field to search for alternate spellings and names of your ancestor (aliases or nicknames, such as Whisky Pete).
  - This field may contain additional information about your ancestor (such as juror, witness, military, professional credentials, etc.).

<sup>&</sup>lt;sup>1</sup> Soundex and NYSIIS Explained