

## Guide to Searching the Online Historic Indexes

Please find below a summary of the fields available within GRO Online Indexes which apply to Birth and Death search options. There is a description of the Field name plus detailed information regarding the requirements for each field.

Please provide feedback if the information in the table is not clear.

Field Name	Description
Surname	This is a mandatory field and should be the surname of the person named in the entry, at <b>the time the event was registered</b> .
Forename	Non mandatory field and should be the forename(s) of the person named in the entry, at <b>the time the event was registered</b> .
Include (variants or derivatives)	<b>Name variants (Surname or Forenames):</b> The search will default to an Exact Search but you can use one of the options from the drop down menu to expand the search if you are unsure of the spelling of the name. For <b>forenames</b> , you can also use the "name derivatives" option if you are unable to trace an entry where the forename could be expressed as a derivative or diminutive e.g. "Peggy" for "Margaret", or "Betty" for "Elizabeth".
Mother's Maiden Name (and variants) (Birth search screen only)	This is non-mandatory. The maiden surname is the one in which the mother contracted her first marriage. This is <b>not</b> necessarily the surname of the mother at <b>her birth</b> . You can use options in the drop down menu if you are not sure of the exact spelling of the name.
Year of Registration	This is mandatory. Indexes are compiled using the date of <b>registration</b> rather than the date of the <b>event</b> . By then using the optional "+/-" dropdown, you can extend your search to two years either side of the event.
Age at Death (Death search screen only)	This is non-mandatory. If you know the age at death, entering it here will reduce the number of irrelevant search returns. If you are unsure of the exact age, you can widen the search by 1, 2 5 or 10 years by clicking the dropdown menu next to the "+/-" sign.
Quarter January – March; April – June; July – September October - December	Registration records are submitted to the Registrar General, quarterly, for the quarter in which the event was registered. Although non-mandatory, if you know it, select from the dropdown menu the three-month period of the year, in which you think the event took place.
Volume / Page	This is non-mandatory. If you do know either the volume or page number of the GRO index

	reference, you can include them here. This may reduce the number of irrelevant search results returned.
Search	Click here to submit your search of the indexes, using the information you have provided. Scroll down the <a href="#">page</a> to view the search results.
Reset	Click here to return to the choice of Birth or Death indexes. Alternatively, if you wish to continue searching this index, simply amend or delete existing data or choose another option from one of the drop down menus

### Search Results Screen

Field Name	Description
Results <a href="#">Births</a>	Search results are returned in year order, then quarter ( <i>March, June, Sept, Dec</i> ), then volume and page numbers. District and mother's maiden name are also given
Results <a href="#">Deaths</a>	Search results are returned in year order, then quarter ( <i>March, June, Sept, Dec</i> ), then volume and page numbers. District and Age at death in years are also given. If you have chosen an option to display any variation in the spelling of names, the returns for each variation will be displayed according to the criteria given above
Order	Clicking this button will take you to the certificate order screen, which will be prepopulated with the details of the entry you have chosen.