Birth, 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 birth, death, or marriage record. This index is changing an expanding daily as DRVS staff use it and input more information into the expanded fields.

The index portal can be accessed in one convenient location via the following URL:

https://docuware.maine.gov/DocuWare/Platform/WebClient/

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

- Copying and pasting the username and password into the boxes can result in errors; please type them individually into the portal page login boxes. Please remember, usernames and passwords are case sensitive. Your computer may allow you to save the username and password.

The following screen is displayed after a successful log in:

Records may be searched from the same screen. The search results may be sorted by date of event by clicking the triangle next to each column header.

The date of event, last name, suffix, first name, middle name, location of death are displayed.
- Not all records will have information in every field, as shown in the above example.

- Some fields may be left blank although this will display a greater number of search results. Wild card "*" (asterisk) searches may be done on only name fields, not for dates.
  - **Example:** First name search field – T*, then last name search field – Smith, as seen in the screenshot below:

Below, the results of searching with a wildcard are displayed:

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 DRVS.
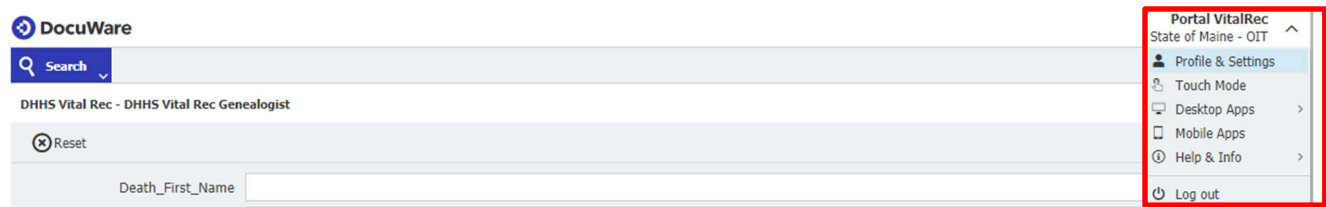
- Date fields must be in mm/dd/yyyy format: 01/01/2001 or you may select the date with the calendar icon. Avoid using /// when entering date formats; for some reason if may change the date entered.
- If a specific date is needed to be searched, please be sure input specific date in both date fields.
- Individual page results may be sorted by selecting (clicking) on the column header.

Example: Sort by groom's first name

To start a new search, click on "change search"

Please make sure to log out of the system by selecting the log out button in the upper right-hand corner of the frame.

Genealogist/Researchers:

Genealogist who hold a valid genealogist researcher card 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.