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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 and 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.

A screenshot of the DocuWare login interface. At the top left is the DocuWare logo. Below it is a dropdown menu labeled 'DocuWare account'. Underneath are two input fields: 'Username:' and 'Password:'. Below the password field is a blue link '> Forgot your password?'. At the bottom are two checkboxes: 'Keep me logged in' and 'Open Client in new window'. A yellow 'Login' button is at the bottom center.

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.

Type	Death_First_Name	Death_Middle_Name	Death_Last_Name	Date_of_Death	Location_of_Death	Marriage_Groom_PartyA_First_Name	Marriage_Groom_Party
	THOMAS	JOSEPH	SMITH	10/28/2010	HADISON		
	THOMAS	ARTHUR	SMITH	10/06/2005	AUGUSTA		
	THOMAS	CHARLES	SMITH	06/12/2005	BANGOR		
	THOMAS	CHARLES	SMITH	06/12/2005	BANGOR		
	THOMAS	B	SMITH	11/12/2002	WATERVILLE		
	THOMAS	B	SMITH	11/12/2002	WATERVILLE		
	THOMAS	M	SMITH	06/26/2002	BOWDOINHAM		
	THOMAS	R	SMITH	02/14/1999	HOULTON		
	THOMAS	R	SMITH	02/14/1999	HOULTON		
	THOMAS	D	SMITH	09/13/1988	PORTLAND		
	THOMAS	W	SMITH	08/07/1988	DAMARISCOTTA		
	THOMAS	D	SMITH	05/22/1986	BRUNSWICK		
	THOMAS		SMITH	02/11/1986	LEWISTON		
	THOMAS		SMITH	02/11/1986	LEWISTON		
	THOMAS	J	SMITH	10/25/1984	AUGUSTA		
	THOMAS		SMITH	09/24/1984	HOULTON		
	THOMAS	M	SMITH	04/17/1984	STRONG		
	THOMAS	B	SMITH	08/16/1983	AUGUSTA		
	THOMAS	F	SMITH	06/12/1981	BIDDEFORD		
	THOMAS	J	SMITH	02/06/1980	SACO		
	THOMAS	L	SMITH	04/25/1977	PARIS		
	THOMAS	V	SMITH	12/26/1974	WATERVILLE		

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:

The screenshot shows the DocuWare search interface. At the top right, it says "Portal VitalRec State of Maine - OIT". Below that is a search bar with a magnifying glass icon and the word "Search". Underneath the search bar, it says "DHHS Vital Rec - DHHS Vital Rec Genealogist". There is a "Reset" button on the left and a "Search" button on the right. The search criteria are as follows:

- Death_First_Name: t*
- Death_Middle_Name: (blank)
- Death_Last_Name: smith
- Date_of_Death: (blank)
- Location_of_Death: (blank)

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

The screenshot shows the search results table. At the top right, it says "Portal VitalRec State of Maine - OIT". Below that is a search bar with a magnifying glass icon and the word "Search". Underneath the search bar, it says "DHHS Vital Rec - DHHS Vital Rec Genealogist". There is a "Change search" button on the left and a "Search" button on the right. The table has the following columns:

Type	Death_First_Name	Death_Middle_Name	Death_Last_Name	Date_of_Death	Location_of_Death	Marriage_Groom_PartyA_First_Name	Marriage_Groom_PartyB_First_Name
📄	THADDEUS	C	SMITH	07/29/1892			
📄	TOMAS	R	SMITH	09/01/1892			
📄	TURNER	H	SMITH	03/21/1893			
📄	T	A	SMITH	06/22/1893			
📄	THOMAS	S	SMITH	12/15/1894			
📄	THOMAS		SMITH	02/13/1895			
📄	THEODORE	S	SMITH	02/27/1895			
📄	THURSA		SMITH	08/07/1895			
📄	TENA	L	SMITH	08/11/1896			
📄	TIMOTHY		SMITH	09/25/1896			
📄	THOMAS	A	SMITH	04/27/1898			
📄	THOMAS		SMITH	10/02/1898			
📄	THOMAS		SMITH	04/15/1899			
📄	THOMAS		SMITH	07/22/1899			
📄	THEO	S	SMITH	07/12/1901			
📄	THOMAS		SMITH	07/15/1901			
📄	THOMAS	G	SMITH	05/16/1902			
📄	THOMAS		SMITH	06/03/1902			
📄	THOMAS	M	SMITH	10/03/1903			
📄	THOMAS	N	SMITH	10/10/1903			
📄	THANKFUL	L	SMITH	06/01/1905			
📄	THOMAS	W	SMITH	09/30/1905			

At the bottom of the table, there is a pagination bar showing "1" of "100" results.

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.

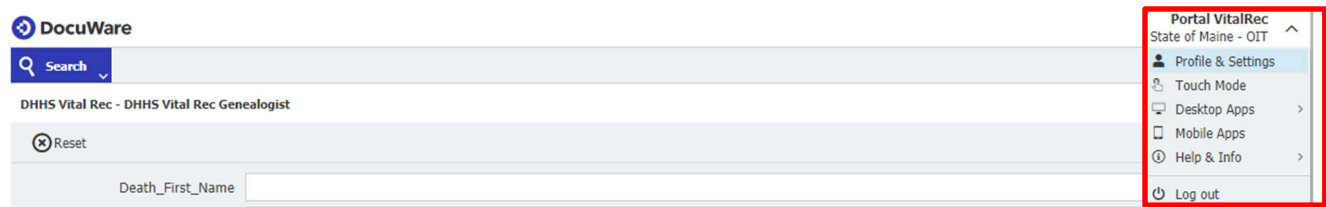
- Date fields must be in mm/dd/yyyy format: 01/01/2001 or you may select the date with the calendar icon. Avoid using /// when entering date formats; for some reason it may change the date entered.
- If a specific date is needed to be searched, please be sure input specific date in both date fields.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

Example: Sort by groom's first name

Marriage_Groom_PartyA_First_Name	Marriage_Groom_PartyA_Mid_Name	Marriage_Groom_PartyA_Last_Name
TAD	LINCOLN	SMITH
TAD	THEODORE	SMITH
TADD	NICHOLAS	SMITH
TALBOT	H	SMITH
TALBOT	S	SMITH
TANNER	OLIN	SMITH
TAYLOR	DOW	SMITH
TEALE	KENNETH	SMITH
TEALE	KENNETH	SMITH
TED	PAT	SMITH
TENNIS	R	SMITH
TERENCE	LEE	SMITH
TERENCE	M	SMITH
TERENCE	M	SMITH
TERENCE	WILLIAM	SMITH
TERESA	LYNN	SMITH
TERRANCE	RAMON	SMITH
TERRANCE	SCOTT	SMITH
TERRANCE	EUGENE	SMITH
TERRANCE	EUGENE	SMITH
TERRANCE	EUGENE	SMITH
TERRANCE	ALLEN	SMITH

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.