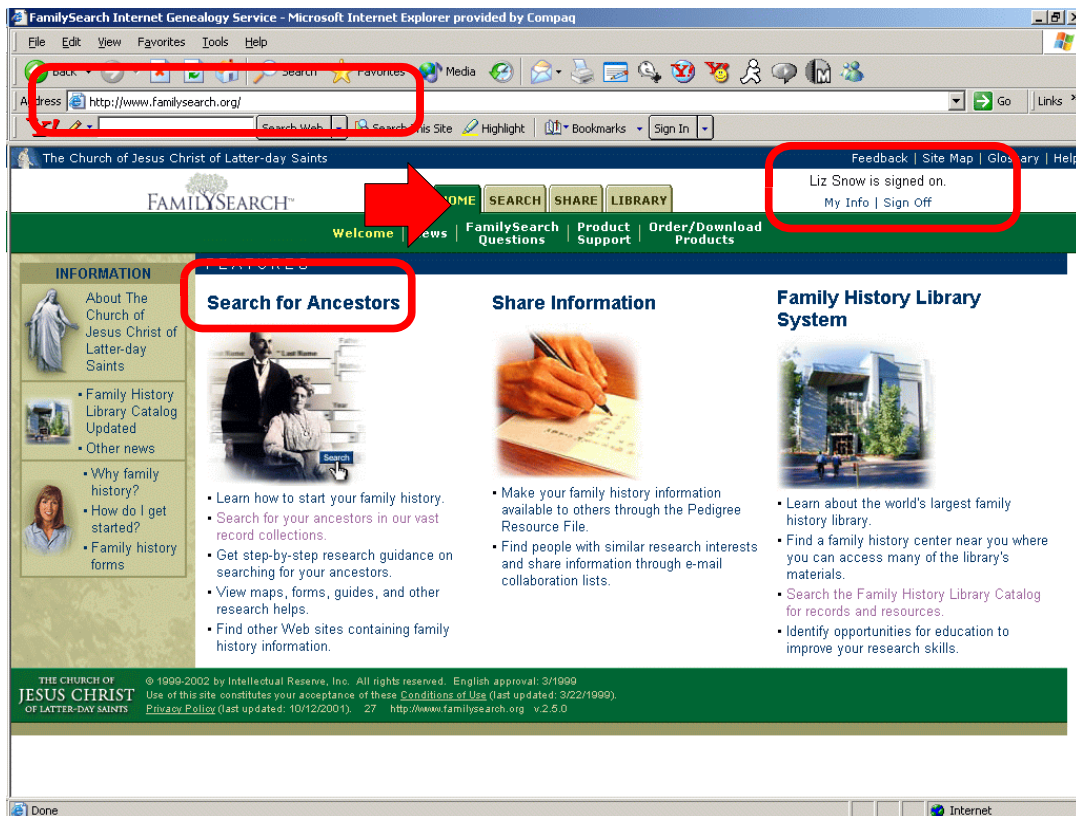


## HOW TO SEARCH THE IGI ON THE INTERNET

### Using Internet IGI to Obtain Ordinance Records

1. Go to [www.familysearch.org](http://www.familysearch.org)
2. Sign on - (you must have included your membership number and confirmation date at this sign on or previously, to be able to see ordinance information.)  
You only have to include this information one time.
3. When you are signed in, you should see your name in the upper right corner.
4. Click on the “**Search Tab**” or click on the words “**Search for Ancestors**”.
5. Click on “**International Genealogical Index**” on the left of your screen. This is the only database with Ordinance Information on the familysearch web site. These are records of actual Ordinances performed. You can not correct the information. It is still a valid ordinance. You should not resubmit it unless it is the wrong sex.



## 6. Type in name- i.e. Jose Gonzales Trejo

Use as little information as you can to get a match. More is not always better in this instance. **\* You do have to choose a region. \*** Wherever the event happened that you are searching for.

The screenshot shows the FamilySearch website's search interface. The search form is filled with the following information:

*First Name	*Last Name	Father	Last Name
Jose Gonzalez	Trejo		

Spouse	Last Name	Mother	Last Name

Event	Year Range	Year
All		

Region	Country	
Southwest Europe	Spain	

Batch Number	Serial/Sheet Number	Film Number

There is a checkbox for "Use exact spelling" which is currently unchecked. The "Search" and "Clear" buttons are at the bottom of the form.

7. View selected records by clicking once on each name. Some may be the same record. They are indexed by Birth, Marriage and Death, or any other fields that are filled in. **\*Remember, the information about the person is only as correct as the person who submitted it for Temple Work made sure the information was correct. The temple doesn't not do corrections on incomplete or wrong vital record information.**

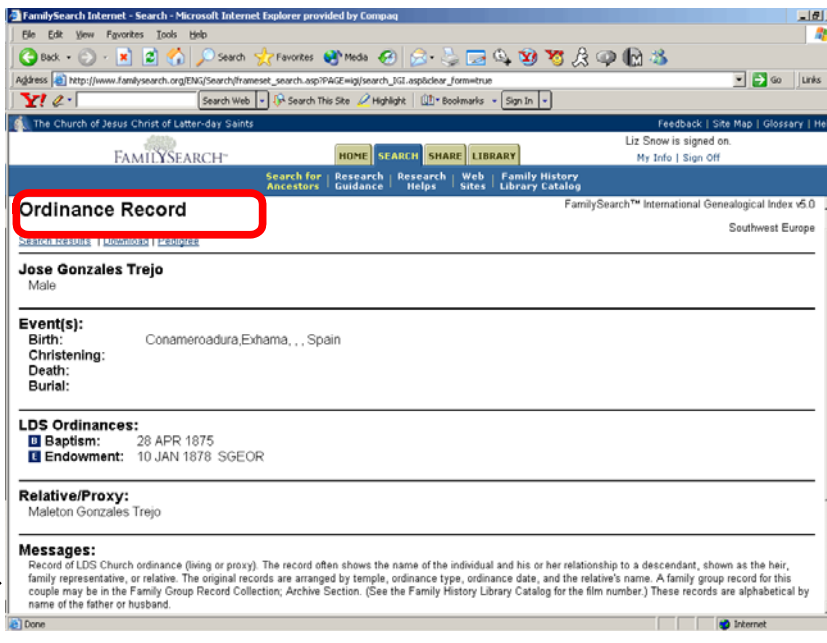
The screenshot shows the search results for 'Jose Gonzalez Trejo, Spain, Southwest Europe'. The results are as follows:

Record Number	Record Description
1.	Jose Trejo - International Genealogical Index Gender: Male Birth: 1837 Logrosan, , Spain
2.	Jose Trejo - International Genealogical Index Gender: Male Birth: 1837 Logrosan, , Spain
3.	Jose Trejo - International Genealogical Index Gender: Male Birth: 06 OCT 1852 Logrosan, Caceres, Spain
4.	Jose Gonzalez Trejo - International Genealogical Index Gender: Male Birth: , , Spain
5.	Jose Gonzalez Trejo - International Genealogical Index Gender: Male Birth: Canamerosdura,Exhama, , Spain
6.	Jose Gonzalez Trejo - International Genealogical Index Gender: Male Birth: , Caceres, Spain
7.	Jose Trejo - International Genealogical Index Gender: Male Marriage: 06 OCT 1852 Logrosan, , Spain

At the bottom of the list, there are links for "prev | next" and "Prepare selected records for download".

## 8. Choose the Ordinance Record-

The page should say “Ordinance Record” on the top left. If it only says “International Genealogical Index” and you don’t have the box for LDS Ordinances, then you are not signed in correctly. This is the only place you will see Ordinance Record. After you decide which is the record you want to keep, you can print it, download a GEDCom or you could cut and paste it into your PAF file.



The screenshot shows a web browser window displaying the FamilySearch website. The page title is "Ordinance Record" and the subject is "Jose Gonzales Trejo". The page includes sections for "Event(s)", "LDS Ordinances", "Relative/Proxy", and "Messages". The "LDS Ordinances" section lists "Baptism: 28 APR 1875" and "Endowment: 10 JAN 1878 SGEOR". The "Messages" section contains a detailed description of the record. A red circle highlights the "Ordinance Record" text at the top left, and a red arrow points to the "Messages" field.

**9. For source information- read the message field. An LDS Deceased Membership Record is the best, for information on ordinances done while the person was living. All the other ordinances are proxy ordinances, done after a person is dead.**

**10. If you want to search for a marriage record, you should enter the person and spouse.  
To find parents, you should enter the person and their parents.  
To find children of a couple, enter the parents names and no individual.**

**11. You always have to choose a region for a valid search.**

**12. Check out each selected records and click once on the correct one.**

## **Details about Each Part of the Screen-**

**\*This information can be found on [www.familysearch.org](http://www.familysearch.org) in the help section**

### **First Name field:**

Type the first name of the person you are looking for. Examples: Sarah, Ann, Edward.  
Do not type identifiers or titles, such as Jr., Dr., Miss, Captain, Sir, and so on.  
Do not type middle names or initials. (They do not always appear in the IGI records, and the search may disregard them.)

### **Last Name field:**

Type the last name of the person you are looking for. Examples: Smith, McDonald.  
For a woman, try typing her maiden name first. Then try a second search using her married name.

### **Father and Mother fields:**

Type the first and last names of the father and mother of the person you are looking for.  
To search for a person, you do not need the father's and the mother's names. You may have only one or any combination of the names. For example, you may have the father's first name and the mother's first name.

### **Spouse fields:**

Type the first and last name of the person's husband or wife.  
Use a wife's maiden name.

### **Event field:**

Click on the Event field, and select an event (birth, marriage, all records, and so forth) in the person's life for which you think a record was made.  
If you chose Other from the event lists, FamilySearch Internet will search for information found in census records, wills, adult christening records, and any other miscellaneous records.  
Try to focus your search by entering additional information about the event in the Event Range, Year, and Country boxes.

### **Year Range and Year fields:**

Use the Year Range and Year fields to indicate when the event you selected in the Event field occurred.  
Example: If you select a date range of "+ or -10 Years," and type 1880 in the Year box, FamilySearch Internet will find only records created between 1870 and 1890.

## Region and Place fields:

Records in the IGI are organized by geographical regions (Britain, Finland, and so forth).

To reduce your search time:

Click Regions, and select a region to search. Click on the region where you think the person was living at the time of the event you selected.

Depending on the region you choose, other boxes may appear, such as Country or Province. Select the appropriate items from the lists.

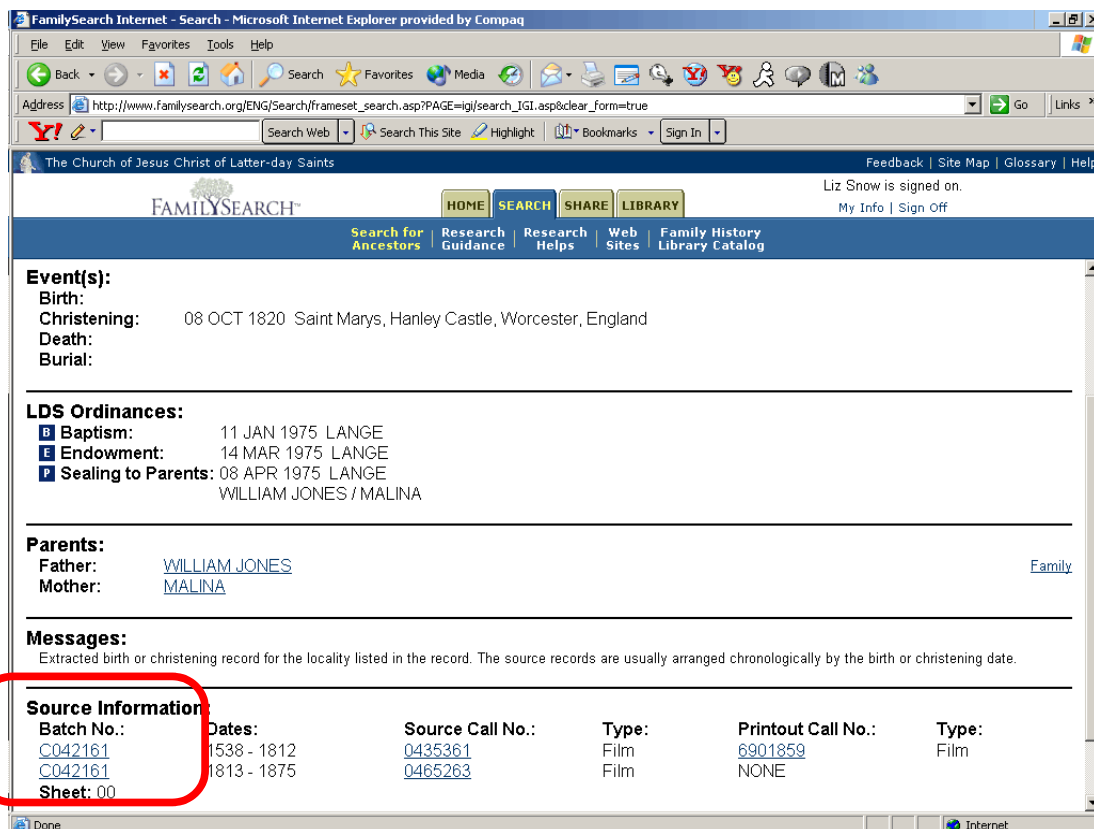
## IGI Source Numbers:

You can find a record in the IGI by entering its batch number, serial/sheet number, and film number. \*A batch number is the number assigned to a batch of names all sealed, or submitted for the same place. It also identifies the original source of the information. This is extremely useful to find records that have been extracted for the entire parish.

### **To find source numbers:**

First, search for a person's record by using other information, such as his or her last name and birthplace. When you find the record, write down its source numbers. The next time you want to find the record, enter the source numbers.

You may also want to use the numbers to find other relatives. Go to Use the Film or Batch Number and Search for Other Family Members.



The screenshot shows a web browser window displaying a record on the FamilySearch website. The record details include:

- Event(s):**
  - Birth:
  - Christening: 08 OCT 1820 Saint Marys, Hanley Castle, Worcester, England
  - Death:
  - Burial:
- LDS Ordinances:**
  - Baptism: 11 JAN 1975 LANGE
  - Endowment: 14 MAR 1975 LANGE
  - Sealing to Parents: 08 APR 1975 LANGE  
WILLIAM JONES / MALINA
- Parents:**
  - Father: [WILLIAM JONES](#)
  - Mother: [MALINA](#)
- Messages:**

Extracted birth or christening record for the locality listed in the record. The source records are usually arranged chronologically by the birth or christening date.
- Source Information:** (highlighted with a red box)

Batch No.:	Dates:	Source Call No.:	Type:	Printout Call No.:	Type:
<a href="#">C042161</a>	1538 - 1812	<a href="#">0435361</a>	Film	<a href="#">6901859</a>	Film
<a href="#">C042161</a>	1813 - 1875	<a href="#">0465263</a>	Film	NONE	
Sheet: 00					

If you click on the numbers underlined in blue, it will automatically put that number in the screen on the search

boxes. Then you just enter a surname.

### **Use Exact Spelling Check Box:**

To find records with the person's name spelled exactly as you have entered it, click the Use exact spelling box.

If you use the exact spelling feature, type only the name of the person you want to find. Do not enter names of parents or spouses, and do not select an event. Include an event date only if needed to limit your search results.

If you use the exact spelling feature, be sure to enter the individual's complete name as it would appear in the record, including middle names and initials.

When you don't click the Use exact spelling box, FamilySearch Internet searches for the name you typed and any close matches. For example, the search results for the surname "Nelson" would include Nelson, Nelsen, Nielson, Nielsen, and so forth.

### **Search Button:**

Enter information into the search fields; then click Search to begin a search.

### **Clear Button:**

To remove all the information from the search fields, click Clear.

### **Which date do I use?**

The earliest date is the valid ordinance. The rest are all duplicates. You could however list these dates in your notes as duplicate ordinances.

### **Adding the Ordinance Dates to your PAF**

Add the ordinance dates to your records. You can do this by entering the information, copying and pasting the information from screen to screen, or downloading and importing a GEDCOM file and match/merging the information.