



# Vermont State Archives and Records Administration

Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710 • [www.vermont-archives.org](http://www.vermont-archives.org)

## Accessing Vermont Vital Records on Ancestry.com through MyVermont.gov

Through a partnership between Ancestry.com and the Vermont State Archives and Records Administration records from the Vermont State Archives on Ancestry.com are now available free of charge to Vermont residents via MyVermont.gov.

### Do I need a paid subscription to Ancestry.com to access the Vermont State Archives records?

As a Vermont resident, you do not need a paid subscription. You are required to create a free Ancestry.com account and a MyVermont.gov account to access the records. Vermont residents who already have paid subscriptions to Ancestry.com will continue to be able to access these records as they always have. Out-of-state residents will need a paid subscription to Ancestry.com to access these records.

### How do I access these records without a subscription to Ancestry.com?

To gain free access to the records as a Vermont resident, you need a MyVermont.gov account and to register for free with Ancestry.com.

#### **Step 1. Log-in to your MyVermont.gov Account**

If you have a MyVermont.gov account, login at <https://secure.vermont.gov/myvermont/index.php>. Your Personal Profile and Contact Information **must indicate your address**. If the information is correct and you are a Vermont resident you will see the Ancestry.com records listed as a featured item at the top of your MyVermont page, click on the “Ancestry.com Vermont” link at the bottom of the box to start your research.

#### **Featured Item**

You now have free online access to Vermont records on [Ancestry.com](http://Ancestry.com). If you do not already have a subscription to [Ancestry.com](http://Ancestry.com), you will be prompted to create a "Free Account" before viewing any records. Access is provided at no cost and you can research Vermont records at any time by signing into your free account.

To research records, go to [Ancestry.com Vermont](http://Ancestry.com Vermont).

**If you do not have an account, you will need to create one.** To create an account:

- 1) Go to MyVermont.gov at <https://secure.vermont.gov/myvermont/index.php>.
- 2) Click on “Create an Account” and follow the prompts.
- 3) Once you have created your account, MyVermont.gov will send you an email to confirm your email address.



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- 4) Log-in to your account and follow the prompts on the right-hand side of the page to update your Personal Profile and Contact Information. This is where you will enter your home address and **check the box indicating that you are a Vermont resident.**

If your account is set-up and you have updated your Contact information and Personal Profile, you will see the Ancestry information as a featured item at the top of the MyVermont.gov page. Click on the “Ancestry.com Vermont” link at the bottom of the box to start your research.

### **Step 2. Create a free account at Ancestry.com**

Register for a free account at Ancestry.com to access some – but not all – of what Ancestry offers. Here are two ways to register:

1. Follow the “Ancestry.com Vermont” link from the MyVermont.gov page. Search for any record. Click on a record and you will be prompted to create a free account.
2. Follow this link: <https://secure.ancestry.com/register/guestregistration.aspx>.

### **How do I search for records?**

After you have set up your MyVermont.gov and Ancestry accounts, you will be able to search the Vermont records available on Ancestry.com for free.

To search the records, log in to your MyVermont.gov account and click on the link “Ancestry.com Vermont.” ***Please note: you can only gain free access to the Vermont Ancestry site and its Vermont records by going through the MyVermont.gov site.*** Otherwise, you will be prompted to subscribe to the service when you try to view the records.

Having trouble find records you’re looking for? Try these searching tips:

- Try all spelling variations. Spelling wasn’t standardized until the 19<sup>th</sup> century, and names were sometimes recorded incorrectly on documents. Indexing may have also led to further spelling variations.
- Too many search results? Try adding more specific information to narrow your search, such as places and parents’ names. You can also try removing information to get more results.
- Not all children were named at birth. Try searching by just a last name with any additional information you have (parents’ names, dates, etc.) to locate early birth records.

### **I am having trouble accessing the records. Where can I get help?**

If you have trouble accessing the records, please contact the Reference Room at the Vermont State Archives at 802-828-2308 or [archives@sec.state.vt.us](mailto:archives@sec.state.vt.us). State Archives staff will be happy to assist you.