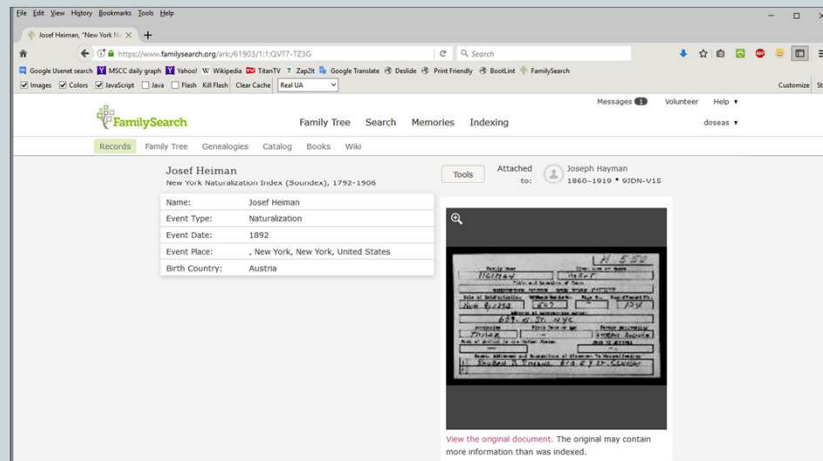




Finding images in unindexed collections is a three-step process:

1. Use FamilySearch Catalog to locate the collection that contains the document you are interested in. Note there may be several similar collections (Ex: Manhattan birth certificates) that cover different time periods. You will need to look at the collection description to find the correct one.
2. Within the Collection Description, locate the microfilm containing the document that you want. Depending on the collection, this could require you to know the document number (ex: petition or declaration number), or volume & page number, or date of the event.
3. In the Image Viewer, locate the desired document within the digitized images. The fastest method to locate a document is to sample an image, note the difference in document number between that document and the desired one, then calculate the desired image number, using simple math. Due to missing or duplicated pages, it is usually necessary to revise your math a few times to reach the correct image. However, this process is much faster than scrolling through an entire collection, which may contain thousands of images.

Naturalization Record Search Result



This is the typical result of a naturalization record search – an index card image is returned. In many instances, the actual naturalization document images may be available as well, but it requires additional work to locate these images.

For vital records, such as birth, marriage, or death, the search results may indicate that no image is available. Today, this is usually not the case: many of these images have been digitized and are available online, but the database has not been updated to include direct links to the images.

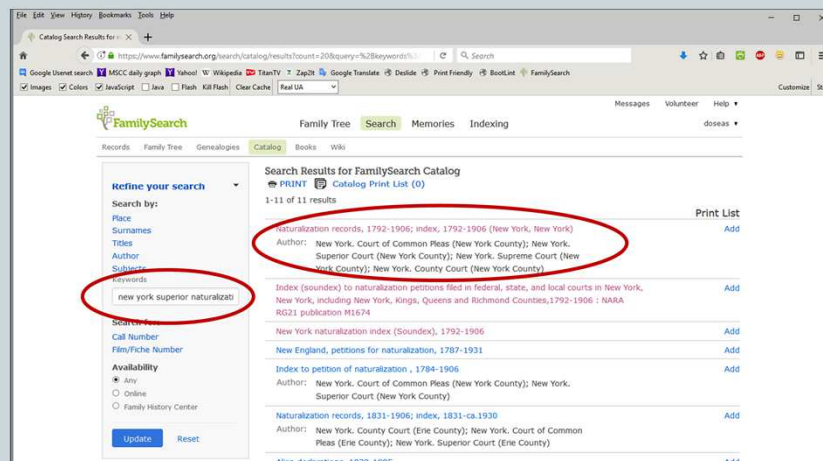
How to Find Naturalization Papers from the Index Card

H 550

Family Name HEIMAN		Given Name or Names JOSEF	
Title and Location of Court SUPERIOR COURT, NEW YORK COUNTY			
Date of Naturalization AUG 8, 1892	Volume or Bundle No. 507	Page No. -	Copy of Record No. 124
Address of Naturalized Person 639-5 ST. NYC			
Occupation TAILOR	Birth Date or Age -	Former Nationality EMPEROR AUSTRIA	
Port of Arrival in the United States -		Date of Arrival -	
Names, Addresses and Occupations of Witnesses To Naturalization			
1	REUBEN S. SIMONS. 613 E 9 ST. CLERK		
2			

The important information from the Naturalization Index Card is Volume/Bundle Number and Page Number (or petition/declaration/record number), court, and, potentially, date

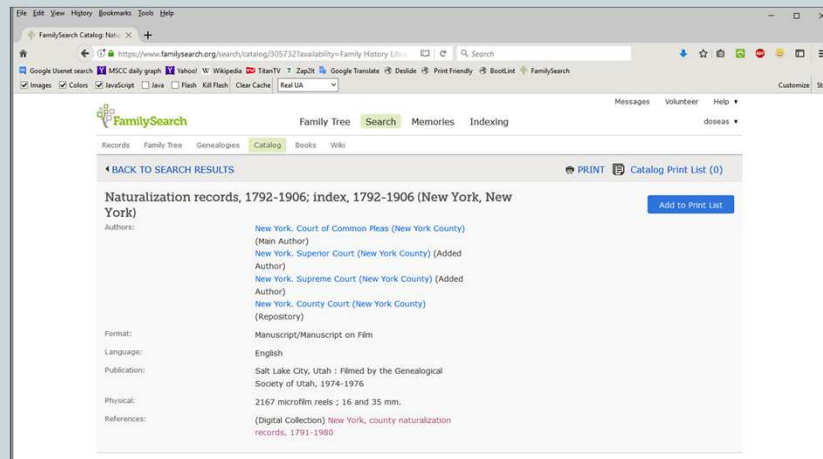
Search Catalog For Corresponding Collection



Use the Keyword search in the FamilySearch Catalog

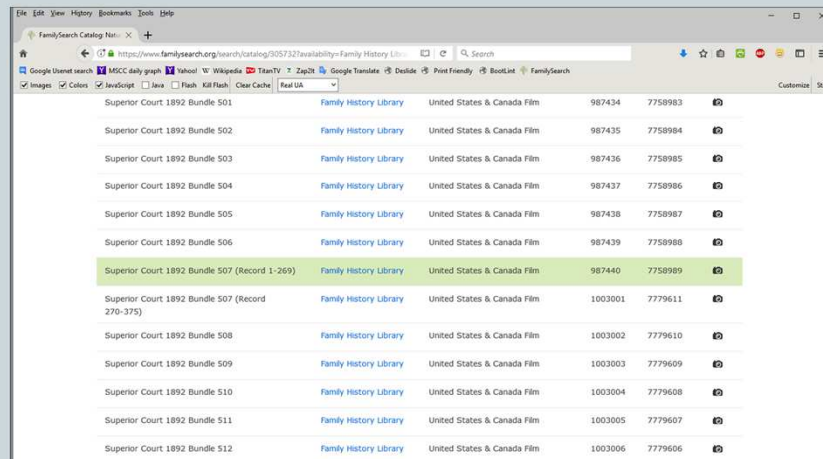
- For naturalizations, use keywords “[county] [court] [type]” where type = naturalization OR declaration OR petition; court = supreme OR superior OR district (etc.)
- For vital records, use keywords “[county] [type]” where type = birth OR death OR marriage
- For New York City, the name of the borough can be used interchangeably with the name of the county, and may give better results, particularly for Staten Island (vs Richmond)

Click to Examine Collection Description



Click on the collection title in the catalog to get to the description page. In this collection, records for three different courts (Court of Common Pleas, Superior and Supreme) have been collected into a single collection

Use Data From Index Card To Locate Proper Film








Collection	Library	Country	Accession Number	Roll Number	Image Icon
Superior Court 1892 Bundle 501	Family History Library	United States & Canada Film	987434	7758983	📷
Superior Court 1892 Bundle 502	Family History Library	United States & Canada Film	987435	7758984	📷
Superior Court 1892 Bundle 503	Family History Library	United States & Canada Film	987436	7758985	📷
Superior Court 1892 Bundle 504	Family History Library	United States & Canada Film	987437	7758986	📷
Superior Court 1892 Bundle 505	Family History Library	United States & Canada Film	987438	7758987	📷
Superior Court 1892 Bundle 506	Family History Library	United States & Canada Film	987439	7758988	📷
Superior Court 1892 Bundle 507 (Record 1-269)	Family History Library	United States & Canada Film	987440	7758989	📷
Superior Court 1892 Bundle 507 (Record 270-375)	Family History Library	United States & Canada Film	1003001	7779611	📷
Superior Court 1892 Bundle 508	Family History Library	United States & Canada Film	1003002	7779610	📷
Superior Court 1892 Bundle 509	Family History Library	United States & Canada Film	1003003	7779609	📷
Superior Court 1892 Bundle 510	Family History Library	United States & Canada Film	1003004	7779608	📷
Superior Court 1892 Bundle 511	Family History Library	United States & Canada Film	1003005	7779607	📷
Superior Court 1892 Bundle 512	Family History Library	United States & Canada Film	1003006	7779606	📷

Scroll down from the collection description to see information about the individual rolls of film in the collection.

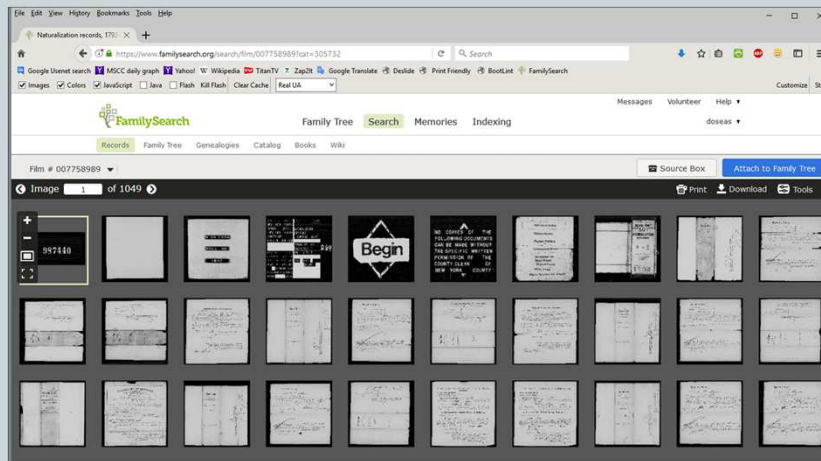
In this example, we are looking for Bundle 507, record 124, which is included in the film highlighted in green. Click on camera icon to bring up image viewer, which is shown after the next slide.

FamilySearch Legend

Icon	Meaning
	Microfilm
	Indexed (text only) record
	Digital image
	Restricted digital image (usually FHC access)
	Digital image on external website (may have membership requirements)

Aside: these are the icons you will see in the Catalog as well as search results (the magnifying glass icon appears in the Catalog for indexed records, whereas the icon is a text page in search results)

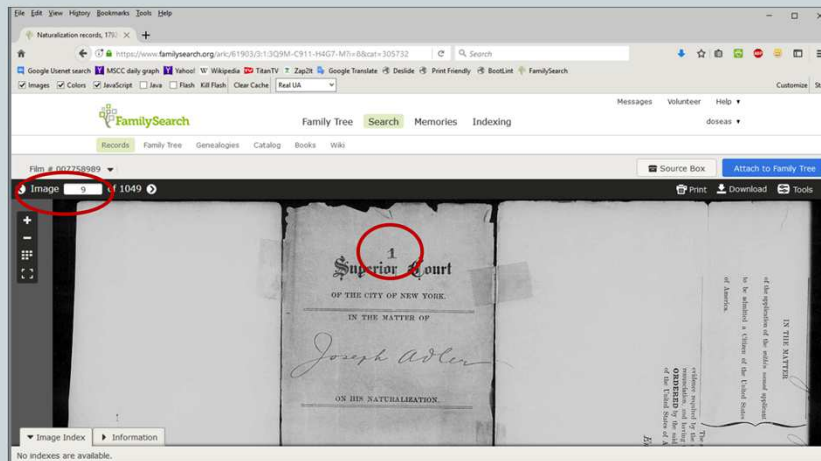
Navigate Within Digital Images to Locate Desired Volume (“Item”)



- This is the thumbnail layout in the Image Viewer. Note the navigation controls on the left side, immediately above the thumbnails
- Some microfilm rolls contain multiple Items as indicated in the catalog. Volume (Item) separators are dark images, labelled “Begin” and “End”, and are easily visible in the thumbnail view; scroll until you reach them.
- Examine the thumbnail images and estimate the average number of images that make up a single document. Here are some common configurations:
 - Declarations: 2 Declarations per image = $\frac{1}{2}$
 - Declarations: 1 Declarations per image = 1
 - Petitions, front & back = 2
 - Petitions (front & back) + Declaration = 3
 - Petitions (front & back) + Declaration + Certificate of Arrival = 4
 - Birth/Marriage/Death certificate, front only = 1
 - Birth/Marriage/Death certificate, front & back = 2

You will use this number as a multiplier in the next step to calculate the desired image

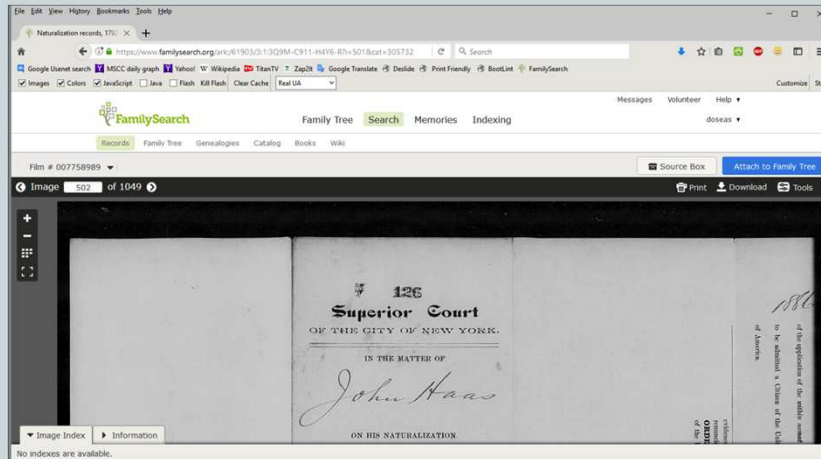
Use Math to Make an Educated Guess Which Image is Needed



I usually zoom in on the image on the right side of first row (image #10) and see what “page” or document number the image corresponds to. Note that the page number is what is typed, stamped, or printed on the document.

In this case, record 1 is on image 9; we want record #124 and there are about 4 images for a record, so we need to go to image $(124 - 1) * 4 + 9 = 501$
Note that some documents may be skipped, whereas others may have pages duplicated, so math won't be exact.

Our Math Took Us to Record #126; We Wanted 124



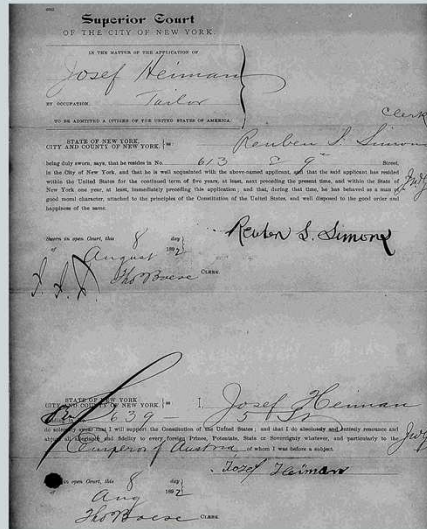
I needed to view the next image (502) to locate one containing a document number. In this case, we went past the desired document. Our next guess is to go back 8 images to image 494 ($126 - 124 = 2$ documents * 4 images per doc = 8 images)

Refine Math to Get Closer & Repeat As Needed



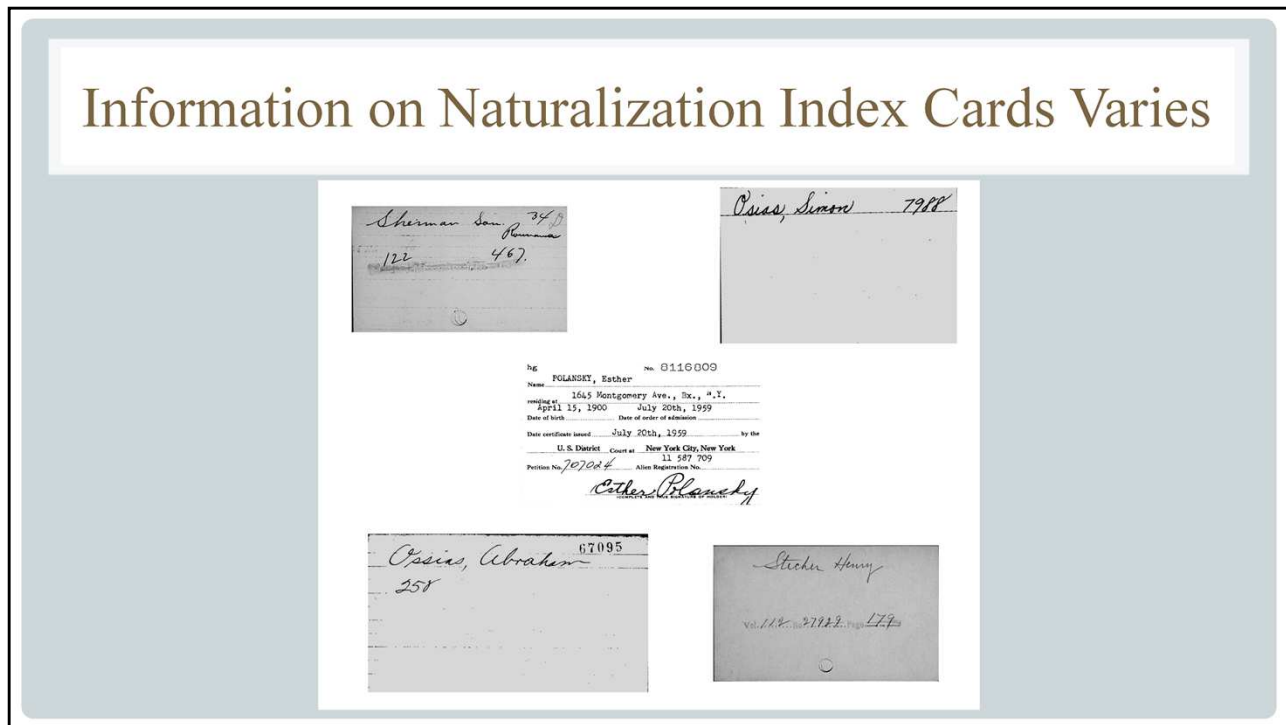
This guess took us to the correct record (124) on image #495 (one image past our most recent guess)

Naturalization document



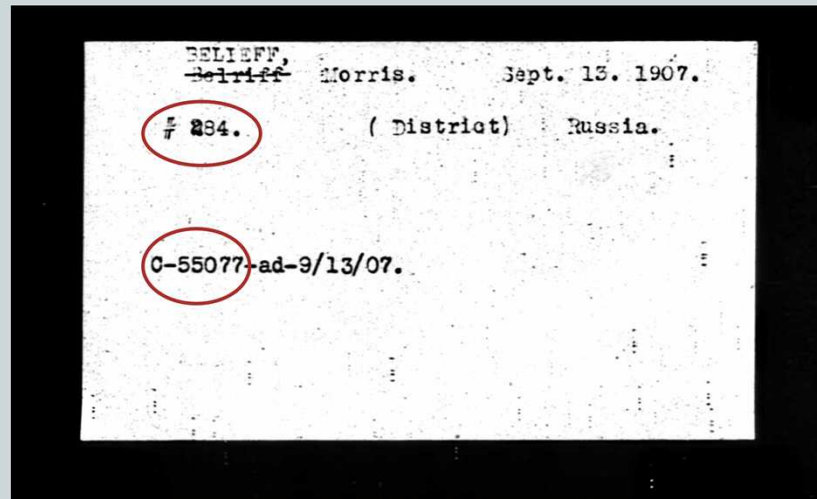
Always examine a couple of images before & a couple of images after – there may be related images, or you may find documents for a relative
Since this example is for a pre-1907 naturalization, there is not a lot of useful genealogical information, but it is nice to be able to add this document to our collection

Information on Naturalization Index Cards Varies



- Older index cards may contain only a name and petition/declaration number or volume/page number – be certain to check the citation for the collection to determine which court is represented in the index card collection.
- More recent index cards (1940 or so) contain a lot of useful information:
 - name
 - address
 - DOB
 - date of admission
 - name of court
 - petition number
 - AR number
 - C-number
 - signature

A Confusing Example



This sample is confusing, since we are used to seeing 5 digit numbers as petition/declaration numbers and 3 digit numbers as volume/page numbers. In this case, the 5 digit number is preceded by a "C-", therefore it is the Citizenship Certificate number. The "284", which looks like a Volume or Page number, is actually the Petition number

In this case, 284 is the Petition Number

UNITED STATES OF AMERICA
Department of Commerce and Labor
BUREAU OF IMMIGRATION AND NATURALIZATION
DIVISION OF NATURALIZATION

PETITION FOR NATURALIZATION

DISTRICT Court of THE UNITED STATES Eastern District of Pennsylvania.

In the matter of the petition of Morris Biluff to be admitted a citizen of the United States of America.

To the DISTRICT Court of THE UNITED STATES Eastern District of Pennsylvania.

The petition of Morris Biluff respectfully shows:

First. My full name is Morris Biluff

Second. My place of residence is number 517 Sumner street, 5th of PHILADELPHIA.

Third. My occupation is Lyceum

Fourth. I was born on the 15th day of August anno Domini 1872 at Bitesky, Russia

Fifth. I emigrated to the United States from Bitesky, Russia on or about the 15th day of June anno Domini 1900 and arrived at the port of New York in the United States, on the vessel S.S. Williston du Suisse

Sixth. I declared my intention to become a citizen of the United States on the 3rd day of March anno Domini 1905 at Philadelphia in the 5th District Court of United States, East Dist. of Penna.

Seventh. I am married. My wife's name is Rosa Biluff she was born in Bitesky, Russia and now resides at 517 Sumner St., Phila. I have seven children, and the name, date and place of birth, and place of residence of each of said children is as follows:

One Biluff born July 14, 1888 at Bitesky, Russia Vera Biluff born Sept. 28, 1902 at Phila.

We can see the Petition Number (284) in the upper left corner and the Page (Record) number (34) stamped in the upper right corner

References

- Video on Finding Digital Images of Records on FamilySearch.org:
https://www.youtube.com/watch?v=C2bUqClg_iA
- Handout on how to view digital images on FamilySearch.org:
http://broadcast.lds.org/fhd/FH_Finding_Digital_Records_WEB.pdf?icid=bl-fsb-6257
- Article "*Digital Records Access Replacing Microfilm*":
<https://www.familysearch.org/ask/faq#overview>