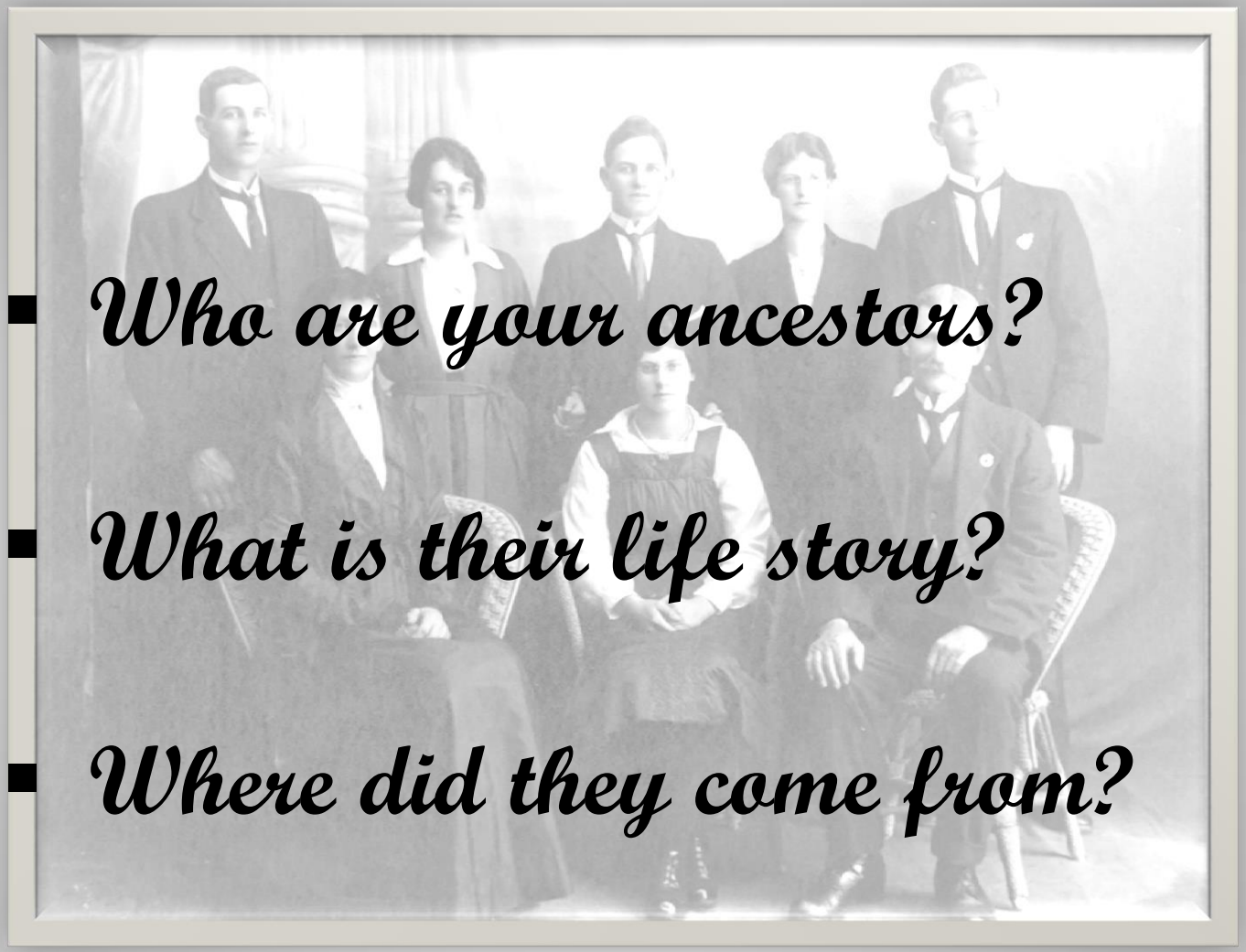
DISCOVER YOUR FAMILY TREE



- Who are your ancestors?
- What is their life story?
- Where did they come from?
- How did they get here?

STARTING

- *With yourself and work backwards*

- Start with your family (husband, wife and children)
- Then your parents and your siblings
- Grandparents and their children
- And so on, one generation at a time

STARTING

- **Documents and photos**

- Gather and photocopy Birth, Death and Marriage certificates from parents, grandparents or even other family members. (Keep any originals in a safe place)
- Transcripts or non certified certificates birth, death marriages are just as good when doing your family tree.
- Photocopy obituaries, eulogies
- Maybe there is a family bible or birthday book which has family names and dates.
- Photography's of family (don't cut them or write on them with pen) you can use pencil on the back .
  Scanned them and have on your computer
- Family trees a member of the family has done (always still check this information).

STARTING

• Ask Questions and write down

- If you have any older family members who are alive, **ask them questions** about any family information they may remember or what was told to them. Some don't want to because it may be difficult or hurtful.
- The family photos (ask who they are)
- Record all information where and when you got it
- Some may allow you to record what they remember of the past.
- Email or write letters to family members who may be able to help you (include stamped, self-addressed envelope)

BEGINNING YOUR RESEARCH

- **Things to bring with you:**

  - Notebook – to record information. A new page or book for each family name

  - Family information you have collected (certificates or transcripts of births, deaths, marriages, obituaries, information from family bible (family names), newspaper articles etc)

  - Pencils, sharpener and eraser

  - USB drive to save information to

  - Loose coins for photocopying

WHERE DO YOU START?

- Add family information to family group sheet as you find it, either from BDM (birth death marriage) indexes or certificates
- Verify this information as much as you can, showing registration numbers near their name and events.
- Complete as much as you can one group sheet at a time before going back to the next generation

HUSBAND:	William HARVEY	Occupation:		
Born:	1880	Place:	Sydney (599)	Husband:
Death date:		Place:		Wife:
Burial date:		Place:		Name of Ship:
Marriage:	1905	Place:	Sydney, NSW (2234)	Port of departure:
Fathers name:	William HARVEY	Mother Name:	Mary HOLLAND	Departure date:
Other Wives:				
WIFE:	**Elizabeth COOMBE**	Occupation		Arrival date : Port of Arrival:
Born:	Bapt:	Place:		Family on board:
Death date:		Place:		
Burial date:		Place		
Fathers name:		Mothers name:		Relations in Colony:
Other husbands:				

M/F Reg. No.	CHILDREN	WHEN BORN/BAP. Day	Month	Year	WHERE BORN/BAP Town	State/Country	DATE OF DEATH			PLACE OF BURIAL	SPOUSES NAME	MARRIAGE DATE			REGISTRATION PLACE
2465	David			1907											
1543	Susan			1909											
679	Mary			1911											
389	Elizabeth			1913											

FAMILY GROUP SHEET continued

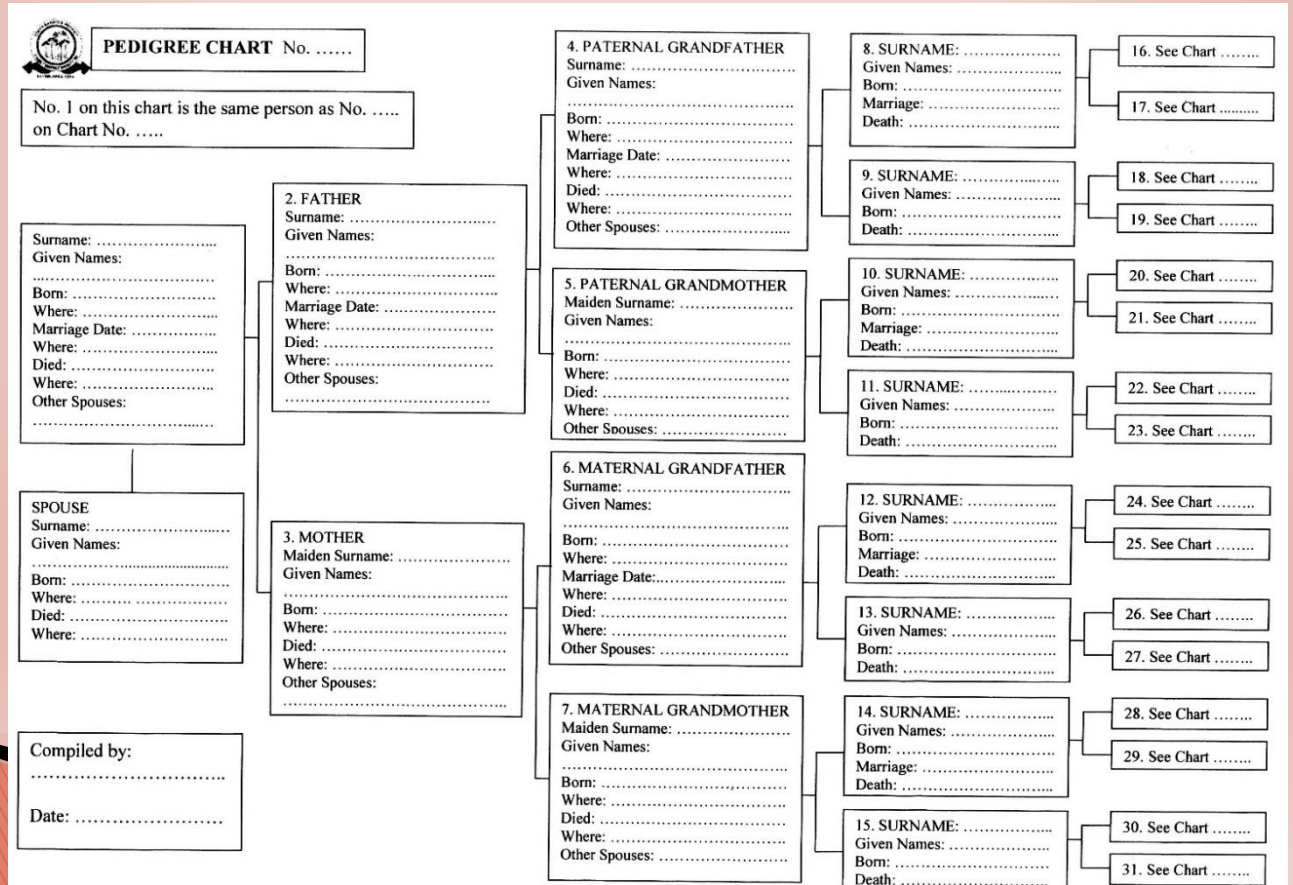
- **Use the Family Group Sheet as a working sheet**. It is easier to erase and add [especially if you find another child] than to re-do the whole sheet.
- Always write dates in the following format – 02 Sep 1806 or 14 Jan 1779, as this makes it perfectly clear when the event took place, dd/mm/yyyy.
- **Include the siblings not just parents**.
- The Family Group sheet is where **you can expand on vital records**, that is on the Pedigree Chart.
- **The male is always entered at the top** and the maiden name of **spouse is entered after her christian name.**
- You can **add source information at the side**, this is important so it tells where you got this information and that you have verified it.
- You can **add other spouses**.
- **Add their Fathers and Mothers name** if you know them. They will be the next generation back. Then children, there may even be someone you don't know about until we look at the Births indexes.
  - **Add as much detail that you have found** out or know, years and maybe some dates can be checked and verified as you go back in time.

.

BEING ORGANISED

- Besides from the family group sheet a pedigree chart is important.

This is where basic information of your maternal and paternal line (parents, grand parents, great grand parents etc). are put on these sheets. You add more charts as you go back by numbering them and joining them to the surname you are going back on.



PEDIGREE SHEET continued

- Using a **Pedigree Chart**, start at #1 with your own name (Maiden Surname always used for females),
- **Print** your full name with your Surname last in block letters, details of date of birth ("born"), place ("Town, State & Country"),
- When married ("Date of Marriage"), and the last two items ("Date and Place of Death") are more likely filled as you move further back in time.
- If your spouse has died you can add this.
- Beneath your details, there is space to write the name of your Spouse/Life Partner, which should be listed in chronological order.
- Remember, always use maiden names for female ancestors.
- You will choose which line you want to start with.
- The very end box will start a new chart (chart 2) for that line you want to stay on.

BEING ORGANISED

- Research Log – to keep track of who, where and what you have researched
  - Ancestors name
  - Objective – what you want to find
  - Source – what was it
  - Call number – microfiche, microfilm, CD, registration number or book number
  - Where from – the place, archive

RESEARCH LOG EXAMPLE #1

RESEARCH LOG - INDIVIDUAL

SURNAME: ..... **GIVEN NAMES:** ..... **BIRTH & DEATH DATES:** .....

BIOGRAPHICAL INFORMATION

EVENT	DETAILS	DOCUMENTED
Aliases		
Born		
Died		
Married		
Children		
Parents		
Siblings		
Events		

Questions:
Clues:
Tasks:

RESEARCH LOG

Date	Objective	Success	Notes	Source

RESEARCH LOG continued

- The Research Log sheet is another working sheet, use it when you are looking through various research sites, for example you may find many references of the name you are researching, but you may not be 100% sure if this is your ancestor,

- Make a note of where you found the reference and the date when you found it.

- Look at all resources available to you and if you find the same information add it as a source too.

- There are other research log forms.

WHERE DO I LOOK?

- **BIRTH, DEATH AND MARRIAGE INDEXES FOR AUSTRALIA**

- In our Society's room on:
  - Microfiche and Microfilm
  - BDM indexes on our computers
  - CD's
  - Books (cemetery, pioneer, birth etc)
  - Online in all Australian States & Territories except Northern Territory.
  - Subscribed and non subscription sites

INFORMATON TO KNOW

- NSW Early Church records start from 1788.
- Victoria from 1837 although some early Melbourne events can be found in NSW records. Victoria became a colony in 1851.
- Queensland indexes start from 1829. Qld separated from NSW in 1859.
- Tasmania -1823.
- South Australia -1842.
- Western Australia -1841.
- ACT 1930 - prior to that check in NSW.
- Northern Territory Civil Registration commenced 24 August 1870 (For 1856–1863 see NSW, 1863–1870 see SA).
- New Zealand Civil Registration commenced – Births & Deaths 1 January 1848 and Marriages 1 January 1854

INFORMATION TO KNOW

- Variations can be found in Births, deaths and marriage indexes:
  - Spelling of Names
  - Ages
  - Clerks wrote what they heard
  - You can search Life Event up to

Event	Search up to
Births	(over 100 years ago)
Deaths	(over 30 years ago)
Marriages	(over 50 years ago)

For example, on **2 January 2018**, you can search for:

- **Births** up to: **1 January 1918**
- **Deaths** up to: **1 January 1988**
- **Marriages** up to: **1 January 1968**

WHERE CAN I SEARCH INDEXES

- **BIRTH, DEATH AND MARRIAGE INDEXES – AUSTRALIA**
- **In our Society's room**:

We have on Microfilm, Early Church Records from 1788 to 1856.

Baptisms, Burials and Marriages you can get up to Volume 123 after that you have to send away for.

You will need to get the index first from online NSW BDM, or other sources that have been mentioned.

NSW: https://familyhistory.bdm.nsw.gov.au/lifelink/familyhistory

VIC: https://online.justice.vic.gov.au/bdm/indexsearch.doj

QLD: https://www.bdm.qld.gov.au/IndexSearch/

W.A: www.bdm.dotag.wa.gov.au/

TAS: https://www.linc.tas.gov.au/family-history/Pages/Birth-Death-Marriage.aspx

S.A: https://www.genealogysa.org.au/resources/online-databases.html

N.Z: https://www.bdmhistoricalrecords.dia.govt.nz/

ACT AND N.T: check google, go to their websites and see what they have to say

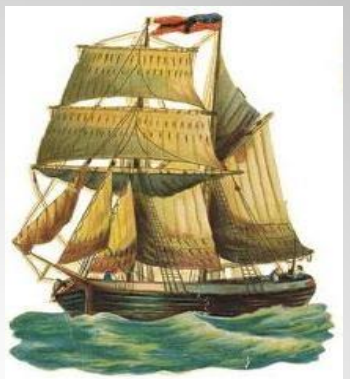
WHERE DO I GET CERTIFICATES?

BIRTH, DEATH AND MARRIAGE CERTIFICATES

- Online from NSW BDM direct, NSW certificates cost a lot, there are **transcription agents** who can transcribe this information for you, at a much lower cost.
- Purchase certificates or uncertified certificates online from Victoria, Queensland and South Australia. Tasmania has a website to get vital record images or use Tasmanian birth, deaths and marriages on microfilm in our room.
- Online from New Zealand BDM's direct. Certificates will cost.

OTHER RECORDS TO SEARCH

- Passenger Lists and records
- Convict indexes and records
- Military records
- Cemetery Indexes and records
- Newspapers
- Wills and Probate indexes
- Electoral rolls
- Directories
- Census
- Naturalization records
- Access to WWW
- Family trees
- Pioneer books
- Inquests



LIFE EVENTS ARE IMPORTANT

- **Trove** to see if you can find articles for your ancestor (funeral, marriage, birth, probate, obituary and arrival etc.)
- **National Australian Archives** for Military, naturalization and passenger list.
- **Familysearch** which is the LDS site, get a free account so you can login each time you use this site at home. Some records are restricted from home but can sometimes be accessed in our rooms. **Use your own login details but do not save it to our computers and do not sign in for 2 weeks.** Records are: parish church records, census, immigration, parish information and more.

LIFE EVENTS ARE IMPORTANT

- **Findmypast** for wills, census, convict records, government gazettes, BDM records, parish records, Travel & immigration, Newspaper records, Military Records and much more.

- **Ancestry** look for census, convict records, passenger, cemetery, electoral rolls, probate, church records for Australia and overseas, you may find family photos, family stories, family birth, death, marriage certificates and of cause the family trees. **(not all trees are correct, you must check and verify them).** And more

FREE NON SUBSCRIPTION SITES

- **Access is available in our room or at home:**

  - Australian State and National Records
  - Cemetery websites
  - Genealogical websites
  - Trove Newspapers (Australian)
  - Familysearch (LDS website)

FREE NON SUBSCRIPTION SITES

- **Access is available in our room or at home**:

- FreeBMD indexes (England and Wales)
- FreeReg and FreeCen (England)
- Overseas online parish church records that have been transcribed
- Family trees
- English, Scottish and Irish BDM sites you can register for free but their images cost to download. Order English certificates from GRO at a reasonable cost.
- National Archives of UK is free to search (images will cost)
- National Archives of Ireland

SUBSCRIPTION SITES

Access is available in our room to:

- Ancestry.com
- FindMyPast
- The Genealogist
- Biographical Database of Australia
- British Newspaper Archive
- RootsIreland
- Irish Newspaper Archive

SOURCES & RECORDING INFORMATION

- **Start out with good habits:**
  - Record everything relevant and write where and when you found it or was given this information.

    - Photocopies of information
    - BDM indexes and certificates
    - Church records
    - Censuses and electoral rolls
    - War records
    - Immigration and naturalization
    - Newspaper articles
    - Photographs
    - Burial information
    - Family Trees

OVERSEAS CERTIFICATES AND DOCUMENTS?

- **Ancestry, Findmypast, The Genealogist**

– Church images for Baptisms, Burials and Marriages
– Census images and electoral rolls and directories
– War records
– Immigration
– Convict record

- **Scotland's** People and Irish Genealogical Archive Sites

– Church images for Baptisms, Burials and Marriages
– Census images
– Maybe wills

- **GRO and County Record Offices**

– Birth, Death and Marriage certificates

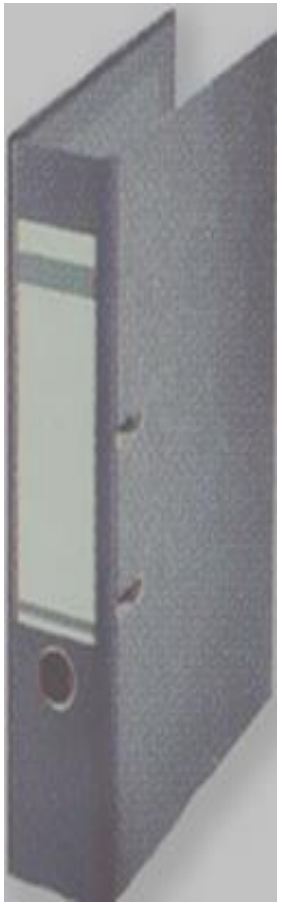
- **National Archives**

War records, wills,and other documents

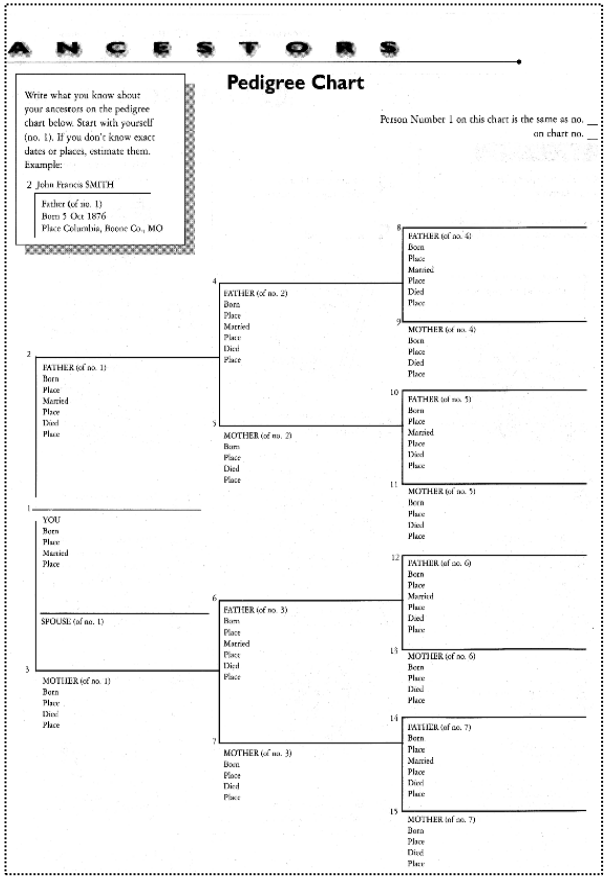
GOLDEN RULES OF GENEALOGY

1. **ALWAYS** work backwards from the known (yourself) to the unknown (forebears)
2. **NEVER** believe everything on a Birth, Death or Marriage certificate
3. **NEVER** completely trust the spelling of surnames, place names, etc.
4. **ALWAYS** check surname variants when researching
5. **ALWAYS** aim to have at last 2 separate sources of proof for each event
6. **REMEMBER** that everything is only speculation until verified
7. **ALWAYS** photocopy certificates and important documents and leave the originals in a safe place
8. **IF** a document exists, read it!
9. **DO** join at least one Family History Group, Genealogical Society or Historical Society
10. **SHARE** your information and documentation – copies only – with others researching similar lines.

F A M I L Y F I L E

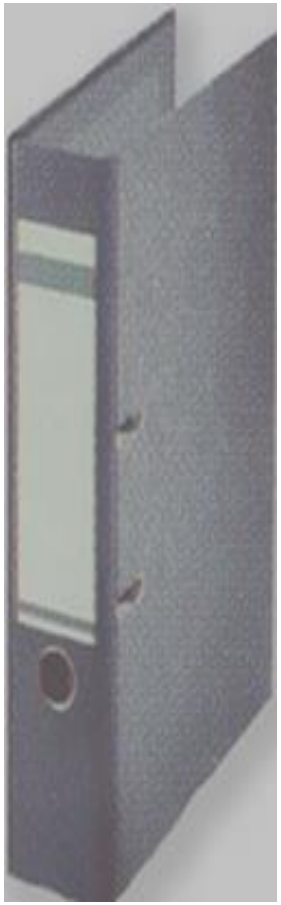


- Organize yourself from the start with a filing system.
- This will be your hard copy which you add to and are advised to bring with you when you go to a family history group so they can see what has been research and what or where you need to research next.
- There are other filing systems which you can ask about such as Family History computer programs for your own computer or online sites that you can put information on. There are pros and cons with online programs.
- Get yourself the protective plastic A4 sleeves, Binder tabs that you can write your family surnames or ancestors name on the side.



The first form is a pedigree chart, this is just for your direct ancestors working backwards from yourself and should always be at the front.

FAMILY FILE



- The family Group sheet comes next. Each family generation will have a family group sheet you can fill in the vital details. If you have a marriage record put it on the other side of group sheet

HUSBANDS NAME _____

When Born _____ Where _____
Christened _____ Where _____
When Died _____ Where _____
When Married _____ Where _____
Other Wives (if any) _____
His Father _____ His Mother's Maiden Name _____

WIFE'S MAIDEN NAME _____
When Born _____ Where _____
Christened _____ Where _____
When Died _____ Where _____
When Buried _____ Where _____
Other Husbands (if any) _____
Her Father _____ Her Mother's Maiden Name _____

Sources of Information on this sheet:

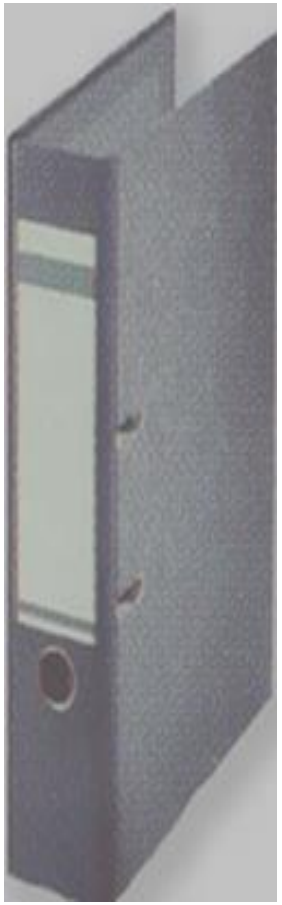
Husband's Full Name

Wife's Maiden Name

Compiler _____
Date _____
Address _____

Male or Female		CHILDREN in birth order	When Born Day Month Year	Where Born Town Country	When Died Day Month Year	Where Buried Place and Country	Marriage (Spouse Name)	Day Month Year	Spouse Died Day Month Year	Where Buried
	1									
	2									
	3									
	4									
	5									
	6									
	7									
	8									
	9									
	10									
	11									
	12									
	13									
	14									
	15									

FAMILY FILE



- Any certificates for that family group are for this group and have each important document showing chronologically

DATE MARRIED	15 DEC 1877	
PLACE	HAY	
	GROOM	BRIDE
NAME	EDWIN FORD	ANN KITCHEN
CONJUGAL STATUS	BACHELOR	SPINSTER
BIRTHPLACE	ADELAIDE, SOUTH AUSTRALIA	ADELAIDE, SOUTH AUSTRALIA
OCCUPATION	TANK SINKER	SERVANT
AGE	36	25
USUAL RESIDENCE	CANOON	HAY, LATE OF CASTLEMAINE, VIC.
FATHER	THOMAS FORD	DANIEL KITCHEN
MOTHER	AGNES SARAH HAWKINS	MARY AGNES GOULDING
OCCUPATION-FATHER	FARMER	FARMER
RELIGION	WESLEYAN	
WITNESSES	JOHN FORD, ELIZA MATILDA CORNER	
COMMENTS	KURTIN CORNER - MINISTER	

This is a transcription and NOT a certified copy from the Registers of Births, Deaths & Marriages and cannot be used in any legal proceedings whatsoever.

26639

DEATHS registered in the District of Sydney, in the State of New South Wales by Theodore le More Wells, Registrar General.

1. No. in Register	1917.
2. Christian name and surname of deceased Occupation 3. Sex and age	David Clarence Amos. Clerk. Male. 56 years.
4. When and where died Usual residence	6th October, 1957. 17 Leichhardt Street, Waverley.
5. Where born Length of residence in Australia	Walmer, Victoria.
6. Christian name and surname of father Occupation Christian name and maiden surname of mother	James Amos. Farmer. Elizabeth Ann Ford.
If deceased was married— 7. Where At what age To whom Conjugal condition of deceased at time of death 8. Issue (in order of birth (living and deceased)	Footscray, Victoria. 24 years. May Lavina Barrett. Married. Barry 30 years, Linton 23. None deceased.
9. Name, description and residence of informant	B. Amos. Son. 38 Banks Road, Earlwood.
10. Cause of death Duration of last illness By whom certified	Coronary occlusion. Coronary Sclerosis. W. T. Whitby. Registered.
11. When and where buried or cremated Undertaker or Superintendent by whom certified	9th October, 1957. Eastern Surburbs Crematorium. Terence Moncrief. Superintendent.
12. Name and religion of Minister Names of witnesses to burial or cremation	Stanley T. Earl. Baptist. D. J. Bergin.
13. Signature of Registrar General Date of registration	8th October, 1957.

CRYSTAL SHEREE FORD

VICTORIA

REGISTRATION NUMBER 45106/87

BIRTH REGISTRATION

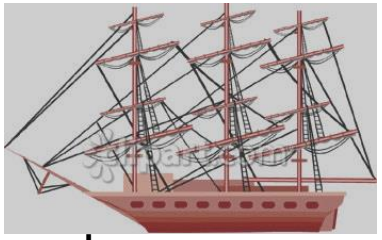
1 CHILD Family Name Christian or Given Name(s) Sex Date of Birth Place of Birth	FORD Crystal Sheree Female 06 September 1987 Castlemaine
2 FATHER Family Name Christian or Given Name(s) Occupation Age Place of Birth	FORD Edwin Louis Publisher 46 years Castlemaine, Victoria
3 MOTHER Family Name Maiden Family Name Christian or Given Name(s) Occupation Age Place of Birth	FORD Main Jeanette Alison Manager 37 years Castlemaine, Victoria
4 MARRIAGE OF PARENTS Date of Marriage Place of Marriage	30 October 1971 Castlemaine, Victoria
5 PREVIOUS ISSUE OF PARENTS	Anita Narelle 10 years Kyle Nicholas 8 years Heath Justin 6 years Ryan Travis 5 years
6 INFORMANT Full Name Address	Jeanette Ford Mother Corner Lyons & Hilliers Streets Neustead 3462 E L Ford Father Corner Lyons & Hilliers Streets Neustead 3462
7 REGISTRATION OFFICER Name Signature Date	J. I. Lourenz 21 September 1987

REGISTRY OF BIRTHS DEATHS AND MARRIAGES

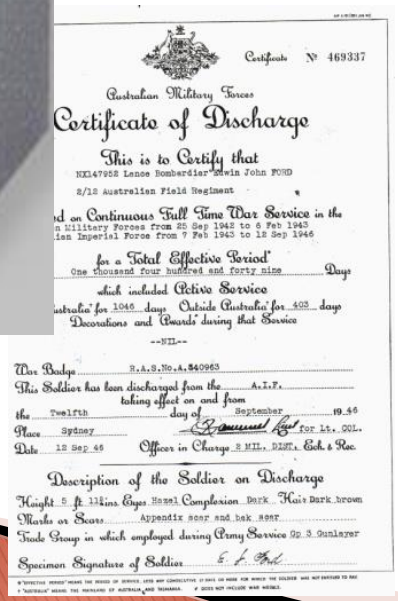
I hereby certify that this is a true copy of an Entry in a Register kept in this office in the State of Victoria, in the Commonwealth of Australia

FAMILY FILE

- Put in any family photos and other documents for this family
- Census/ electoral rolls etc have chronologically
- Grave site photos and churches information or information that interest you of where they came from.
- Details of the ship they arrived on and when. There may be naturalization papers.
- War records
- Newspaper articles



- And any other information you may have found.



Certificate № 469337

Australian Military Forces

Certificate of Discharge

This is to Certify that

NX147958 Lance Bombardier Edwin John FORD

2/12 Australian Field Regiment

...d on Continuous Full Time War Service in the ...n Military Forces from 25 Sep 1942 to 6 Feb 1943 ...ian Imperial Force from 7 Feb 1943 to 12 Sep 1946

for a Total Effective Period

One thousand four hundred and forty nine Days

...which included Active Service ...stralia for 1046 days Outside Australia for 403 days

Decorations and Awards during that Service

--NIL--

War Badge R.A.S.No.A.340963

This Soldier has been discharged from the A.I.F. taking effect on and from

the Twelfth day of September 1946

Place Sydney for Lt. COL.

Date 12 Sep 46 Officer in Charge 2 MIL. DIST. Esk. & Rec.

Description of the Soldier on Discharge

Height 5 ft 11½ ins. Eyes Hazel Complexion Dark Hair Dark brown

Marks or Scars Appendix scar and bak scar

Trade Group in which employed during Army Service Gp 3 Gunlayer

Specimen Signature of Soldier E. J. Ford

Family honors the youngest hero