

## Using Online Czech Records/Introduction

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1. Hello and welcome. My name is Sylvie Pysnak, and our presentation is part of the series on Using Online Czech Records.
2. Today we will discuss how to prepare to access and search the collections of digitized vital records of the archives in the Czech Republic.
3. If you do not know an exact place of origin in the Czech Republic, you will have to research it first before using this tutorial. There are no national indexes. Records were kept at the locality level. Please note that Bohemia, Moravia and Austrian Silesia are provinces and not localities. It is helpful to know your ancestor's religious affiliation and at least an approximate year of birth, marriage or death.
4. Most vital records more than 100 years old are now kept in the state regional archives [státní oblastní archívy]. There are 7 regional archives in the Czech Republic: Brno, Litoměřice, Opava, Plzeň, Praha (Prague is the English word for Praha), Třeboň, Zámorsk.
5. Records for the city of Prague are deposited in the Prague City Archive and not in the Prague Regional Archive.
6. Vital records kept in the regional archives and in the city archives are being made available through their online digital archives. Each archive has elected to use a specific web application to distribute its records. This has resulted in various web applications one has to master to effectively use the online databases. Some archives have an English interface.
7. You may use these digital archives free of charge. No registration is required. However, registered users can enjoy additional privileges such as the print/export feature and sharing data with other users.
8. The Třeboň and Prague City archives each have different web applications. The Litoměřice and Opava archives use the same web application. The Brno, Plzeň, Prague Regional archives share the same website. The Zámorsk archive does not distribute its vital records through the online archive. However, one can download an entire register to the computer. The archive map on your screen shows archive jurisdiction boundaries and the links to their online databases. The link to this helpful map is on your screen. I will also show an easy access to this map later in the presentation.
9. Each Czech locality is assigned to a particular regional archive. I will demonstrate how to use a free online gazetteer so you can determine which archive holds the records you need. If you already have that information, you may proceed to the lesson that covers your specific archive.
10. Enter [www.genteam.at](http://www.genteam.at) as shown on your screen into the address bar of your internet browser. This is the home page of the GenTeam group. To change the language to English, click on the English flag at the

top right corner of the page. Before you can use this online gazetteer you will need to register. The registration link is located on the left side of the page.

11. Click on the “Create an account” link.

12. Here is the registration page. Fill out the form and uncheck the box if you do not wish to receive updates. Click on the “Register” button.

13. Now you are ready to log in. Please enter your username and password. Click on the “Login” button.

14. The link to the online gazetteer is located on the left side of the page. Do not use the link next to the green arrow in the middle of the page.

15. Click on the “Gazetteer” link.

16. This is the search screen. Let’s take a closer look at it.

17. Type the locality name into the search box right under the word “Location”. Please be sure to spell the locality name correctly. As you type, a selection of locality names will begin to appear. You may now select the locality from the list or continue on typing. “Search Term” and “Crown Land” are optional. Click on the “Search” button.

18. Information about the locality will be displayed. There may be multiple localities that share the same name, so you will have to make a selection from the list. Click on the blue paper icon on the left side of the page for more details about the location. More details about the locality will be displayed, including the archive repository. Note the archive location and click on the blue arrow to return back to the search screen if you need to search for another locality. Now, that you know which archive holds the records you need you may select the lesson that covers your specific archive.

19. Czech Republic vital records are also being made available through the FamilySearch Historical Record Collection.

20. Enter [www.familysearch.org](http://www.familysearch.org) as shown on your screen into the address bar of your internet browser. This is the FamilySearch home page. Links to the Historical Record Collections are located on the left side of the page under “Browse by Location” next to the world map.

21. Click on the “Continental Europe” link.

22. Locate the links to the Czech Republic databases from the list or click on the “Czech Republic” link at the top left corner of the page.

23. Here is the list of Czech databases available through the FamilySearch.

24. An easy way to find Czech archive websites is through the FamilySearch Research Wiki. Click on the “Learn” tab on familysearch.org.
25. Select “Research Wiki” at the bottom of the page.
26. Type “Czech Republic” into the search box.
27. Click on the link for the “Czech Republic” on the Search results page.
28. This is the Czech Republic home page. On the left side of the page is the link to the archival map I showed you earlier in my presentation.
29. In the “Contents” box, select “Online Databases”, or scroll further down on the page until you see that heading.
30. Here is the list of individual archive pages. Each page contains a link to the online images and a brief description of how to access the records and search them. Please note the paragraph right under the list that includes a link to the online gazetteer we discussed earlier in our presentation.
31. Now, you are not left without help. Click on the “Help” link at the top right corner of the page on familysearch.org.
32. Here is the “Ask a Question” screen. You may now utilize this page.
33. Also, you may post your question to the FamilySearch Forums and have the community help you with your research or translation problem. The link to the Forums is on your screen. Click on the “Sign in” link at the top right corner of the page and sign in or register for a free account.
34. In this presentation we have discussed the collections of digitized vital records of the archives in the Czech Republic and their availability online. We have learned how to determine which archive holds the records of our ancestors using the online gazetteer. We have also learned how to access these digitized vital records on familysearch.org and an easy way to find Czech archives websites through the FamilySearch Research Wiki.
35. Good luck using the Czech digitized records.