

## Using Online Czech Records/ Prague City Archives

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1. Hello and welcome. My name is Sylvie Pysnak, and this presentation is part of the series on Using Online Czech Records.
2. Today we will focus on how to access and search the collection of digitized vital records from the Prague City Archives. This service is provided free of charge and no registration is required.
3. The Prague City Archives only hold records for the city of Prague and not for the region of Prague. Records for the region of Prague are deposited in the State Regional Archives in Prague.
4. It is necessary to know in what part of the city the person was born, married, resided, or died. Prague was divided into many subdivisions and suburbs, each with many parishes. If you do not have this information, you will have to check surname indexes first. Two key sources to find the exact addresses of Prague inhabitants are available online: Census of the Prague Population (1830-1949) and Prague Conscriptions (1850–1914) which are applications for residence permits at the Prague Police Headquarters. You will be shown how to access these databases later in the presentation.
5. Enter the website address shown on your screen into the address bar of your internet browser. This is the home page of the archives. Your choice of language is Czech or English. To change the language to English, click on the English flag at the top left corner of the page.
6. This is the home page of the archives in English. Click on the “Digital Collections” icon at the top right corner of the page to access the Catalog = which is the internet guide to the collections held in the Prague City Archives.
7. This is the Digitalized Collection Catalog homepage listing various digitized archival collections available online. The most important collections for genealogists are the “Collection of Registry Books” containing birth, marriage, and death records and the “Census of the Prague Population (1830-1949)” which contains sheets and cards completed for individual households and filed in alphabetical order. Please notice the blue arrow and word “Help” at the top right corner of the page. Click on the blue arrow or “Help” to access a short tutorial in English. Let’s look at the tutorial.
8. There are 11 screens. The tutorial navigator is located on the left side of the page. Click on the arrows to move between the screens. Click on the home button to return to the beginning. When done, click the blue arrow or “Help” to exit the tutorial.
9. Let’s explore the “Collection of Registry Books”.
10. After you click on the “Collection of Registry Books” link you will be taken to the “Nalezené záznamy” or in English “Records Found” page. This is one way of displaying registers. Please notice that there are two other tabs.
11. When you click on the first tab “Digitalizované” you will be taken back to the catalog homepage. The second tab “Procházet a hledat” will take you to the “Browse and Search” page. This is the page you will be

using to locate the records. Let's take a look at it.

12. Locate the menu on the left side of the page.

13. Locate the word Matriky = Registers. You will have to select a religion from the list. Translation is shown on your screen. If you are not sure of your ancestor's religion, start by searching Roman Catholic records, because that was the predominant religion.

14. Once you choose Catholic records, you will have to select either vnitřní obvody = inner districts or vnější obvody = outer districts. Inner districts include for example Old Town and New Town, outer districts include what was then considered suburbs, such as Smíchov, Vinohrady or Žižkov.

15. Here is the choice of inner districts. Please notice that Praha is the Czech word for Prague.

16. Here is the choice of parishes in the Old Town district.

17. And here is the list of registers available for this particular parish. The page displays up to 18 registers. In many cases, there are more than that. You will be able to tell how many registers there are by looking at the navigation bar to the right. Use the double arrow to proceed to the next page.

18. Each register is described by the call number and the time period. The call number gives you a clue as to the type of the register and its chronological order. Explanation is shown on your screen. Let's review it. Click on the register that you want to see.

19. This is the page that describes the individual register in more detail. Explanation is shown on your screen. Click on the "Zobrazit digitální kopie" button to open the register. Click on the "ZALOŽIT" button at the bottom left corner to add the link to your Favorites.

20. Here is the register. There are two navigation bars located above and below the register. The page navigator and register description are located above the register. You may change the page by clicking on single arrows on either side of the box, or by entering the image number, if known. Please note that the image number may not be the same as the register page number. Let's take a closer look at the navigation bar located below the register.

21. You can zoom in and out by clicking the plus and minus signs or by using the zoom slider. Please note the word "uložit" on the right side below the register. "Uložit" is the Czech word for "Save". This feature allows you to download the displayed image. Click on "uložit". You will be prompted to open or save the file.

22. Now, let's go back to the "Browse and Search" page and explore some other options. Locate the menu on the left side of the page.

23. If your ancestor is not Roman Catholic, choose non-Catholic or civil registers.

24. If you choose non-Catholic registers, your choice of religion will be the Evangelical, Orthodox or Czechoslovak church. Translation is shown on your screen. Please note that the Prague City Archive is not in the possession of Jewish registers. Jewish registers for the entire Czech Republic are located at the National Archives in Prague.

25. If you choose civil registers, you will have to specify either central office or various district offices (suburbs). The translation is shown on your screen.
26. Now, let's go back to the "Records Found" page.
27. Registers are listed in the order as they appear on the "Browse and Search" page. The page navigator is located right under the tab. You may change the page by clicking on arrows on either side of the box, or by entering the page number, if known. This page view is the thumbnail view. You may change the view at the top right corner of the page.
28. If you do not know the exact addresses of Prague inhabitants you will have to check surname indexes first. There are two surname indexes available online. On the Catalog homepage select "Census of the Prague Population (1830-1949)".
29. On the "Browse and Search" page type the surname into the box next to word "Filtrovat" - Filter. Try various spellings.
30. Enter the website address shown on your screen into the address bar of your internet browser. This is the Prague Concriptions (1850–1914) database.
31. An easy way to find Czech archives websites is through FamilySearch Research Wiki. Click the "Learn" tab on familysearch.org.
32. Select "Research Wiki" at the bottom of the page.
33. Type "Czech Republic" into the search box.
34. Click on the link for the "Czech Republic" on the Search results page.
35. This is the Czech Republic home page.
36. In the contents box, select "Online Databases" or scroll further down on the page until you see that heading.
37. Click on "Church Books from the Prague (Praha) City Archives". Please note that you can also access the Prague Concriptions from this page.
38. This page contains a link to the online images and a brief description of how to access the records and search them.
39. In this presentation we have learned how to access the Prague City Archives online record collection, search for your parish, and select the appropriate register. We have also learned an easy way to find Czech archives websites through the FamilySearch Research Wiki.
40. Good luck using the digitized records of the Prague City Archives. You have completed the lesson. Please take a moment to complete a short survey to provide feedback on this lesson. Thank you!