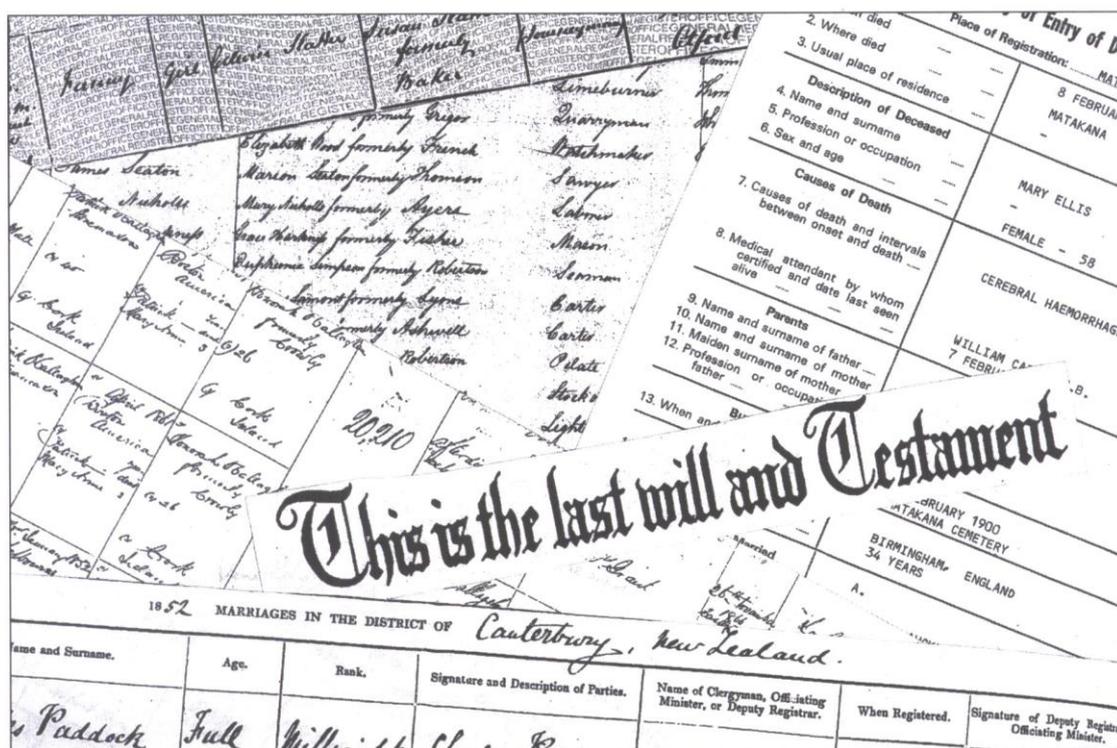


# Gen-Guide to NEW ZEALAND RECORDS COLLECTIONS: NZSG CERTIFICATES COLLECTION



A guide to accessing information from, and submitting information to, the NZSG Certificates Collection.



New Zealand Society of Genealogists Inc.

FAMILY HISTORY - PRESERVING OUR PAST FOR THE FUTURE



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## **NZSG RECORDS COLLECTIONS**

Founded in 1967, the New Zealand Society of Genealogists (NZSG) has been steadily building record collections that will assist members to research their family history. This Gen-Guide is one in a series that will explain what the collections contain, how to access the records, and how to contribute to the collections.

## **NZSG CERTIFICATES COLLECTION**

The Certificates Collection is a New Zealand Society of Genealogists members-only service. This is a collection of birth, death and marriage certificates contributed for the sole purpose of sharing information amongst Society members. The majority of records are from New Zealand sources, but there are also many from the United Kingdom, Australia and other countries.

The collection continues to grow steadily, thanks to the generosity of Society members and others. By December 2016 there were over 112,000 records, with over 956,000 entries cross-indexed from these records, and the index continues to grow each month.

As previously stated, the sole purpose of the collection is to share certificate information amongst Society members. This collection does not have the facility to put contributors in touch with one another.

## **HISTORY OF THE CERTIFICATES COLLECTION**

This collection, previously known as the Unrelated Certificates Collection, was initially set up as a repository for birth, death and marriage certificates that members had obtained but found to be unrelated to their research. It was first indexed in 1989, and has gradually expanded to include miscellaneous certificates and documents from many official sources which could be of help to family research.

## **DOCUMENTS TO BE FOUND IN THE COLLECTION**

The types of documents you will find in the collection are listed below. Although census, cemetery records and biographic articles are not currently sought for inclusion, any that are already indexed will remain in the collection.

- Birth certificates (including RGO printouts or sightings)
- Marriage certificates (including RGO printouts or sightings)
- Death certificates (including RGO printouts or sightings)
- Parish records (marriages, banns, baptisms, churchyard burials)
- ‘Intention to Marry’ notices
- Wills, probates, Coroners' reports
- Citizen memorials (naturalisation records)
- War records
- Convict records
- Miscellaneous certificates, i.e., educational qualifications, apprentice certificates, funeral directors records, family Bible inscriptions (only if sufficient useful details shown), etc.

Shipping records (not currently sought)  
Census records (not currently sought)  
Cemetery records (not currently sought).

## TERMS AND CONDITIONS OF USE

This service is only available to members of the New Zealand Society of Genealogists. There is no charge for this service.

You are reminded that information from the NZSG Records Collections is available to NZSG members only, without charge. Access to the collections is a major benefit of your NZSG membership. Members receive this information on the understanding that it is to be used for their personal research only. You should not pass it on to non-members, or make access to the collections available to non-members.

Up-to-date information about the collection can be found on the Society's website. Log in as a member, then head to:

[https://www.genealogy.org.nz/nzsg-certificates\\_238](https://www.genealogy.org.nz/nzsg-certificates_238)

Any changes in the way the collection operates will be posted on that website and also notified in the 'Where to Write' page in *The New Zealand Genealogist*.

## THE INDEX

All names shown on each record are cross-indexed into the database, including parents, spouses (including female maiden names), informants, witnesses or other relatives, where appropriate. This means there can be numerous entries for one birth, death or marriage record, but they will all have the same reference number.

Although every care is taken, there may be some inaccuracies in the index due to the quality of handwriting and age of some records. As always, it is good research practice to request a copy of the source document rather than rely on any information in the index.

## WHAT INFORMATION CAN I OBTAIN?

If you know the name, date and place of an event, you may ask if we have a copy of that record. If it is in our collection, a copy will be sent to you. We request that you limit these to **6 certificates** at a time.

If you do not know these details, you may request a printout of names you are researching, but these are restricted to **8 surnames** at a time. As there is a large number of entries for some names you need to list both surnames and forenames. You will receive a printout of all entries for a particular surname, or selected entries, depending on the number of entries in the index.

Should you identify entries which appear relevant to your research once you receive the printouts, you may then make a further request for a copy of those records. Such requests are limited to **6 certificates** at a time.

NZSG Kiwi Collection – Part of the Certificates Collection Index is included in the NZSG Kiwi Collection when it is available to Society members. The details in this index are not complete; there is an explanation to be found by going to ‘Record Source’ on the entry page.

## HOW DO I CONTRIBUTE TO THIS COLLECTION?

Members are encouraged to contribute any certificates, sightings or documents that they wish to have included in this collection. This can be done either individually, or collectively as a Branch project. Original or clear hard copies of documents from any country are acceptable.

The types of records which are acceptable are listed on page 3.

Contributions to the collection may be made in one of two ways :

- Hard copies (photocopies) : Post your certificates to the Certificates Collection Officer listed in the ‘Where to Write’ section in *The New Zealand Genealogist* under Record Collections, NZSG Certificates Collection, **Contributions**.
- Digital copies : scans of original certificates (at a resolution of not less than 300 dpi, where the image is not less than 0.5MB in size) may be emailed to the NZSG Manager ( [nzsgmanager@genealogy.org.nz](mailto:nzsgmanager@genealogy.org.nz) ) who will arrange onward transmission to the Appointed Officer.

If wish to receive an acknowledgment, please include either a stamped self-addressed envelope or your e-mail address.

## HOW DO I MAKE A REQUEST?

You must be a financial member of the NZ Society of Genealogists to obtain information from the collection. There is no charge for this service. *Note* that there is currently no email service for making requests : inquiries must be made via the standard postal services.

- You should contact the Collection's Research Assistant. The address is listed in the ‘Where to Write’ section in *The New Zealand Genealogist* under Record Collections, NZSG Certificates Collection, **Research Inquiries**.
- Set out your request clearly and concisely making sure the correct name and date are quoted, and also the reference number (if known, e.g., from the Kiwi Index listing). If you find several entries with the same date and reference number, list only one entry.
- Remember to quote your NZSG membership number.
- Post your inquiry with a stamped, self-addressed standard DLE envelope (business sized 225mm x 114mm). When requesting copies of wills, probates, Coroner’s reports or war records, it is best to include an A5 or A4 sized, stamped, self-addressed envelope. Your certificates will be returned in these envelopes.

If surname printouts of the index are requested, please include an A4 sized, stamped, self-addressed envelope. Remember to list both surnames and forenames.