



## Vermont State Archives and Records Administration

Office of the Secretary of State

1078 US RTE 2, Middlesex • Montpelier, VT 05633-7701 • Tel: (802) 828-3700 • Fax: (802) 828-3710 • [www.vermont-archives.org](http://www.vermont-archives.org)

### ACCESSING ANCESTRY.COM VERMONT THROUGH MYVERMONT.GOV

Records from the Vermont State Archives on Ancestry.com are now available free of charge to Vermont residents via MyVermont.gov. The records are available through a partnership between Ancestry.com and the Vermont State Archives and Records Administration.

#### **Do I need a paid subscription to Ancestry.com to access the records from the Vermont State Archives?**

Vermont residents need only a MyVermont.gov account and a free registration with Ancestry.com to access the records. Vermont residents who already have paid subscriptions to Ancestry.com will continue to be able to access these records as they always have. Out-of-state residents will need a paid subscription to Ancestry.com to access these records.

#### **How do I access these records without a subscription to Ancestry.com?**

To gain free access to the records as a Vermont resident, you need: (1) to have a MyVermont.gov account and (2) to register for free with Ancestry.com. It essentially is a two-step process:

##### **Step 1. Log in to your MyVermont.gov Account**

**If you already have a MyVermont.gov account**, you need only to log in to your account at <https://secure.vermont.gov/myvermont/index.php>. Your Personal Profile and Contact Information must indicate your address and that you are a Vermont resident. If the information is correct, you should see the Ancestry.com records listed as a featured item at the top of your MyVermont page.

**If you do not have an account, you will need to create one.** To create an account:

1. Go to MyVermont.gov at <https://secure.vermont.gov/myvermont/index.php>.
2. Click on “Create an Account” and follow the prompts to enter your information.
3. Confirm your email address: Once you have created your account, MyVermont.gov will send you an email to confirm your email address.
4. Update your Personal Profile and Contact Information: When you log in to your account, there will be prompts on the right-hand side of the page to update your Personal Profile and Contact Information. This is where you will enter your home address and check the box indicating that you are a Vermont resident. This is how Ancestry.com “knows” you are a Vermont resident.



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If your account is set up and you have updated your contact information and personal profile, you should see the Ancestry information as the featured item at the top of the MyVermont.gov page. If you do not see it, please email us at [archives@sec.state.vt.us](mailto:archives@sec.state.vt.us) and we will help troubleshoot any problems.

### **Step 2. Create a free registration at Ancestry.com**

You can set up a free account to Ancestry.com by registering. The free account will allow you to access some – but not all – of what Ancestry.com offers. Setting up a free account however is not readily apparent. Here are two ways to find it:

1. Follow the “Ancestry.com Vermont” link from the MyVermont.gov page. Search for any record. Click on a record and you immediately will be prompted to create a free account if you do not have one.
2. Follow this link: <https://secure.ancestry.com/register/guestregistration.aspx>.

Once you register for free with Ancestry.com, you can update your member profile, including setting your email preferences.

### **How do I search for records?**

After you have set up your MyVermont.gov and Ancestry accounts, you will be able to search the Ancestry.com records from the Vermont State Archives for free.

To search the records, log in to your MyVermont.gov account and click on the link “[Ancestry.com Vermont](#).” **Please note: you can only gain free access to the Vermont Ancestry site and its records by going through the MyVermont.gov site. Otherwise, you will be prompted to subscribe to the service when you try to view the records.**

### **If I already have an Ancestry.com subscription, can I still access these records?**

Yes. If you have an Ancestry.com subscription, you will still be able to access all of the Vermont records on Ancestry.com. If you have a subscription to Ancestry.com, you do not need to enter Ancestry.com via the MyVermont.gov site or have a MyVermont.gov account to search the records.

### **I am having trouble accessing the records. Where can I get help?**

If you have trouble accessing the records, please contact the Reference Room at the Vermont State Archives and Records Administration at 802-828-2308 or at [archives@sec.state.vt.us](mailto:archives@sec.state.vt.us). State Archives staff will be happy to assist you.