Case 1 – In the case where the ancestor was an Immigrant

1. When the searcher comes at the National Archives, we have a look at the names of the parents and date on the specific birth certificate.

2. In the case where the parent’s name on the birth certificate is followed by 6 digits, (for example: Mohun 201807), we know that he/she is an Indian Indentured Immigrant and thus we send the searcher to the Archives Section of the Mahatma Gandhi Institute (M.G.I.) at Moka, to look for the certificate of arrival.

3. In the case where the parent’s name on the birth certificate is either:
   (i) followed by less than 6 digits/year, (for example: Nagesur 543/93) or
   (ii) followed by less than 6 digits (for example: Ramsaroop Passenger No. 132) and
   (iii) sometimes the parent’s name on the birth certificate is followed by only Passenger (for example: Sheik Abdoolla Moorad Passenger), the searcher will have to carry out his/her research by consulting records of arrival of ships found at the National Archives.

Case 2 – In the case where the ancestor was from European or other countries

1. When the searcher comes at the National Archives, we have a look at the names of the parents and date on the specific birth certificate.

2. When the ancestor’s date of birth is before 1811, we advise the searcher to consult the indexes of Civil Status of the French Period, found at the National Archives. Then the Civil Status records are made accessible to the searcher.

3. When the ancestor’s date of birth is before and after 1811, we also advise the searcher to consult the Census returns found at the National Archives.

4. Records of arrival of ships found at the National Archives can also be consulted.

Case 3 – In the case where the ancestor was a slave

1. When the searcher comes, we have a look at the names of the parents and date on the specific birth certificate.

2. When the ancestor’s date of birth is before 1811, we advise the searcher to consult the indexes of Civil Status of the French Period, found at the National Archives. Then we make the Civil Status records accessible to them.

3. When the ancestor’s date of birth is before and after 1811, we also advise the searcher to consult the Census returns found at the National Archives.

4. Records of claims for compensation (containing census returns of 1826) are also made accessible to the searcher.

5. In some cases, we refer the searchers to Nelson Mandela Centre for African and Creole Culture.
Record Series Containing Genealogical and Related Information

Detailed guidelines how to proceed in doing research on Genealogy

**Step 1:** The searcher must start from his/her birth certificate.

**Step 2:** Subtract 20 years to 45 years from his/her date of birth (year) to obtain his/her parent’s date of birth.

**Step 3:** Go to the Civil Status Office to obtain the birth certificate of his/her parents.

**Step 4:** After obtaining their birth certificates, he/she will know the grandparents’ names.

**Step 5:** Apply the same process as in steps 2, 3 and 4 above to obtain the grandparent’s name.

**Step 6:** The searcher must continue the above steps to get his/her great grandparents’ names.

**Step 7:** He/she must continue with the same procedure as in step 5 until he/she gets the first ancestor who came from abroad.

**Step 8:** In the case where the ancestor’s date of birth is before 1811, the searcher is advised to consult the indexes of Civil Status of the French Period, found at the National Archives. He/She may then request access to the Civil Status records.

**Step 9:** In the case where the ancestor’s date of birth is after 1811, the searcher is advised to proceed to the Civil Status Office to obtain the birth certificate.

General Guidelines for Genealogical Research

The searcher must bring along with him/her all basic information regarding birth, death, marriage, arrival and other relevant information on the person he/she is tracing out;

The searcher must provide evidence that he/she is either related to the person on whom he/she is looking for information or he/she is mandated to carry out research works in the name of the person/family;

Once at the National Archives, he/she will be welcomed in our Search Rooms where he/she will be provided with records that may contain the information he/she is looking for;

Finding aids such as inventories, repertories, catalogues, etc are also made available to facilitate research;

He/she will be guided by officers attached to the Search Rooms on the manner to proceed with the searches (in the case the person is new to the Archives);

The person will have to carry out the searches by himself/herself and if he/she needs assistance, he/she may ask for to any officer of the Search Rooms;

In the event the person retrieves any information he/she is looking for and he/she wishes to have copies thereof, the person may apply for copies by making an official application against payment;

**A** - Arrival of passengers for the period 1794 – 1801

**B** - Government Gazettes for the period 1811 – 1840

**F** - Registers of arrivals for the period 1791 - 1803

**GB** - Registers of arrivals for the period 1803 - 1809

**HA** - Oaths of Allegiance for the period 1810 – 1811

**JL** - Family Councils for the period 1770 – 1916

**K** - Civil Status Registers and Indexes for period 1722- 1810

**K** - Census Returns for period 1776 – 1835

**NA** - Notarial Deeds for the period 1724 onwards

**OB & OC** - Registers of arrivals for the period 1766 - 1791

**Z2D** - Passenger Lists Inwards & Indexes for the period 1826 – 1956