Merging Duplicates in FamilySearch Tree

1. Click on Possible Duplicates from the details person page.

2. You may click under a name and go to person details page to review this person before merging them.

3. Click on “Review Merge”

4. Everything on the right goes away. Everything on the left stays. Click on “Replace” if fact on the right is better or “Reject” if not better

5. Click “Add” on any family members that do not have the same PIN as those with same name on the left. (If they are the same PIN, the name shows directly across)

6. Click “Continue Merge”.

You can say “Not a Match” (which goes into a special file that you can review later) or “Cancel”

1- You cannot merge records of living people.
2- You cannot merge records of a living person with a record of a deceased person. If necessary, change the death information on the living person then go thru merge.
3- Memories do not display on the screen. However all memories and notes, sources and discussions are merged automatically to the person on the left.
4- A life sketch does not automatically merge. Choose “Add” or “Replace”.
5- Read reason statements. Keep the version with the preferred reason statement.
Here the above family has 2 duplicate mothers and 2 duplicate daughters. To resolve Nancy, copy the PIN of one of them (usually the one with the least information) and go into the other Nancy’s person page, click on “Possible Duplicates” and “Merge by ID”. Do the same for the Mother, Lucy.

Here you can review records you declared were “Not a Match”.

To undo a merge, go to “Latest Changes” on person details page and click the one at the top.

Click on “Unmerge” by their name.

If you or others have done anything else to their details page since you merged them, you will have to go the “Latest Changes” again and find the one that was deleted, and click under their name.

Click on “PERSON” in the summary box that comes up. Then you can click on the “Restore Person” and that person will be restored. Give a reason why you restored them.