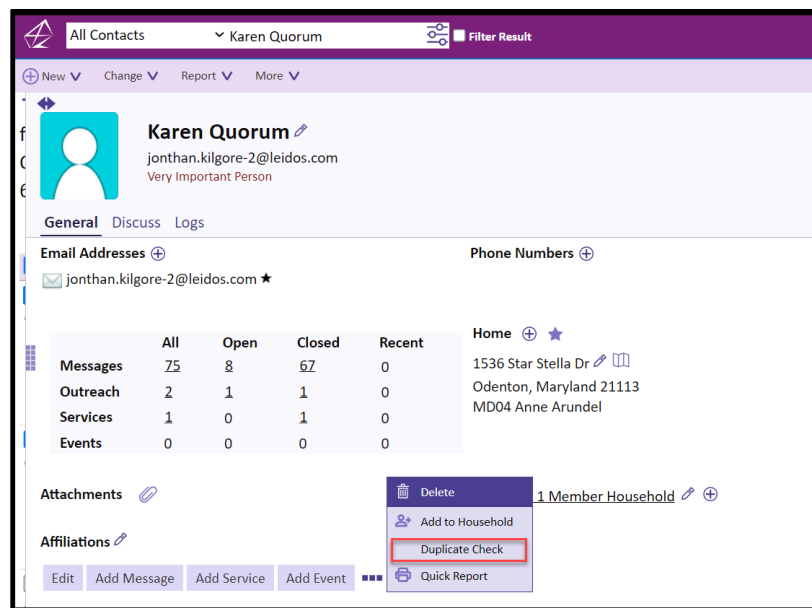# Checking for Duplicate Contacts

Market: House, Senate

Description: These instructions teach users how to use the Duplicate Contact function to search for duplicate contacts.

1. Search for and select a contact record.

2. In the **Contact** details, click the **Duplicate Check** button.

3. The **Check for Duplicate Contacts** window will open showing any potential duplicates.

Check for Duplicate Contacts

Target	Name	Address	Primary Comms	Household	Messages	Services
☐ ⦿	Mrs. Karen Quorum (ID:7182440)	[blurred], Odenton, MD 21113-3726, MD04 H	[blurred], (123) 456-7890 (H)		9 open 47 closed	1 open 0 closed
☐ ○	Karen Quorum (ID:7182442) *Very Important Person*	[blurred], Odenton, MD 21113-3726, MD04 H	[blurred]		8 open 67 closed	0 open 0 closed
☐ ○	Mrs. Karen Quorum, Sr. (ID:7182443) *Very Important Person*	[blurred], Odenton, MD 21113-3726, MD04 H	[blurred]		7 open 63 closed	0 open 0 closed

[Merge Contacts] [Merge Contacts Later] [Cancel]

4. Select the Contacts you wish to merge (if any) and click **Merge Contacts**.