

STEP BY STEP INSTRUCTIONS FOR COMPLETING DAR APPLICATION PAPERS

(The Preparation of Application Papers booklet is free from the Office of the Corresponding Secretary General and online at members.dar.org)

Create one copy of the application paper. Application papers may be computer generated using the form available from the Members' Web Site (or the disk purchased from The DAR Store) on acid-free, 24 lb. 25% rag cotton paper, which may be purchased from the Office of the Corresponding Secretary General—The DAR Store. Or type a copy of the application using the forms created on or after 2004, using a good black typewriter ribbon. The applicant's signature must have the attestation of one chapter officer. It may be necessary to have the applicant's signature notarized should she be unable to sign in the presence of a chapter officer. In addition, the current chapter regent and chapter registrar must sign the application. The application is submitted with a chapter check for fees and dues payable to the Treasurer General, NSDAR, and sent (FedEx, UPS, Postal Service) together with proof data to the Office of the Registrar General, NSDAR, 1776 D Street NW, Washington, DC 20006, for processing.

Page 1 (NSDAR Official Record)

1. Enter the state, city and chapter name, and chapter computer code number.
2. National Number ... **leave blank** ... it is assigned by NSDAR when the application is verified.
3. List applicant's full name and that of her husband, her current mailing address and e-mail address, if available.
4. Enter the applicant's name, as she would like it to appear on her DAR certificate. (This may be different from the legal name used above.)
5. Ancestor's full name (no initials), without titles or rank.
6. In order for the applicant's signature to be attested the applicant needs to sign in the presence of one of the following current chapter officers: regent, first vice regent, recording secretary, treasurer, or registrar.
7. Signatures need to be dark enough to be reproduced, preferably in black ink. The regent and registrar sign after the application has been prepared and checked by the Chapter Registrar for errors.
8. Endorsers are certifying that they know the applicant personally and that she is acceptable to the chapter and the National Society (NSDAR Bylaw, Article III, Sec. 2). Endorsers print their National DAR Number above their written signature. City and State is sufficient for residence. Endorsers must be members in good standing of the chapter.

Page 2 (Lineage)

1. Throughout the application, use the full or legal name. Do not use initials alone. A nickname may be written in "quotes". A woman is referred to by her maiden name or if a widow as Mrs. First, middle, maiden name, surname, i.e., Mrs. Jane Ann Smith Doe.
2. Provide dates—day, month, and year (for example, 20 Jan 1869). **Names, dates and places must be complete with proof that will clearly tie each generation to the preceding one.** If a date or place cannot be secured for the first three generations, please furnish an explanatory statement.
3. Cite places as town, county or parish and state. (Use common postal abbreviations for states.)
4. Be sure each **name, date and place** agrees with, or is confirmed by the proof submitted. If it does not, send a letter of explanation.

Generation #1: The Applicant

Provide the full name of applicant, her birth date and birthplace. If she is married, list her husband's name, birth date, birthplace and their marriage date and place. If names are not the same as the proof submitted, explain why.

Generation #2: The Applicant's Parents

Complete the phrase, "I am the daughter of ..." first with the Father's full name, birth date and place, and death date and place, if applicable. Following, "... and his (first or _____) wife" write the mother's full name, birth date and place, death date and place and their marriage date and place. If he only had one wife, you may ignore the "... and his (first or _____ wife)".

Generation #3: The Applicant's Grandparents

Complete the phrase, "...was the child of..." with all appropriate names, dates and places. If a full name, date or place cannot be secured the applicant should furnish an explanation.

Generation #4: Through the Generation of the Revolutionary Ancestor

As above, list all names, dates and places to clearly identify each generation of the direct line.

Page 3 (References, sources, documents or evidence used to prove the applicant's lineage)

1. **Proof is requested for all dates, places and relationships given on page 2 (Lineage).**
2. For proof send the best source available; such as birth, death, or marriage certificates, Bibles (with the title page and date of publication), wills, probate records, deeds, census, diaries, old letters, etc.
3. **Family tradition is not proof. Pedigree charts, family group sheets, undocumented genealogies and membership application in other lineage societies (including S.A.R. and C.A.R.) are not proof.**
4. Submit enough documentation to clearly identify each name, date, place and family relationship for all generations on page two. Pertinent parts of documents may be underlined in red. Do not use a highlighter.
5. If a DAR National Number is used as "proof" for some generations, **state the applicant's relationship** to the member with that National Number. It may be necessary to send additional documentation on a previously accepted line.
6. List proof for each generation. **Send one copy of the proof listed, regardless of the number of times it is cited as a source.**
7. Send photocopies or notarized exact transcripts of original records. **Never mail the original record; proofs are not returned.**
8. Cite author, title, publication date, edition and page numbers when published books are used as proof. Many books and records are not available at the DAR Library. It is to the applicant's advantage to send photocopies of the published sources.

Page 4 (Ancestor Information)

1. List the spouse(s) of the Revolutionary War ancestor with place of marriage, if known. If he (she) married more than once, list each spouse and the children of each marriage. It is not necessary to prove children other than the one through whom the applicant descends.
2. Include the ancestor's name, town and/or county and state of residence during the Revolution along with the rank or type of service and state of service in the Revolution in the space provided.
3. Ancestor number if unknown, leave blank.
4. Under the phrase "My ancestor's services during the Revolutionary War were as follows", write the complete service. List dates, places, officers, battles or military units if the ancestor had military service. If appropriate, give state or national pension number or bounty land warrant number. Types of civil or patriotic service should also be specifically listed. If proving a new ancestor, provide proof of his/her residence during the Revolutionary War period. The source used to prove residence is to be different from the source used to prove service.

SHORT FORMS: Should be prepared in the same manner as an application, using the same standards of documentation. Applicants must connect within four (4) generations (counting the applicant as generation one) to a previously accepted DAR lineage on the same established ancestor. Give the national number and list the applicant's relationship to the member. A short form connecting to another short form cannot be accepted. **Cite the service on the ancestor and place of residence during the Revolutionary War completely.**

Forms created before 2004 cannot be submitted. 2004 (and later) Short Forms are the only acceptable forms.

SUPPLEMENTALS should be prepared in the same manner as an application, using the same standards of documentation. The member furnishes supporting proofs not previously submitted. The chapter registrar alone signs on page one **after she has reviewed it.** Submit the supplemental and a chapter or personal check for the appropriate fee payable to the Treasurer General, NSDAR, and send with all proof to the RG's office.

It is advisable that the applicant's name and chapter be written on each piece of data submitted. Data can be detached accidentally while being processed at National.

ALL PROOFS NEED TO BE LEGIBLE because they are filmed for our files. If a document is not legible, provide a transcript, if possible.

PHOTOCOPY THE APPLICATION – KEEP A COPY OF EVERYTHING FOR YOUR RECORDS.

Documented proof must be submitted for each claim made on the application paper to substantiate our records and for future reference. If such proof cannot be furnished, a notarized statement stating reasons that the proof is not available can be attached to the application. Data submitted as proof is subject to DAR standards and interpretation. When verified, the application, information thereon, and supplemental data becomes the property of the National Society.