

STEP-BY-STEP INSTRUCTIONS FOR COMPLETING PDF NEW MEMBER DAR APPLICATIONS AND MEMBER SUPPLEMENTAL DAR APPLICATION.

The Genealogy Guidelines, Parts One, Two and Three are online at:

<https://www.dar.org/members/applications-supplementals>

Please check the Genealogy Guidelines updates that will be printed in red online.

Create one copy of the application. Applications must be computer generated using a form from 2012 or newer, available on the Members' Website, on legal size, acid-free. The paper may be purchased from the DAR Store or online. Paper cannot be recycled.

New Member Applications: The applicant's signature, in black ink, must be attested in the presence of the current Regent, First Vice Regent (or Vice Regent), Treasurer, Recording Secretary or Registrar. 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 in black ink; however, if either is unavailable to sign, the First Vice Regent (or Vice Regent), the Treasurer, or the Recording Secretary may sign in their absence. Each should write her title next to her signature. The applicant and the Chapter Registrar must review the application for correctness prior to submission. The application is submitted with a chapter check for fees and dues payable to Treasurer General, NSDAR and mailed together with proof documents to DATA ENTRY, 1776 D Street NW, Washington, DC 20006. Only the current version of the PDF application form will be accepted. (See above)

Member Supplemental Applications: The member must sign the supplemental in black ink. No attestation or notary is required. The supplemental is signed by the current Chapter Registrar; however, if the Chapter Registrar is unavailable to sign, the Chapter Regent, First Vice Regent (or Vice Regent), the Treasurer, or the Recording Secretary may sign in their absence. Each should write her title next to her signature. If the member submitting the supplemental is the current Chapter Registrar, she signs as member and Registrar. Endorsement is not required. The member and the Chapter Registrar or other member must review the application for correctness prior to submission. The supplemental is submitted with a chapter check (preferred) or personal check for the current supplemental fee payable to Treasurer General, NSDAR and mailed together with proof documents to DATA ENTRY, 1776 D Street NW, Washington, DC 20006.

Member-at-Large Applications: The application is signed by the State Regent in which the applicant resides, or if overseas where no chapter exists, from the Units Overseas National Chair. The application must be endorsed by two members in good standing in the state or country in which the applicant resides. The papers shall be notarized, countersigned by the State Regent, who shall personally verify the acceptability of the applicant, or shall delegate the investigation to a DAR member living in the vicinity of the applicant. In lieu of a notary, the Organizing Regent and State Regent/Units Overseas Chair may sign under the applicant's signature. If joining in a country where no state society exists, the application shall be obtained through the Units Overseas National Chair, countersigned by the President General and endorsed by the Units Overseas National Chair. (*DAR Handbook*, Chapter III Membership, pp 58-59). The member-at-large application is submitted with a personal check for the current fees and dues payable to Treasurer General, NSDAR and mailed together with proof documents to DATA ENTRY, 1776 D Street NW, Washington, DC 20006.

Page 1 (NSDAR Official Record)

1. Enter the state, city, chapter name and chapter computer code number.
2. National Number: for new member applications, leave blank; for member supplemental applications, fill in with the member's national number. Do not add "supplemental" to the form.
3. List applicant's/member's full name, her current street address and e-mail address, if available. Listing of spouse is optional.
4. Enter the name of the applicant/member, as she would like it to appear on her DAR new member or member supplemental certificate. (This may be different from the legal name above).
5. Ancestor's name as the applicant/member wishes it to appear on her certificate. (No ranks or titles).
6. Applicant's signature in black ink is attested or notarized. Member signs in black ink.
7. New member application: current chapter regent and registrar sign in black ink. Member supplemental: current chapter registrar signs in black ink. New Member MAL – State Regent signs in black ink.

Page 2 (Lineage)

1. Throughout the entire application or supplemental, use the full or legal name that can be proven with the documentation provided. Do not include nicknames. A woman is referred to by her maiden name.
2. Provide dates- day, month, 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, an explanatory statement of the efforts to procure the proof must be submitted.
3. Cite places as town (or city), county (or parish or district) and state. Use common postal abbreviations for states. Do not spell out the names of the states or the word county. Refer to the Genealogy Guidelines for correct formatting.
4. Be sure each name, date, and place matches exactly with the proof submitted. Do not list data for which no proof is provided.
5. Use Build-an-App for the most recent verified application or supplemental for each generation as appropriate. The new submission must match exactly as listed on the verified paper. If adding new information or correcting verified information, the new data must be typed on the application and proof submitted.

Generation #1: The Applicant/Member

Provide the full name of the applicant/member, her date and place of birth. Do not include her married name on page two. The spouse(s) are optional for this generation. All information listed must either match and be proven from a verified application or by submission of acceptable proof. New member applications: the applicant's birth certificate must name both of her parents.

Generation #2: The Applicant's/Member's Parents

Complete the phrase, "I am the biological daughter of..." first with the Father's full name, birth date and place, and death place and date, if applicable. Following, "... and his () wife"; the mother's full name, birth date and place, death place and date, if applicable, and their marriage date and place. All information listed must either match and be proven from a verified application or by submission of acceptable proof. New member applications: the applicant's parents' birth, marriage or death certificate/obituary must name both of the parents, if the lineage to the next generation has not previously been verified. If the applicant cannot secure complete information, an explanation must be furnished.

Generation #3: The Applicant's/Member's Grandparents

Complete the phrase, "... was the biological daughter of ..." first with the Father's full name, birth date and place, and death place and date, if applicable. Following, "... and his () wife"; the mother's full name, birth date and place, death place and date, if applicable, and their marriage date and place. All information listed must either match and be proven from a verified application or by submission of acceptable proof. New member applications: the applicant's grandparents' birth, marriage or death certificate/obituary must name both of the parents, if the lineage to the next generation has not previously been verified. If the applicant cannot secure complete information, an explanation must be furnished.

Generation #4: Through the Generation of the Revolutionary Patriot Ancestor

As above, list all names, dates and places to clearly identify each generation and proof of lineage. Acceptable proof of a minimum of one date and place of birth, and/or one date and place of death is required for each person in every generation to the Patriot ancestor. Date and place of marriage does not meet this requirement. If any of these generations have been previously verified, the application must match the information on the most recent verified application or supplemental. The Patriot's surname spelling, birth and death information must match the listing in the GRS profile unless proving new information.

Special Note about Build-an-App (BAA): BAA should always be used when available for the most recent verified application or supplemental. When the BAA tool is used, all dates populate with dashes. Do NOT remove these dashes. When using BAA and typing in new or additional information, do NOT type in the new dates with dashes. BAA: 01-Jan-1955 Entered: 01 Jan 1955

Page 3 (References, sources, documents or evidence to prove the lineage)

1. **Proof is required for all dates, places and relationships given on page 2 (lineage).** Proof may be a document, or a verified DAR application or supplemental.
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 records, etc. Copies of verified DAR application should NOT be sent.
3. **Family tradition is not proof. Pedigree charts, family group sheets, Find-a-grave memorials or indexes, undocumented genealogies and membership applications in other lineage societies (including SAR and C.A.R.) are not proof.**
4. Submit enough documentation to identify each name, date, place and family relationship for all generations on page two not previously proven. Pertinent parts of documents should be underlined in red. Do not use a highlighter.
5. If a DAR national number is used as “proof” for some generations, cite the national number and the ancestor name and number. If citing from a supplemental, also type in the add-volume number. It may be necessary to send additional documentation on a previously accepted line.
6. List proof for each generation, in a single line. Do not type beyond the generation of the Patriot ancestor. Do not include a ‘second’ page 3. Review the Genealogy Guidelines for the correct citations of sources. **Send one copy of the proof listed, regardless of the number of times cited as a source.**
7. Send copies or notarized transcripts of original records. **Never mail the original record; proofs are not returned.**
8. When citing proofs from the **DAR Library or DAR supporting documentation**, a copy of the document must be included with the submission. See the Genealogy Guidelines for the correct citation.

Page 4 (Patriot Ancestor Information)

1. Include the ancestor’s name as spelled in the GRS if established, residence, type of service and state of service in the Revolution in the space provided. If proving a new ancestor, provide proof of his/her residence during the Revolutionary War period. The source used to prove residence must be different from the source used to prove service, with limited exceptions, such as a pension record. For established ancestors use Build-an-App and all proven data will populate. If no residence is listed for an established ancestor, acceptable proof of residence during the Rev War is required.
2. Ancestor number, if established. If a new ancestor, leave this field blank.
3. Under the phrase “A description of my ancestor’s services during the Revolutionary War were as follows: *(THIS FIELD CANNOT BE LEFT BLANK)*”; for established ancestors use Build-an-App and all proven data will populate. If there is no service description listed in the GRS or a new ancestor, add an appropriate description of the military, civil or patriotic service.
4. Under the phrase “Give source citation(s) of acceptable proof for Military, Civil or Patriotic Service. When proving new service, or updating current service, a copy of the proof must be submitted. *(THIS FIELD CANNOT BE LEFT BLANK)*”; For established ancestors use Build-an-App and all proven data will populate. If there is no service source listed in the GRS or a new ancestor, add an appropriate citation of an acceptable source of the military, civil or patriotic service, and submit a copy of the source cited.

5. Listing the spouse(s) of the Revolutionary War Patriotic and the children is optional, but can be a helpful guide for others. This information will not be reviewed or verified.

Only the most current PDF application form may be used and submitted. (See first paragraph)

It is advisable that the applicant's/member's name and chapter, ancestor name and date submitted 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 vital records less than 100 years old, records with personal information, and documents not found in our Library or online are scanned for our files. If a document is not legible, provide a transcript, if possible. Copies made with cell phones, tablets, etc. are often of such poor quality that they are not legible and should not be submitted 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. Data submitted as proof is subject to DAR standards and interpretation. When verified, the application, information thereon, and the supplemental date becomes the property of the National Society.