



APPLICATION PAPERS:

INSTRUCTIONS FOR  
THEIR PREPARATION

## TABLE OF CONTENTS

Instructions For Their Preparation	3
Tools Which Each Chapter Needs	3
Record Copy	4
Preparation of Application Papers	5
Eligibility Clause	7
Lineage	7
References For Lineage	9
Spouse of Revolutionary Ancestor	10
Children of the Revolutionary Ancestor	10
Ancestor's Service	11
Acceptable Service	11
Starter Application/Build An App	13
Multiple Applications	13
Admission From C.A.R. To DAR	14
Supplemental Papers	14
Responsibilities of the Chapter Registrar	15
Lineage Research Committee	16

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# APPLICATION PAPERS

## INSTRUCTIONS FOR THEIR PREPARATION

The National Society Daughters of the American Revolution was founded October 11, 1890 for historic, educational and patriotic purposes. “Any woman is eligible for membership in the National Society of the Daughters of the American Revolution who is not less than eighteen years of age, and who is lineally descended from a man or woman who, with unfailing loyalty to the cause of American Independence, served as a sailor, or a soldier or civil officer in one of the several Colonies or States, or in the United Colonies or States as a recognized patriot, or rendered material aid thereto: provided the applicant is personally acceptable to the society.” (NSDAR Bylaws; ARTICLE III. Sec. 1)

THE OFFICE OF THE REGISTRAR GENERAL examines all applications for membership, approves those meeting eligibility requirements, and presents them to the National Board of Management for election into membership.

Application papers are to be prepared according to the directions and information contained in this booklet. The Office of the Registrar General does not do original research, NOR does this office “prejudge” the acceptability of lineage, service or documentation.

The Chapter accepting a prospective member is responsible for assisting her in completing her application paper with the required documentation according to the procedure set forth in this booklet.

## TOOLS THAT EACH CHAPTER NEEDS

Each chapter should have available:

**NATIONAL BYLAWS AND CURRENT DAR HANDBOOK**—This is published once during each Administration and is available on the members’ only Website. The answers to most membership related questions are found in the Bylaws and/or Handbook.

**THE GENEALOGICAL RESEARCH SYSTEM (GRS) ANCESTOR DATABASE** contains the names of Revolutionary War Patriots whose service and identity have been established by the NSDAR.

Revolutionary ancestor records are constantly reviewed and revised as better documentation is received. This Website reflects current documented information and should be reviewed before submitting an application. For further information about the content of the GRS, please see Genealogy section of the Members’ Website under Applications/Supplementals.

**THE DAR PATRIOT INDEX (2003 edition)**—This contains the names of Revolutionary War patriots, whose service and identity have been established by the National Society from its organization in October 1890 through the meeting of the National Board of Management December, 2002. Listings of newly established patriots are published in the Daughters Newsletter.

Revolutionary ancestor records are constantly reviewed and revised as better documentation is received. Therefore, information shown in The DAR Patriot Index and other publications may have changed. The most complete and up to date information about patriots will be found in the GRS—Ancestor Database.

The following publications are available for free download from the Members' Website:

- IS THAT LINEAGE RIGHT?—This explains the verification procedure, sources for proof and documentation, plus much more. The booklet contains DAR standards for acceptability of evidence and citation of references. Study it carefully before lineage papers are prepared.
- IS THAT SERVICE RIGHT?—This expands on acceptable service and gives suggestions for proving service. The booklet provides an overview of the American Revolution and clarifies service acceptable for DAR membership under Military Service, Civil Service, and Patriotic Service.
- STEP BY STEP INSTRUCTIONS FOR COMPLETING DAR APPLICATION PAPERS—This is a free publication and is included with each set of application papers.

RECORD COPY

**Y**ou may request copies of application papers for information on the lineage of DAR members, or on patriots established by these members.

Application papers of active, deceased, resigned, or dropped DAR members may be ordered for a fee of **\$10.00 per paper for electronic orders** or **\$15.00 per paper for copies ordered by mail or by fax**.

### Online Orders

Using a credit card, customers may order a record copy electronically for \$10.00 and will receive almost instantly a link to a pdf for printing the record copy at home once the payment has been authorized. The link will be valid for one week after the date of the order. Use the DAR's online **Genealogical Research System** (GRS) to help chose the record copy you wish to order. The GRS supersedes the old *DAR Lineage Books* (166 volumes) and the various published versions of the *DAR Patriot Index* (most recent: red cover, 2003, 3 vols.).

### Mail Orders

Complete one copy of the Request for Record Copy (PDF) form <http://members.dar.org/darnet/forms/LGL-1000.PDF> for each paper you wish to order. Include a check in the proper amount (\$15.00 per paper) made payable to "Treasurer General NSDAR" with your order. If you are requesting a copy of more than one application or multiple copies of one application, you may pay with one check for the total amount and include all of the forms in the same envelope. All orders are processed in order of their receipt. Mail record copy orders to: Library Copy Services, DAR Library,

1776 D Street, NW, Washington, DC 20006–5303. Please do not address the order only to the DAR Library.

### **Faxed Orders**

You may also order record copies by fax using the Request for Record Copy (PDF) form at <http://members.dar.org/darnet/forms/LGL-1000.PDF>. Payment may be made with Visa, MasterCard, or Discover Card. Faxed orders will be processed in order of their receipt along with mail order requests. Fax record copy orders to: (202) 777–2372

The checks should be made payable to Treasurer General, NSDAR. If the record is not available, the fee is applied to the cost of the search, and is NOT refundable nor may it be transferred to another record copy request.

When using the Record Copy Request Form for information about the patriot, provide the name of the revolutionary ancestor, birth and death dates, or state of service, and the child through whom you descend (if known). If no one has joined the Society through that particular line, you will be sent a copy of the latest long-form application on the requested patriot. You may determine whether an application has been verified for a specific patriot by using the DAR’s online **Genealogical Research System** (GRS).

When requesting a member’s paper please provide as much information about the individual as possible. If you want a copy of your own paper, please provide your national number. To order a copy of a specific member’s paper, include her full name and national number, if known. If you request a specific national number or member’s name, you could receive the short form application paper if that is what they originally submitted.

This office does not assume responsibility for the completeness of any paper. Photocopies of papers are the best available, if the original copy is poor, the duplicate will be poor. Do not include a request for any other information or department with your order for application papers. Requests for documentation used to verify an application must be requested through the DAR Library Search Service, not the Office of the Registrar General.

## PREPARATION OF APPLICATION PAPERS

**T**his is an expanded explanation of the STEP BY STEP INSTRUCTIONS FOR COMPLETING DAR APPLICATION PAPERS accompanying each application form.

The application paper is the Society’s permanent record of membership. It must be typed or computer generated.

Application Blank Forms may be computer generated using the PDF version of the application form. Applications generated with the DAR application software may still be used but the use of this program is no longer supported by IT. It is strongly recommended that you convert any files created using the application program to the PDF file format. A conversion utility is available on the Members’ Website from the Application/Supplemental page.

The applications must be printed on acid-free, 25% rag content legal size paper as specified by the DAR. Blank paper may be purchased from The DAR Store. When buying paper from a vendor other than the DAR Store, it is imperative that you verify the paper is acid-free and contains at least 25% rag content. Care should be taken to insure that computer generated papers have the same spacing and printed appearance as the standard blank forms. The pages must also be in the correct order.

One copy of the application is to be prepared. The application is to be signed by the Chapter Regent and Registrar (or other officers if they are unavailable. See the current *DAR Handbook*). The applicant's two endorsers must be active members of that chapter and personally know the applicant. The applicant's signature may be notarized or have the attest of one the following chapter officers: Regent, First Vice Regent, Recording Secretary, Treasurer or Registrar. After examining the completeness of the application the Chapter Regent and Registrar must sign on page one of the application.

An applicant may elect to join the National Society as a Member-at-Large (without chapter affiliation.) The application must be endorsed by two members in good standing, to whom the applicant is personally known, and be signed by the State Regent of one of the endorsing member's states (See Bylaws, Article III, Section 2b). Applicants are encouraged to join chapters in order to participate more fully in the work of the Society.

## **The Application**

Page One is the official record of DAR membership.

- State—state in which the chapter is located. City—city or town in which the chapter is located.
- Name of Chapter—full name, for member-at-large write “member-at-large.”
- Computer Code Number—assigned by the National Society—This can be found on computer printout from the Treasurer General or on e-Membership. DAR National Number—leave blank— This will be assigned by the Office of the Registrar General after the National Board of Management has elected that applicant into membership. A national number, once granted to a member, is always reserved for that member, even if her chapter affiliation changes.
- Name—use full name, not initials (first, middle, maiden, last). This name and applicant's signature shall be identical.
- Single–Wife–Widow–Divorced—check the appropriate square. Give the husband's full name, not initials. Documentation regarding previous marriages may be submitted to explain name changes.
- Residence—give Post Office box number and street address if you have both.
- E-mail—provide if available.
- Print or type the name exactly as you wish it to appear on the DAR Certificate. This name need not agree with the name above or with the applicant's signature.

- Revolutionary Ancestor—provide his or her complete name, if known. Don't use initials. Please don't add titles, rank or state of service on this line.
- Signatures—all signatures should be in black ink. The Regent and Registrar must be current officers. Sign your first, middle or maiden name and your surname. If one or both of the officers is unavailable to sign, the Chapter's First Vice Regent, Recording Secretary or Treasurer may sign. (See current *DAR Handbook*) If this is done, the officer signs her name, followed by the title of her office. Only one of the officers needs to attest the signature of the applicant. If the applicant cannot sign in the presence of a chapter officer, she must have her signature notarized.
- Endorsed in Handwriting By—The endorser fills in her DAR national number, and signs her given name, middle or maiden name and surname.
- Residence—City or town and state (Street address is not necessary)
- Chapter—The full name of the chapter must be the same as above. Endorsers shall be members in good standing of this chapter to whom the applicant is personally known. They recommend her for membership.

ELIGIBILITY CLAUSE

**A**pplicants should read the Eligibility Clause on page one of the application quoted from the DAR Bylaws, Article III, Section 1.

The applicant affirms that she is eligible for membership in the National Society Daughters of the American Revolution through the ancestor named on the application paper and that the statements set forth are true to the best of her knowledge.

If she is a United States citizen, she pledges allegiance to the United States of America and agrees to support its Constitution.

LINEAGE

**Page Two**

- Under no circumstances should any information be typed with parentheses around them. Fields for which information cannot be documented should be left blank. Be advised that applications with a large amount of blanks will not be accepted.
- Full name of applicant, first, middle, maiden, last. (No initials, please)
- Born on—day, month, year (1 Jan 1940) at City/Town/Twp, County, State, Married on day, month, year \_\_\_\_\_ at (place of marriage). For example, Sullivan, Sullivan Co, IN and NOT Sullivan, Sullivan, IN or Sullivan/Sullivan/IN.

- To Full name of husband, (if married) \_\_\_\_\_ Born on (day, month, year) \_\_\_\_\_ at (Place of birth). If the applicant has been married more than once, she is encouraged to send proof of any marriages not listed on the lineage paper. Specifically, please explain any name changes. Be aware that if documentation is not included for a marriage resulting in children, daughters or granddaughters wishing to join the DAR shall be required to submit the documentation.
- I am the daughter of—Name of birth father, not adoptive father. (The male name is on the first line throughout the lineage.) Born on—date of father's birth, at City/Town/Twp, County, State.
- Died at—City/Town/Twp, County, State on Date of Death and his (first or \_\_\_\_\_ ) wife. If it is his first wife, underline first, or fill in number as 2, 3. If he only had one wife, ignore this parenthesis.
- Name of applicant's birth mother—not adoptive mother. Use maiden name, not married name.
- Born on (date written as above) \_\_\_\_\_ at (Place of birth) City/Town/Twp, County, State.
- Died at City/Town/Twp, County, State \_\_\_\_\_ on (Date of death), married (date and place). The City and County and State should be the name of the place at the time of the event.
- This procedure is to be followed for each succeeding generation, including that of the Revolutionary ancestor. It is necessary to complete all generations from the applicant to the Revolutionary War ancestor.

The applicant's birth date shall be supported by a birth certificate or other documentation naming both parents and the child's full date of birth. Many states issue a short form birth certificate, which does not include the names of parents. Check the completeness of the applicant's birth certificate. The applicant shall include complete dates and places for her parents and grandparents as well as appropriate documentation to support these data. Vital records, obituaries, tombstone records are preferred. Estimated ages and places of birth and death from census records are not acceptable if more complete information can be documented from the aforementioned records or their equivalents.

Proof submitted must clearly link each generation to the preceding one. Acceptable proof includes birth and death certificates, wills, probate records, Bible records, church records, court records. Census records, 1850 and after, may be used to show links and to estimate birth and death dates.

In each generation, give the names of the birth parents as part of the lineal descent of the applicant. The term Jr. and Sr. are not to be used on page two. The Society reserves these terms to distinguish between father and son of the same name when both were of an age to have provided service during the Revolution. Omit titles such as Dr., Rev., etc.

An applicant shall give complete dates and places for the first three generations. In rare cases, when such proof cannot be obtained, a statement should accompany the paper showing steps taken to acquire the data and the reason it is not provided.



The remaining generations should be AS COMPLETE AS POSSIBLE and proof should be submitted for each date and place given. When dates or places of birth, marriage or death are unknown, leave the space provided blank. When the person listed is still living, leave the space provided for death blank. No application will be accepted with a large amount of data lacking for these generations. Exceptions may be made when it can be conclusively proved that the lineage is correct. An application cannot be accepted without documentation for at least one place and date (or age) per person in each generation.

Dates and places of birth and death must be given for the Revolutionary War ancestor. When exact dates cannot be given, approximate dates, such as those based upon the date of marriage, the dates of wills, deeds, etc. should be provided. In all cases, it must be shown that the place the ancestor resided is consistent with the place where the service is claimed, and was of sufficient age to have performed the service claimed for him or her.

The Revolutionary ancestor is always the last generation in the line of descent. Please do not go beyond the Patriot in your lineage.

## REFERENCES FOR LINEAGE

### Page Three

**T**he National Society reserves the right to determine the acceptability of all documentation provided for lineage.

Documentation is required for all dates, places and relationships given in the lineage, if not previously furnished. For example, the applicant's mother or grandmother may have been a DAR member who was not required to furnish documentation of birth or marriage. In such a case, the applicant does need to submit that data. Additional documentation will be needed to prove location of events when connecting to an early DAR application where locations were not listed. Lineage papers from other organizations, family group sheets and family tree charts, are not acceptable as documentation. Undocumented lineages found on the Internet do not meet DAR standards. Some Internet items may be acceptable as proof, but they must be evaluated on an individual basis. Consider the citation of the source used to substantiate the claim made.

Examples of acceptable documents are birth, death, and marriage certificates, Bible records—with the title page and date of publication if available, church and cemetery records, census records after 1850, wills, deeds, estate papers, diaries, old letters, and school records. County histories and family genealogies may be acceptable documentation in some instances. They must be evaluated on a case-by-case basis in context with the lineage. Copies of the relevant pages for all documents cited must be submitted with the application. Failure to do so may result in a request for the documentation. Just because a book is in the DAR Library does not mean it is automatically accepted. In all instances, provide enough evidence to prove beyond question that the name, date, place and relationship, on the document refer to the correct person in the applicant's lineage.

Only one copy of each document should be submitted and it must accompany the application for membership and/or supplemental applications. Do not send original documents as all documentation

becomes the property of the DAR and is not returned to the applicant or chapter. Please keep a copy of everything you send for your records. Send clear, readable copies of documents that can be digitized. Do not mark documents with highlighter. Highlighted text often cannot be reproduced when filmed or scanned. You may underline the pertinent information with a red pencil. Write on the reverse side of each piece of documentation, the name of the applicant, the name of the Revolutionary ancestor, the name of the DAR Chapter, the date submitted and the number of the generation for which it is used as evidence. Photographs of tombstones should include a transcription of the information on the tombstone as well as the name and location of the cemetery where the grave is located. If the photo is in digital format, print it on acid photo quality paper and identify the name and location of the cemetery. Print the inscription below the photo. Please do not staple any pages.

Arrange all documents by generations from the applicant to the Revolutionary ancestor.

In the References for Lineage area of the application paper, in the space allotted, list the documentation you use for each generation, including documents to prove the relationship between generations. If using another application paper to prove some generations, cite the national number, plus the add volume with the ancestor's name if a supplemental. For unpublished material, such as deeds, probate records, etcetera, note the source—such as county, state, and book with page number. Do not glue or staple a separate sheet onto the application. When using census records, give complete citations. For example, 1850 US Census Jackson Co, MS, p 50 and NOT just 1850 census. Remember that this section is for the sources. Lengthy explanations should be submitted on a separate piece of paper.

#### SPOUSE OF REVOLUTIONARY ANCESTOR

#### Page Four

Name the spouse(s) of the Revolutionary War ancestor with date and place of marriage, if known. The listing of spouses should agree with that found in the GRS, unless new documentation is being provided.

#### CHILDREN OF THE REVOLUTIONARY ANCESTOR

Name all children, if known, with dates of birth and the name of the child's spouse(s). When the ancestor's children are from more than one marriage, please indicate above the child whether it is the 1st marriage, 2nd marriage, etc.

The list of the patriot's children may be helpful as a guide; however, this information is not subject to verification by the staff and cannot be used by future applicants as proof of the relationship between the patriot and a child. It is not necessary to prove children of the ancestor other than the one through whom the applicant descends. Acceptable documentation is required to prove descent when the lineage through a new child has not already been verified.

Note: Should you have in your possession a will, a Bible or other definite proof of children of the Revolutionary ancestor, we would appreciate a photocopy for our records. This will help other applicants.

## ANCESTOR'S SERVICE

On page four, give the complete place of residence: town, (if applicable) county and state of the ancestor during the Revolutionary War, his highest rank (Revolutionary War service only), the state of service and a brief description of his or her service(s). For references in published military records, give the title, author, volume, and page of the source you are citing. If using the Starter Application utility, the information that is available in the GRS will automatically be included on the electronic application. If the source for service is listed in the GRS, it is not necessary to include a copy with the new application.

The place of residence during the Revolution must be given as fully as possible. Sources used to prove his/her residence may not be the same source as that used to prove service. For instance if you have proof of your ancestor's service on a jury, you should find another document, such as a tax record, to prove residence. If there is more than one person of the same name, in the same place, it must be CONCLUSIVELY proved that the service belongs to the ancestor the applicant claims. When the service can be clearly identified with the ancestor in some other way, such as a pension or bounty land application, the exact residence may not be required.

Ancestor Number is the computer number assigned by NSDAR for every established patriot. If you do not know the number leave blank and this will be completed when the application is processed. The Starter Application automatically includes the Ancestor Number.

It must be demonstrated that the ancestor, with unflinching loyalty to the cause of American Independence, served as a sailor, soldier, civil officer or rendered acceptable patriot service. It must also be proven that the service claimed belonged to the ancestor named.

## ACCEPTABLE SERVICE

The National Society reserves the right to determine the acceptability of all service and sources used as proof.

Signers of the Declaration of Independence

Military Service in the Revolution begins, with few exceptions, on 19 April 1775 (the Battle of Lexington) and ends on 26 November 1783 when the British troops withdrew from New York. DAR recognizes participation in the:

1. Army and Navy of the Continental Establishment
2. State Brigades and local militia
3. State Navies and Coast Guard

Civil Service in the new American States occurred only when (1) the Royal Governor was removed from power and (2) a form of statewide government was established. In those states that were occupied by British troops, civil service cannot be accepted in areas that were under British occupation. Civil service

ended when the state lost control of its government (until it was reestablished) or on 26 November 1783 when the last of the British troops left the United States soil. DAR recognizes those persons who served as:

1. State Officials
2. County and town officers
3. Justices of the Peace and judges of the Courts, and jurors

Patriotic Service *might* begin as early as April 1774. DAR recognizes, for this early period, membership in:

1. Committees of Inspection, Correspondence and Safety
2. Continental Congress, State Conventions and Assemblies

Some forms of patriot activity existed only when a statewide government existed, such as:

1. Oaths of Adjurament and Allegiance and Signers of Association Tests
2. Signing of petitions which recognized the authority of the new state governments **and** demonstrated loyalty to the cause of American independence from England
3. Rendering of material aid, such as furnishing supplies with or without remuneration
4. Lending monies to the new state or federal governments
5. Defense of frontiers and forts
6. Providing a substitute for military service

Other forms of patriotic activity also recognized by the DAR are:

1. Doctors, nurses and others rendering aid to the American wounded (other than to their immediate families)
2. Prisoners of War or refugees from occupying forces
3. Signers of local declarations of independence
4. Ministers who gave patriotic sermons and encouraged patriotic activity
5. Those who served in the Spanish Troops under Galvez or in the Louisiana militia from 24 December 1776
6. Spanish Troops who donated money for the cause
7. Privateers

The best evidence possible should be used to prove Revolutionary War service. Federal records, such as the compiled military service records and Papers of the Continental Congress, are acceptable. Original petitions are often available in the courthouse of the counties in which they were made. Records of military and other service may be obtained from state and county accounts.

Contemporary letters from the persons serving, or from someone receiving the information directly from the person who performed the service, may be proof of service.

If unpublished sources are used, photocopies of the original record should be submitted and must contain the date and place of record, i.e. town or county and state.

Reference to published records must give the name of the author, title of the book, date of publication, volume and page number. To expedite the review of the application, include copies of references for service if not already listed in the patriot's record in the GRS. Failure to do so may result in delays in the verification of the application. Keep in mind that the DAR Library may not have a copy of the source you are citing. Include a copy of the title page, which shows the copyright date, and pages that contain pertinent information. Examples of works often used as proof of Revolutionary War service are:

1. Lists of Revolutionary War soldiers or accounts compiled entirely from official sources
2. Records of the various states or of the Federal Government
3. Records taken from a town or county giving the exact entry for service as it appears in the record of that town or county

Family genealogies stating that a person performed Revolutionary War service, are not acceptable as proof. These claims must be documented using acceptable records. A grave marked as that of a Revolutionary soldier is NOT proof of service. Do not cite the DAR Patriot Index or a national number as the source for service. If the service source is not listed in the GRS, service claims of the ancestor are subject to verification. In the event that service cannot be verified, the line may be closed to membership. It is the responsibility of the applicant to provide proof of her ancestor's service.

### STARTER APPLICATION/BUILD AN APP

The Starter Application, aka Build an App, is a utility that is built into the Descendants Database that can be used to generate an application using the lineage data from a specific lineage. The lineage data are used to populate the appropriate fields on the PDF application. The application is formatted as an Adobe "Reader Enabled" and can be modified as necessary once downloaded. It also can be shared with prospective members to expedite application process. In order to protect the privacy of members and their families, the most recent generations may not be included. The utility is included in both the e-Membership and the Members' Website versions of the GRS. It is NOT included in the public website version of the GRS. For more information on how to use this feature, please see the Members' Website. An archived webinar on the DAR Leadership Training page provides step-by-step instructions on how to use the Build an App. There are a few important reminders:

- This will create a working copy of an application form. It will NOT give you a finished product.
- If the National Number that is used to generate the application does not meet current genealogical standards, additional documentation will be required in order to ensure the current applicant's paper is completed according to current guidelines.

### MULTIPLE APPLICATIONS

When two or more members of the same family wish to join the DAR through the same Revolutionary War patriot, the applications should be submitted together. Only one set of documentation needs to be included for shared generations. Send the applications in the same package. One chapter check is sufficient for the total amount due depending on the number of applications. Unless otherwise requested applications will be verified in the order of the age of the applicants, beginning with

the oldest applicant. The Office of the Registrar General strongly discourages family members joining on different lines at the same time. Consecutive numbers cannot be guaranteed.

#### ADMISSION FROM C.A.R. to DAR

Admission from C.A.R. to DAR is not automatic. A Certificate of Good Standing from the C.A.R. should be obtained through the C.A.R. Senior Society officers and is accepted in lieu of the DAR application fee. The completed DAR application paper, together with the Certificate of Good Standing and a check for one year's DAR dues made payable to Treasurer General, NSDAR, must be submitted prior to the applicant's twenty-second birthday.

Application papers shall be prepared exactly as for any new member, following DAR requirements for the forms, and complete with all required documentation. The applicant's C.A.R. membership number should appear on the reference section of the DAR application. Documentation should be submitted to connect the C.A.R. member to a DAR national number. C.A.R. does not routinely require or retain documentation for the first three generations.

#### SUPPLEMENTAL PAPERS

Supplemental papers are submitted by members who wish to record lines of descent from patriots other than that of their original application. Papers are prepared in the same manner as applications and requirements for documentation are identical. Supplemental papers go through the same process of examination as applications and the records they establish are of equal importance and require the same care and research.

Requirements for page one of the supplemental differ slightly from application papers. It is not necessary that the paper be signed by the Chapter Regent, or be endorsed by two members of the chapter. The Chapter Registrar (or State Regent for a member-at-large) must sign, and the member's national number should be given, with the name and location of the chapter. If the Chapter Registrar is not available to sign the supplemental application, it may be signed by the Chapter Regent, First Vice Regent, Recording Secretary or Treasurer. If this is done, she signs her name, followed by the title of her office.

Supplemental papers do not need to be notarized or have the attest of the Chapter Registrar. However, the member is affirming that the named ancestor is her ancestor and that the statements set forth in the paper are true to the best of her knowledge and belief.

The supplemental fee is seventy-five dollars (\$75.00). The National Society retains this fee, whether or not the supplemental paper can be verified. The fee cannot be transferred to prove an ancestor other than the one submitted.

## RESPONSIBILITIES OF THE CHAPTER REGISTRAR

It is the responsibility of the Chapter Registrar to ensure that the application papers, including supplemental papers, are properly prepared. Generations earlier than the Revolutionary War ancestor are not to be listed on the lineage page. The Chapter Registrar should check the application for:

1. Complete lineage with correct dates and links between generations.
2. All signatures on the paper and notarization, if necessary, or attest of one the following chapter officers: Regent, First Vice Regent, Recording Secretary, Treasurer or Registrar.
3. Identification on each piece of data (See instructions for Page Three).
4. Chapter check (or personal check if for a supplemental) for the correct amount of fees and dues, payable to Treasurer General, NSDAR.
5. Photocopy of the application for Chapter Registrar's file with a list of the documentation submitted. This is necessary should additional information be requested. Be sure that the applicant (or the Registrar) keeps a copy of everything submitted.

The Chapter Registrar needs to assist the applicant when a request for further documentation is made by the Office of the Registrar General. All communication with the National Society should be made in the name of the prospective member, exactly as her name appears on the application paper. State whether the paper is an application or a supplemental and include the name of the ancestor. The staff corresponds only with the applicant and/or Chapter Registrar.

Please keep the applicant informed of the status of her application and communicate with her when the Office of the Registrar General requests further information or proof. The status can easily be tracked through e-Membership. All registrars may have access to e-Membership. Contact the Office of the Organizing Secretary General for login information. As long as an applicant is working to prove the paper, the Department is willing to work with her and the Chapter Registrar. However, if the paper is dormant for two years or more, it may be returned to the chapter. Dues submitted will be refunded; however, the application fee will be retained.

The application paper is submitted with the application fee and annual national dues for a woman joining through a chapter. If she is joining at-large, she submits the application fee and annual national Member-at-Large dues.

Fees and dues are submitted on chapter checks, made payable to the Treasurer General, NSDAR, and signed by the Chapter Treasurer or other authorized officer. A member's personal check may be remitted for a supplemental paper.

The National Society retains the application fee whether or not the paper is verified. The national dues are returned to the chapter if an application cannot be verified. Before an application is returned, the prospective member will be given an opportunity to submit a substitute set of papers for verification, and her application fee will be transferred to the new set of papers.

The Chapter Registrar keeps a record of all applications and supplementals filed, noting the date that the chapter copy was returned. She is responsible for the protection and preservation of the chapter's



copies of the verified applications. The general public is not allowed access to these applications, nor should the lineage contained within them be published or placed on websites. Please do not store these records in libraries or other places where non-members might view them.

## LINEAGE RESEARCH COMMITTEE

The Lineage Research Committee was established in 1961 to assist prospective members to prove their lineage. The committee does not work on supplemental lines.

After exhausting all available resources, a specific request can be entered on the Lineage Research Lookup (LRL) Board For instructions on how to request help from the Lineage Research Lookup (LRL) Board go to the DAR Members' Website, at the link given below. This page can also be accessed through the Lineage Research Committee page on the Members' Website. This service is available for prospective applicants. Requests for help with supplementals cannot be submitted through the LRL as Lineage Research Volunteers only work on application papers for prospective members.

<http://members.dar.org/committees/lineage/lrboard/lvlrba.cfm>