



## GENEALOGY GUIDELINES

### Part One:

### Guide for Chapter Registrars

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## PREFACE

The **Genealogy Guidelines** consist of three separate parts: [Part One: Guide for Chapter Registrars](#); [Part Two: Completing the Application and Proving Lineage](#); and [Part Three: Service](#).

These publications contain the current procedures for Chapter Registrars as outlined in the DAR Bylaws and Handbook and per the Office of the Registrar General. The information also reflects all recent modifications affecting the submission and verification of New Member applications and Member Supplementals, including those changes made per rulings of the Executive Board. Following the **Genealogy Guidelines** will promote the timely approval of applications submitted for review at National Headquarters.

Washington, D. C.

April 2023

National Society Daughters of the American Revolution

1776 D Street NW Washington, DC 20006-5303

*RGG-4000 Updated April 2023*

## WELCOME!

The Office of the Registrar General examines all new member applications and member supplemental applications and presents those that have been verified to the National Board of Management for final approval each month. All new member applications not approved within two years after the initial review and all **supplemental applications not approved within one year after the initial review** are returned by the Office of the Registrar General. *Updated April 2023*

The Office of the Registrar General consists of a Director, three Assistant Directors (Applications, Supplementals and Data Entry), **six** Team Leaders, Staff Genealogists including a Corrections Team, Data Entry Staff, and two Administrative Assistants. *Updated Nov 2022*

The [Genealogical Research System \(GRS\)](#), the working database for the staff, lists the names of all accepted patriots and the members who have joined the Society through those patriots. The NSDAR Library has custody of all verified new member applications and member supplemental applications. Following an applicant's acceptance to membership, a copy of the verified paper for the chapter's file is posted on e-Membership or, in the case of a member-at-large, returned to the member. Verified supplemental papers are combined into a group of two hundred papers called an *add-volume*. These papers are available to view in the GRS and on e-Membership once the add-volume of two hundred approved supplementals has been filled.

Links to all information within the Department of the Registrar General may be found on the [Members' Website](#).

# GENEALOGY GUIDELINES, PART ONE: GUIDE FOR CHAPTER REGISTRARS

This section explains the major functions of the Chapter Registrar. The following pages, together with the [DAR Handbook and National Bylaws](#), will acquaint you with the duties and requirements of your office and will assist you in answering questions from chapter members. Additional information regarding the completion of new member applications or member supplementals may be found in the Genealogy Guidelines, Part Two and Part Three.

## SECTION I: CHAPTER DUTIES, GENERAL

The Chapter Registrar serves as the liaison between the Office of the Registrar General and the applicant or member. She communicates with prospective members and assists them in completing the application process. The Chapter Registrar is responsible for ensuring that each new member application or member supplemental application is prepared in the correct format and in accordance with the instructions set forth in the Genealogy Guidelines, Parts One, Two, and Three. She confirms that all new information is substantiated in the supporting documentation and that all necessary signatures are included. If a submission requires additional research or documentation, the registrar is responsible for assisting the applicant or member in locating the necessary information. The Chapter Registrar also keeps the membership records of her chapter and maintains copies of each member's application and/or supplemental papers.

In addition, the Chapter Registrar:

- makes sure that a chapter check (required for all new member applications except for Members at Large) or personal check (acceptable for supplemental applications), made payable to the Treasurer General, NSDAR, is attached to all applications/supplementals before mailing to Data Entry at NSDAR Headquarters in Washington, DC.
- assists the applicant or member in locating any additional documentation that is requested.
- keeps a file of the new member applications and member supplemental applications that are pending. **Please note: A copy of the submitted application and documentation should be retained in a file for reference until the application (or supplemental) is verified and the verified copy is available for download by the chapter.** NSDAR discontinued providing paper copies of verified applications and supplementals to chapters in 2009. As a result, it is the duty of the registrar to maintain copies of all applications & supplementals verified prior to 2009. Papers verified after 2009 can be downloaded from e-membership and kept as an

electronic file or printed and kept as a paper file according to chapter bylaws. For more information regarding record retention, please go to the [Office of the Historian General](#) webpage.

- reports all membership changes as they occur by [e-mail](#) or on the [Membership Change Form](#) to the [Office of the Organizing Secretary General](#). If a Membership Change Form is not available, please be sure to include the chapter name and chapter code on all correspondence. These changes include transfers and changes in marital status. Deaths, resignations, and/or changes in address may be reported by e-mail, on the Membership Change Form, or through e-Membership via Updates. Only the Chapter Regent may report changes in the listing of chapter officers. The Office of the Registrar General does not handle these types of changes.

**Please remember, you are not alone!**  
**Trained DAR volunteers are ready to help!**

The following committees can provide you with research assistance and additional training.  
You may also reach out to your state registrar and committee chairs. *Updated Nov 2022*

- [Lineage Research Committee](#)
  - [Lineage Research Virtual Support Team- for New Member Applications](#)
- [Specialty Research Committee- \*\*REORGANIZED\*\*](#)
- [Volunteer Genealogist Committee](#)
  - [Supplemental Application-Virtual Support](#)
- [DAR DNA Network Committee](#)
- [Application Task Force Committee – \*\*NEW\*\*](#)

Links to the National level committee pages are also located under “[Committees](#)” on the [Members’ Website](#).

Daughters serving as Chapter, State, and National Registrars, and/or those serving as members or chairs on the Chapter, State, and National levels of Lineage Research, Volunteer Genealogists, or the **Application Task Force** committees may **not** charge any prospective NSDAR member for genealogy research or for the preparation of applications. Members who are not serving as registrars

and/or as members of the cited committees/task force may charge a fee. This policy applies even if the member is a professional genealogist, and these restrictions do not apply for supplemental papers. A member who incurs out-of-pocket expenses by obtaining vital records, purchasing additional documentation, and/or paying for postage, may request reimbursement by presenting an itemized statement with receipts.

## SECTION II: BECOMING A MEMBER

### Eligibility

An applicant for membership must be no less than 18 years of age. She shall prove direct lineal **biological** descent from an ancestor who aided the fight for American Independence. This applies to new ancestors and to previously accepted lineages *in which new information is submitted*. The applicant must provide documentation for each statement of birth, marriage and death. **This shall include the applicant's birth certificate naming both of her biological parents.**

### Membership Eligibility of Adopted Children

The following [NSDAR Policy Statement](#) regarding membership eligibility is located on the Members' Website:

“The Daughters of the American Revolution (DAR) requires proof of lineal bloodline descent from an ancestor who aided in achieving American Independence. This requirement does not preclude membership for individuals who are adopted; it simply means that adopted children must enter on their bloodline, or lineage of their birth parents, not the lineage of their adopted parents.”

### The 2022 Application Form

The [2022 Application Form](#) is available to download on the Members' Website. The application must be computer generated on acid-free, 25% rag content, watermarked paper. This paper may be purchased at the DAR Store online or at Headquarters. Paper from off-site vendors must be purchased carefully to ensure that the paper meets this requirement. For example, *Southworth* paper (acid-free, 25% rag content, watermarked) is acceptable while *Hammermill*, is not. **Please note: At least one of the four application pages must be watermarked, with the remaining pages clearly coming from the same production run. The application must be printed in 8 ½ x 14 (legal) format.**

In August 2022, an updated version of the DAR PDF application was made available on the Members' Website. Only three changes were made, all located on page one of the PDF application.

1. In the upper right corner, the chapter code line was shortened and a fillable check box with "Organizing" was inserted.
2. In the middle, under "Eligibility Clause", the clarification "a direct biological descendant" was added.
3. At the bottom of the page, the language for endorsers was updated to reflect the National Bylaws, as amended at Continental Congress 2022:

In 2022, the Article III, Section 2 of the National Bylaws was amended to remove the requirement for endorsers on new member applications. Sub-Section (a) now reads: "No chapter may discriminate against an eligible applicant for membership. The applicant shall submit all required documents, prepared in accordance with instructions established and distributed by the National Society, and accompanied by the prescribed fees and dues within one year, unless granted extension by the chapter. **Signatures of endorsement on applications are optional.**"

The application was updated to reflect this amendment as follows:

**"If desired, recommended by the two undersigned members of the National Society, in good standing, to whom the applicant is personally known."**

**Please note: All recent versions of the PDF application – 2012 and later – are acceptable. No pre-letters to request a more recent version of the PDF will be mailed by Data Entry.** *Updated Nov 2023*

APPLICATION FOR MEMBERSHIP TO THE NATIONAL SOCIETY  
OF THE  
**DAUGHTERS OF THE AMERICAN REVOLUTION**  
WASHINGTON, DC

State \_\_\_\_\_  
City \_\_\_\_\_  
Chapter \_\_\_\_\_  
National Number \_\_\_\_\_ Chapter Code \_\_\_\_\_ ☐ Organizing

(First Name) \_\_\_\_\_ (Middle and Maiden Name) \_\_\_\_\_ (Last Name) \_\_\_\_\_  
Single ☐ Wife ☐ Widow ☐ Divorced ☐ \_\_\_\_\_ (Signature) \_\_\_\_\_  
Residence \_\_\_\_\_ (Number) \_\_\_\_\_ (Street) \_\_\_\_\_ (City) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip Code + 4) \_\_\_\_\_  
Registrar's E-mail address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Applicant's E-mail address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Name as you wish it to appear on DAR Certificate \_\_\_\_\_  
Revolutionary Ancestor \_\_\_\_\_

**ELIGIBILITY CLAUSE**

"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 a direct biological descendant descended from a man or woman who, with unflinching loyalty to the cause of American Independence, served as a sailor, or as a soldier or civil officer in one of the several Colonies or States, or in the United Colonies or States, or as a recognized Patriot, or rendered material aid thereto; provided the applicant is personally acceptable to the Society." (Bylaws, Article III, Section 1.)

Applicant must provide documentation proving lineal descent for each statement of birth, marriage and death. This shall include a birth certificate naming her parents. Data submitted as proof is subject to DAR standards and interpretation. This applies to "new ancestors" and previously accepted lineage for which documentation was not required at the time of acceptance.

Applicant further says that the said \_\_\_\_\_ (name of ancestor) is her ancestor and that the statements set forth are true to the best of her knowledge and belief.

The applicant also pledges allegiance to the United States of America and agrees to support its Constitution. This applies to applicants for membership within the United States of America and its territories.

Signature of Applicant \_\_\_\_\_

The following chapter officer attests the signature of the applicant in lieu of a notary.

\_\_\_\_\_, 20\_\_\_\_  
(Name) (Chapter Officer)

Notarization of applicant's signature, if necessary, may be provided below.

Subscribed and sworn to before me at \_\_\_\_\_ (City) \_\_\_\_\_ (State)

this \_\_\_\_\_ day of \_\_\_\_\_ A.D. \_\_\_\_\_

Signature of Notary \_\_\_\_\_

My Commission Expires \_\_\_\_\_

As chapter officers, the undersigned have examined the completed application of the above applicant.

**FOR OFFICE USE ONLY:** Chapter Regent \_\_\_\_\_  
Application and Fees received \_\_\_\_\_ Chapter Registrar \_\_\_\_\_

Endorsement for membership at large by the State Regent \_\_\_\_\_

Endorsement of member for member by \_\_\_\_\_ National Number \_\_\_\_\_

If desired, recommended by the two undersigned members of the National Society, in good standing, to whom the applicant is personally known.

**ENDORSED IN HANDWRITING BY**

DAR National Number \_\_\_\_\_ DAR National Number \_\_\_\_\_

Name \_\_\_\_\_ Name \_\_\_\_\_

Residence \_\_\_\_\_ Residence \_\_\_\_\_

Chapter \_\_\_\_\_ Chapter \_\_\_\_\_

When filled out, the application should be sent to Data Entry, NSDAR, 1776 D Street NW, Washington, DC 20006-5303, with the necessary fee and dues. When the new member application is approved by the National Board on the 5th of each month, a copy of the verified application will be available on e-Membership for the Chapter Registrar to download. *If joining At Large*, a copy of the verified application is mailed to the new member. Once a supplemental application is verified and the add volume is filled, the verified supplemental will be available on e-Membership for the Chapter Registrar to download. The application, information thereon, and supplemental data become the property of the National Society.

## **Application Fees**

### ***New Member Applications (Paper PDF Application or Electronic Applications)***

An application fee and National dues are submitted with the new member application. The amount of the application fee and the National dues for new members can be found on the [Members' Website](#) as well as in the DAR Handbook, the National Bylaws of the National Society Daughters of the American Revolution, and on the first instruction page of the application form.

The application fee helps to defray the cost of processing and reviewing the application. As such, it is non-refundable. Upon verification by the Office of the Registrar General and approval by the National Board of Management, the dues portion is applied to the applicant's record and becomes non-refundable. If an application is returned to the chapter unverified, only the dues portion is refundable. All fees and dues must be submitted with the application. The processing of applications received without the proper funds will not continue until full payment is received. Applications submitted from chapters must be accompanied by a chapter check made out to **"Treasurer General, NSDAR"**. The collection of chapter and state dues, and other fees associated with new member applications, is under the purview of each chapter. For electronic applications, the fees are paid by the prospective member online, using a credit card.

### ***Members-at-Large***

The amount of the application fee and the National dues for new Members-at-Large can also be found on the [Members' Website](#). Electronic applications are not available for Members-at-Large.

### ***Applicants for Organizing Chapters***

Applicants applying for membership in organizing chapters are treated as Members-at-Large until their chapter is organized. A personal check must be used in lieu of a chapter check, made out to **"Treasurer General, NSDAR"**. Refund policies are the same as described above.

### ***Member Supplemental Applications***

The supplemental application fee is non-refundable and may be a chapter check (preferred) or a personal check, made out to **"Treasurer General, NSDAR"**. Each submitted supplemental requires a separate application fee but can be paid on one check. As with the fee for new member applications, this fee helps defray the cost of processing and review. Electronic Applications are not available for member supplemental applications.

**NOTE:** All fees associated with new member, MAL, and member supplemental submissions can be found on [Members' Website](#) as well as in the [DAR Handbook, the National Bylaws of the National Society Daughters of the American Revolution](#), and on the [instruction page of the application form](#).

## Verification

The verification process is similar for both new member applications and member supplemental applications. An application or supplemental begins its journey through the Genealogy Department as soon as it is received on-site. Prospective members have the option of submitting the paper PDF application, which is printed and mailed, or the electronic application (eAPP). If a new member application cannot be verified, the applicant is allotted two years from the time of the initial review by the Staff Genealogist to complete the needed research. **Per a ruling of the Executive Committee in February 2023, the review period for supplemental applications is one year from the date of initial review by the Staff Genealogist, even when an AIR is sent and new information is gathered and submitted.** After this time, the application or supplemental application will be returned to the chapter or member, according to DAR Policies and Procedures. Supporting documentation is **not** returned and will be shredded or recycled. *Updated April 2023*

**An extension may be requested if a new member application is nearing the end of its two-year review period, or if a supplemental application is nearing the end of its one-year review period. Please note, an extension for a supplemental application will only be granted under exceptional circumstances. One extension of up to six months may be granted. Additional extensions are not permitted. The extension may be requested via e-mail to the Director of Genealogy at [genealogy@dar.org](mailto:genealogy@dar.org). Per rulings of the Executive Committee in October 2018 and February 2023, no extensions are permitted on supplemental applications which received AIR letters prior to 11 February 2023.** *Updated April 2023*

Preparing applications is discussed in further detail in [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#) and [Genealogy Guidelines, Part Three: Service](#).

## Paper (PDF) Applications

Once a new member application or member supplemental application is ready to be mailed to National, it is sent to **Data Entry, NSDAR, 1776 D Street NW, Washington, DC 20006-5303**.

All mail sent to NSDAR is delivered to the building by the Post Office. Once the mail is delivered, the mailroom staff sorts all mail by departments and delivers it accordingly. When mailing items via express services such as Priority Mail or FedEx overnight, it may take additional time for the mail to reach the Office of the Registrar General. *Updated Nov 2022*

Once the new member application or member supplemental is received in Data Entry, several steps take place:

- First, the mail is opened.
- The application, supporting documentation, and check are placed in a folder. If more than one application on the same ancestor (called “multiples”) is received, all are placed in the same folder. Only one set of documentation for *shared generations* is needed. **NOTE:** When family members apply together, but through **different ancestors**, *they will be placed in separate folders and each applicant must have their own set of documentation, including those generations that are shared. In addition, the family members will not receive consecutive national numbers unless specifically requested.* Any application that is received without the required documentation for that applicant will receive an AIR letter requesting additional information from the Staff Genealogist.
- Folders are grouped together in batches of 10 applications.
- Records are created for each applicant in the membership database, known as iMIS.
- Applications are reviewed for correct signatures, check amount and payee, completeness, and correct formatting.
- The application, check, and supporting documentation are digitized.
- The paper is designated as one of the following categories:
  - Established Patriot
  - Different Child
  - New Ancestor
  - Coded
  - CAR
  - Spanish/French Patriot
- If Data Entry personnel identify any issues with the application at this point, a “pre-verification” letter is sent to the Chapter Registrar explaining what needs to be corrected. Pre-letters are discussed in the 2015 Registrar General’s Forum video titled [DATA ENTRY](#).
- If no pre-letter is needed, the application folder is sent to the Genealogy Department for

review. All entries are uploaded into our in-house application review system, called OnBase. This staff-only database provides access for the Staff Genealogist to:

- Select an application or supplemental for review.
  - Index the supporting documentation as required.
  - Create “correction sheets” to add or change information to the Patriot’s profile in the GRS.
  - Create a “new ancestor” form that will allow the Patriot to be visible in the GRS.
  - Import documents such as e-mails.
  - Send the application for a second review.
  - Send the verified application to be assigned a national number.
  - Write and send an AIR letter requesting more information.
  - Retrieve AIR letter responses.
  - Review and respond to Corrections Mail.
  - Create reports.
- Once the Staff Genealogist “claims” a submission, the following steps are undertaken:
    - The Staff Genealogist reviews the documentation, checking to see that the lineage is correct. Service must be verified, and any corrections to the patriot ancestor’s record are made. The Staff **always** review from the most recent application or supplemental verified for the generation in question. If the paper does not match the most recent verified application or supplemental and no new documentation has been received, the Staff Genealogist will make changes on the new submission to match.
    - If any issues in lineage or service are discovered during the review process, these will be addressed.
    - If any changes or corrections need to be made to the Patriot’s date of birth, place of birth, date of death, place of death, name and/or number of the spouse, residence, service description, and/or source for service, a correction sheet will be completed as part of the review process.
    - Once the Staff Genealogist reviews and verifies the application, it is forwarded to the Verification Review Queue. From here, a Senior Staff Genealogist claims the submission, checks it to ensure that departmental procedures were followed, then sends it to the ‘Accept Application Queue’, before physically returning the application folder to Data Entry for final processing and assignment of the national number or add volume.
    - The term “add volume” is a term that was used by DAR before electronic scanning

and access of verified supplementals became standard procedure. The verified supplementals of members had to have an identifier to distinguish those submissions from the member's original membership application. Each newly verified member supplemental was placed in a large book, assigned a volume number and stored in the Library. These "additional volumes" were numbered, and two hundred verified member supplementals made up a single volume.

- As the department moved to electronic access, the same identifier was required and the term "add volume" continues to be used today. An add volume still requires two hundred verified member supplementals to be completed and made available to members in the GRS. An add volume number is easily identified in the GRS as an extra number associated with a member number: NN 123456 Add Vol 7890.

**NOTE:** If the new member application or member supplemental cannot be verified, the Staff Genealogist will write an AIR letter asking for further documentation. If an application is not verified after two years or a supplemental **after one year**, the PDF application form is returned to the Chapter Registrar for new member applications; to the applicant for new Member-at-Large (MAL) applications; or to the member for supplemental applications. The national dues will be returned to the Chapter Registrar or prospective MAL. *Updated April 2023*

- After verification, the application folder is returned to the Data Entry staff. The national number or add volume is assigned and the proper signatures affixed. Information on the member's Patriot is also entered into the Ancestor Database.
- The most efficient way to track an application from receipt to verification is through the [e-Membership Database](#). The status is updated constantly.

For supplementals, the process is essentially the same; however, since the member's information is already on file, Data Entry has less to do. From start to finish, the Data Entry process may take from just one day to several days, depending on the volume of mail received. Incorrectly prepared applications may result in delays in processing or pre-letters.

**NOTE:** Occasionally, additional records may be found after a new member application or supplemental application has been mailed to Headquarters. If the application or supplemental has not yet been reviewed, the additional documentation may be mailed to: National Headquarters, **Attention: Data Entry**, and must include:

- a cover letter giving the name and ID number of the applicant or the name and National Number of the member
- the chapter name and chapter code number
- the ancestor's name and ancestor number
- an explanation for the new documents being submitted, with the correct citations.

**Please keep in mind that it cannot be guaranteed the new documentation will be added to the initial submission.**

As noted above, applications and supplementals are generally reviewed in the order in which they are received. There are some exceptions to this rule:

- New member applications for organizing chapters are automatically given priority.
- New member Charter applications for recently organized chapters are automatically given priority, for one year after the date of the chapter's organization.
- Data Entry automatically gives applicants who are 90 years old or older priority; this is **not** automatic with member supplementals.
- Applicants suffering catastrophic illness – a note from the chapter regent or registrar is required.
- Applications from chapters with 15 members or fewer who have had priority status requested by the State Registrar.

For member supplemental applications, the request to expedite, for any reason, must be requested in writing. Each request will be reviewed on a case-by-case basis. Priority will only be granted once per member.

### **Electronic Applications (eAPPs)**

For the electronic application (eAPP), a chapter officer must send the application link to the prospective member via the e-Membership site **after** she has met with the prospective member and determined that she will be a good candidate for this process. The Build-an-App Utility is available for use with Electronic Applications; **however, please take care to review the generation numbers.**

Instructions for using Build-An-App with electronic applications are located in e-Membership on the eAPP Help Page, under Instructions for Chapter Officers. **NOTE: It is best to have only one**

**BAA in the Locker while sending invitations for electronic applications.** Once the eAPP invitation has been sent, the applicant begins the application process by entering her “digital” signature.

The chapter officer may edit the eAPP and upload .jpg or .png documents while it is still in process by the prospective member, but not during the Chapter Review stage of the application. The Chapter Edit Instruction Sheet can be found on e-Membership, under [Electronic Application Help](#). This webpage contains links to all instructions for electronic applications.

Two of the designated chapter officers (Regent, First Vice Regent or Vice Regent, Treasurer, Recording Secretary or Registrar), will review and approve the completed electronic application form. This review and approval serves as the digital signature of each officer, both as a representative of her office and as her endorsement as a member in good standing of the chapter. **Do not automatically send invitations to all prospective members in your Prospective Member Database!**

Prospective Members who already have relatives in the DAR are great candidates for the eAPP, as long as the other criteria and skills are met. At this time, the electronic application process cannot support high volume documentation review; therefore, any application, which would require an analysis or service study, must be submitted using the paper [PDF application](#) software. Prospective members applying through New Ancestors and ancestors coded TRNWAN (Treat as New Ancestor) are not permitted to apply via the eAPP process and must submit their prospective member applications using the paper PDF application form. Prospective members applying through Established Ancestors coded as FAMPCS (Future Applicants Must Prove Service) and ERROR, and any application with lineage through a new child of an established ancestor are discouraged from using the eAPP process and should instead submit their application using the paper PDF application form.

A member volunteer called a Mid-Level Reviewer (MLR) does the next review of the eAPP. These volunteers are selected by the Office of the Registrar General after meeting certain testing and skills requirements. All Mid-Level Reviewers are anonymous and are held to a confidentiality agreement, ensuring the privacy of our members’ records. Each State does NOT have its own set of reviewers dedicated to only in-state submissions. Reviewers are prohibited from reviewing eAPPs from their own state and for any prospective member they may know.

If the MLR does not approve the eAPP, it is returned to the prospective member to make the necessary changes or corrections. Only the prospective member will receive the e-mail informing her that the eAPP has been returned with instructions regarding what is required. The prospective member is responsible for notifying her chapter that the eAPP has been returned for further work; however, the

chapter officers may review any return notes by clicking on “History”. The review process by two chapter officers is then repeated before the MLR reviews the eAPP again. The second MLR reviewer may or may not be the same individual who reviewed the eApp on its first submission.

Once the MLR approves the eAPP, the prospective member is notified by e-mail with instructions regarding the payment of fees. After the fees have been paid by credit card using our secure online payment system, a record is created for each applicant in the membership database, known as iMIS. There is no time limit regarding Midlevel Review Acceptance and payment of the required National fees. Each chapter is responsible for creating their own process of requesting and receiving payment of chapter and state dues. If a chapter has family members using the eAPP process, payment for each should be submitted very closely together to ensure the likelihood of concurrent review and consecutive national numbers, if they are going through the same Patriot. Once the fees have been paid, the application is assigned a category, as is done with all paper submissions. The eAPP then is entered in OnBase to await review by a Staff Genealogist. Electronic applications and paper applications are placed in the same queue and are each reviewed in the order received. Electronic applications are **not** automatically expedited.

Additional resources regarding e-APPs are available on the [Genealogy Webpage](#) under [Electronic Applications](#) and include:

- [Forms & Checklists](#)
- The [Ultimate Electronic Application Field Guide](#)
- [Genie Clips](#) about the e-APP process

The most common reasons an eAPP is returned from Mid-Level Review:

- Applicant born prior to parents’ marriage AND no explanatory note submitted from parent if living, or from the applicant if the parents are deceased.
- Incorrect format of citations from the internet (these must be noted as they cannot be retained in our system as supporting documentation).
- Not underlining pertinent data or docs illegible
- Unnecessary or duplicate docs
- Missing docs or docs uploaded but not cited
- Submitting a note of explanation when the situation requires an analysis

All of these items are addressed in [Forms & Checklists](#).

Documents must be submitted in .jpg; .jpeg or .png formats, as these are the only formats accepted by our application review database, OnBase. In addition, there may be some instances in which an eAPP is started but takes a long time to complete. Before submitting such an eAPP to Mid-Level review, make sure there have been no updates in the GRS for the Ancestor, such as newly verified applications or supplementals, or changes in the Ancestor's information. Even if a more recent application is not yet available in the Descendants Database, the registrar should compare the verified copy with Image Access to see if any additional updates to the eAPP are required.

The chapter is not able to contact the Mid-Level Reviewer directly since the reviewer is anonymous; however, the MLR can read comments entered by the chapter officer when they perform their chapter review. If a note of explanation is required for the lineage, the note should be uploaded as a supporting document. If there are questions regarding the results of a Mid-Level review, an e-mail may be sent to [eApplications@dar.org](mailto:eApplications@dar.org). Detailed information regarding the process of submitting an electronic application may be found on the [Members' Website](#).

## **The Verification Process**

If two or more new member applications on the same ancestor are received at different times and are awaiting review, when the first application is claimed by a Staff Genealogist from the Verification Queue, all pending new member applications for that ancestor will also be assigned to the same Genealogist. If a supplemental application is claimed by a Staff Genealogist that connects to a new member application through the same ancestor, the Genealogist may review the new member application along with the supplemental at the discretion of Senior Staff. Staff Genealogists assigned to review new member applications will **not** review pending member supplemental applications through the same ancestor.

Before preparing a new member application or member supplemental, it is important to review the [Genealogical Research System](#) (GRS) for information regarding the Patriot ancestor. If the ancestor is established and listed in the database, review all fields for completeness. At a minimum, the Revolutionary War Ancestor must have a date of birth, a date and place of death, a place of residence, a rank or capacity (military, CS, or PS), a state of service, an ancestor number, a description of the service, and an acceptable source for the claimed service. If **any** of these fields are blank, acceptable documentation must be submitted to prove the missing, required information. For new Ancestors, the same information is required, with the exception of the ancestor number. If the ancestor is currently listed in the GRS with incomplete information, it is the Chapter Registrar's responsibility to ensure the prospective member or the member submitting a supplemental understands documentation must be sent to complete the records before the application or

supplemental may be verified.

The DAR is one of the premier genealogical resource centers in the United States, and members across the country are passionate ambassadors for genealogical preservation and research. Some of the significant resources of the DAR can be accessed below:

- [Ancestor Database](#) –contains the names of Revolutionary War Patriots whose service and identity have been established by the NSDAR.
- [Member Database](#) – contains basic information about members and the Patriots through whom they have proven lineage.
- [Descendants Database](#) – contains a searchable index of every name found on the lineage page of verified DAR applications and supplementals.
- [Genealogical Records Committee \[GRC\] Database](#)—contains an every-name index of the GRC Books housed in the DAR Library. Currently, GRC volunteers have indexed 20 percent of the books and have entered more than 20 million names. In addition to searching the GRC National Index from the GRS, it may be searched directly from the [DAR public web site](#).
- [Rev War](#) – contains links to the [Patriot Records Project Index](#); the [Revolutionary War Pension Index](#); the [Patriots of Color Database](#) and the [Forgotten Patriots Research Guide](#).  
*Updated Nov 2022*
- [Bibles](#) – contains Bible records and transcriptions.
- [Resources](#)- contains links to the [DAR Library Analytical Card Index](#); the [DAR Magazine Archive](#); and [Recommended Websites](#).
- [DAR Library Online Catalog](#) – Currently this collection contains approximately 250,000 volumes. Approximately 5,000 new titles enter the Library in any given year. All are listed in the DAR Library Catalog and are available for use at the DAR Library. In addition to searching the library catalog through the GRS, the catalog may be accessed from the DAR public site.
- [Record Copy](#) – Individuals may order record copies of membership applications and supplemental applications electronically by following the [NSDAR Record Copy Instructions](#) and by using the order form on the website. Upon payment, an email is sent which contains a PDF of the record copy that is suitable for printing at home.

### [Supporting Documentation Requests](#)

A Documentation Request should be used to request copies of available supporting documents that were submitted with a DAR Membership Application (these documents are also referred to as

“proofs”). The supporting documents were submitted to prove the lineage of the DAR member back to a Revolutionary War Patriot. The documents may also include proof of the Revolutionary War Patriot’s service or support of the Revolutionary War. For some patriots and specific DAR members, documentation may not be available. We do not provide copies of vital records issued by a government agency that are less than 100 years old. The supporting documents consist of the proofs submitted with the application regardless of the accuracy or acceptability of the individual documents.

The Documentation Request is limited to one patriot or member per request form. The Search Services Office does not search through all available documents for a possible resource or generation link. A comprehensive review for a specific document would be considered a Research Request.


- The fee for NSDAR members is \$10.00 per request
- The fee for nonmembers is \$15.00 per request

This fee covers 10 photocopies, including the title page of cited work. (For more than 10 copies, the cost is \$**1.00**/page for photocopies plus \$2.00 shipping.) Please make check or money order payable to “**Treasurer General, NSDAR**”. *Updated April 2023*

[Supporting Documentation Form](#) (PDF)

Supporting Documents can also be ordered online through the GRS. The DAR is unable to provide copies of documentation from unverified applications, or from pending applications and supplementals.

**NOTE:** Supporting documentation in the GRS noted as an “S” next to the national number indicates that the **member** has supporting documentation attached to her application.

 = Supporting documentation available

This documentation may or may not be associated with the Patriot Ancestor being researched. Take care when ordering supporting documentation to make sure it is attached to the Patriot Ancestor, not just the member.

Vital records created within the last 100 years as well as all documents containing personal or private information, are automatically indexed by date and restricted. As a result, these cannot be viewed using Image Access and are not available for purchase through Library Copy Services. For security reasons, vital records less than 100 years old and other sensitive materials are shredded once

an application is verified. Non-sensitive materials such as obituaries, county histories, etc., are recycled. Documentation and records from websites such as Ancestry and Family Search (census records, 18th and 19th century vital records, etc.) are not scanned or retained, as these records are copyright protected.

If a new member application or member supplemental cannot be verified, the Staff Genealogist will write the applicant or member for additional documentation. These letters are known as “AIRs” (Additional Information Request) and are discussed later in this document. **The Office of the Registrar General will undertake no original research or pre-examination of applications. It is the responsibility of the applicant to furnish sufficient documentation to prove the paper.**

### **Ancestor Substitutions on New Member Applications**

Sometimes it is easier to substitute an application for a different ancestor than to try to solve the research problem. *Substitute applications are permitted with new member applications, but NOT with supplemental applications.* There is no additional fee for a substitute application. Written permission from the **applicant** to change the ancestor on the original page 1 is required. **The Staff Genealogist will only proceed with the ancestor substitution when permission from the applicant is received. Registrars and other chapter officers are not permitted to give this permission.**

An ancestor substitution may be requested in five ways:

- Submission of new application pages 1, 2, 3, and 4; with pages 1, 2, and 4 giving the name of the substitute ancestor, and all required signatures in black ink on page 1.
- Signature at bottom of AIR letter in the space provided for Ancestor Substitution.
- The applicant filling out and signing the [New Ancestor Substitution Permission Form](#), if a new page one is not submitted with all appropriate signatures naming the substitute ancestor. **NOTE:** This form cannot be faxed or sent as an e-mail attachment.
- Written or typed permission letter **from the applicant** to substitute an ancestor. This letter must be signed by the applicant and mailed with the AIR letter response. If substituting an established ancestor, the ancestor’s name and ancestor number as listed in the GRS must be included. If substituting a new ancestor, this should be noted. **NOTE:** This letter cannot be faxed or sent as an e-mail attachment.
- E-mail from the applicant to the Staff Genealogist giving permission to substitute an ancestor. **NOTE:** This method is only used when an AIR letter response has been received indicating a change of ancestor, but no permission from the applicant was included.

Once the determination of ancestor substitution has been made at the chapter level, the following steps must be completed:

- The applicant must give permission to substitute to the new ancestor (see section above).
- A new application must be prepared with the lineage, references, and service for the substitute ancestor.
- If the applicant is updating page 1 and getting new signatures, new pages 1, 2, 3, and 4 must be printed on legal-size paper and in legal-size format on acid-free, 25% rag content, watermarked paper. If a new page one with new signatures is *not* being included, then pages 2, 3, and 4 should be printed in the same manner.
- Mail the new application along with any documentation that was **not** included with the original submission to the Office of the Registrar General. ***Do not include any documentation that was included in the original submission.***
- Submit all necessary paperwork, including a copy of the barcoded AIR letter. AIR letter responses received without a copy of the AIR letter, AND either a new page 1 with all signatures OR signed permission/e-mail from the applicant for the substitution will **not** be processed.

**NOTE:** If submitting a new page 1, be advised that all new signatures, in black ink, must be obtained from: the applicant (including attestation or notarization), and the chapter officers- **endorsers' signatures are optional.** *Updated Nov 2022* Failure to adhere to this will result in further delays, as a pre-letter requesting a new page 1 will be sent by Data Entry.

The process for submitting a substitution on an electronic application is discussed on the [Electronic Application webpage](#).

### **Additional Information Request (AIR) Letters**

An AIR is a letter from the Staff Genealogist reviewing the new member PDF application, new member electronic application, or member supplemental PDF application, requesting additional documentation and/or clarification.

Common reasons for receiving an AIR include, but are not limited to:

- **Unacceptable documentation submitted from online sources.** For more information on how to evaluate online sources for acceptability, please see [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#). You can also watch the

video presentation titled [Online Sources](#), given at the Registrar General's Forum in 2012 and available on the Members' Website. This video can also be accessed on the [Webinars, Videos and Blogs](#) webpage.

- **Stepparents and/or adoptive parents in any generation are listed on page 2.** The lineage must reflect the true bloodline, which includes both **biological** parents in each generation. Remember that at adoption, original birth certificates are sealed, and new ones are issued by the court. It is extremely difficult to distinguish between an original birth certificate and an amended one. *It is the responsibility of the chapter to ensure the applicant understands that adoptive parents and/or stepparents may not be listed on page 2 of the application, and that lineage to a Revolutionary War patriot through the same will not be accepted.*
- **Parents were married after the applicant was born.** This often indicates that one or both parents may be adoptive and is most often encountered when a parent remarries, and the stepparent adopts the child. As noted in the previous bullet, adoptive and stepparents may not be listed on page 2 of the application. An explanation on a separate sheet of paper must be included with the initial submission of the application to address any such discrepancy. Such explanations need not go into excessive detail. The person making the statement must be speaking from first-hand knowledge; **a statement from the Chapter Registrar is not acceptable.** The inclusion of this explanation can prevent the AIR from being written. This information is also discussed in the [Letters of Explanation Genie Clip](#).
- **The dates do not make sense.** Consider the age of each individual at marriage, the date the child was born, the ages of the parents, and whether they lived long enough to accommodate the child's birth. Carefully reviewing the dates listed can reveal incorrect lineages on applications and supplementals before they are submitted to National.
- **The places do not make sense.** For instance, parents who were born, married, and died in Maine with a child born in Georgia is problematic.
- **There is more than one person of the same name in the area.** Consider how you will distinguish between the two. Merging of identities can be problematic, so make sure the lineage is properly documented.
- **A published family history was submitted which does not meet our guidelines.** Family histories and genealogies are reviewed and accepted (or not accepted) on a case-by-case basis, in context with the application and lineage being presented for review.

NOTE: See [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#) for further discussion of published sources.

**The absence or unavailability of acceptable sources is not a criterion for the DAR verification process. When appropriate evidence is unavailable or not extant, the lineage or service claimed on the new member application or member supplemental may be unverifiable. Data submitted as proof are subject to DAR standards and interpretation.**

### **Anatomy of an AIR Letter**

Once the Genealogist has claimed a new member application or member supplemental, the review process begins. While it may be evident from the beginning that an AIR letter is needed the Staff Genealogist will review the entire paper before writing to address all issues that may surface during the verification process.

Once the Staff Genealogist determines that an AIR is needed, the Genealogist creates the letter in our online system. When the letter is complete, the Staff Genealogist sends the paper and the letter to a queue called “Letter Review”. The genealogist then files the physical folder in the pending applications or pending supplementals drawers. This applies to paper applications and supplementals only.

The Director of Genealogy (or designee) reviews all AIR letters for new member applications, new member eAPPs, and member supplemental applications. Once the AIR letter is approved:

- For new member applications- the Administrative Assistant e-mails the AIR to the chapter registrar and to the applicant.
- For new member eAPPs- the Staff Genealogist e-mails the AIR to the chapter registrar and to the applicant.
- For supplemental applications- the Administrative Assistant e-mails the AIR to the member.

NOTE: Please do NOT respond to AIR letter e-mails from the Administrative Assistant. The chapter registrar will need to print out the barcoded AIR letter and include it with the letter response via U.S. mail. *Updated April 2023*

AIR letters are viewable as PDF documents in e-Membership approximately five business days from being approved and sent. For new member applications, click on Reports, and then Pending Member List. For member supplementals, click on the Supplemental Status Report.

## Chapter Reports

- [Pending Member List](#)
- [Supplemental Status Report](#)

### New Member PDF Applications

For new member PDF applications, a copy of the AIR letter is e-mailed to the applicant and to the Chapter Registrar listed in the records of the Office of the Organizing Secretary General. The Chapter Registrar should assist the applicant when the Office of the Registrar General makes a request for further documentation. When replying, you must print out and submit a copy of the AIR letter. This will help match the new documentation to the correct application. Any documentation received from the applicant or the chapter without a copy of the AIR letter will not be processed. 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 documentation.

### Member-at-Large (MAL) Applications

Those applicants applying as Members-at-Large receive a copy of any letter sent. If the MAL application is for an organizing chapter, the organizing Chapter Regent will also receive a copy of the letter. If the MAL application is not associated with an organizing chapter, the State Regent of the state in which the applicant resides will also receive a copy of the letter.

### New Member Electronic Applications (eAPPs)

The process for requesting additional documentation with an eAPP after review is similar to AIRs for PDF application submissions, in that the same reasons for an AIR apply. In addition, an eAPP may also receive a letter if one or more of the documents uploaded are not legible.

Currently, the AIR created by the Staff Genealogist is copied and pasted into an e-mail, which is sent to the applicant and the Chapter Registrar. The e-mail will contain instructions regarding the correct procedure in responding to the AIR. Applicants using the electronic application option will

not receive a copy of the letter in the mail and should only respond electronically. The Staff Genealogist corresponds only with the applicant and Chapter Registrar. It is important to include accurate information, including citations, for any new documentation that is being submitted with the response. Submitting new electronic application pages is not permitted, except in the instance of Ancestor Substitution.

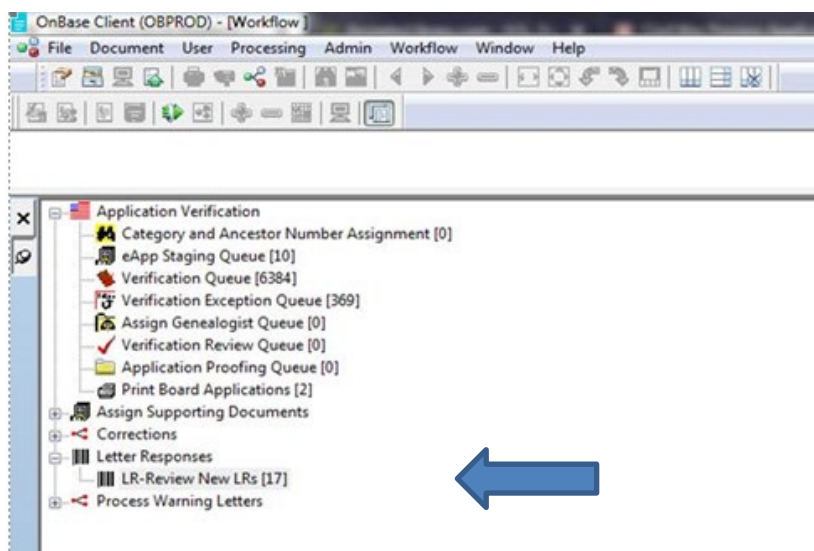
### **Member Supplementals**

For member supplementals, a copy is e-mailed to the member only. When submitting a letter response, please include a copy of the AIR letter. This will help to match the new documentation to the correct supplemental. Any documentation received from the member or the chapter without a copy of the AIR letter will not be processed. Only the member will receive a copy of the AIR via e-mail; however, it will be available for the Chapter Registrar to view on e-Membership under Reports, Supplemental Status Report. State Regents may view letters for Member-at-large submissions also on e-Membership. The Staff Genealogist corresponds only with the member, or the Chapter Registrar, if they are assisting. Please keep the member informed of the status of her supplemental and communicate with her when the Office of the Registrar General requests further information or documentation. In addition, it is the responsibility of the chapter registrar to notify the member when her supplemental has been verified.

**Per a ruling of the Executive Committee, the Staff Genealogists are limited to writing three formal AIR letters on supplemental applications requesting additional evidence. After the third letter, the Staff Genealogist is restricted from making any further written communication. See the [National Board of Management Minutes](#) for June 22, 2015, Report of the Executive Committee, page seven.**

### **AIR Letter Responses**

After the AIR letter responses are processed in Data Entry, they are delivered to the Administrative Assistants for applications and supplementals. The letter responses are then entered into a Letter Response Queue for the Staff Genealogist who wrote the letter.



This screenshot of the staff-only database shows the various queues to which the Staff Genealogist has access in order to review and verify new member applications or member supplementals. Each Staff Genealogist is responsible for monitoring their own queues. The letter responses are reviewed based on the workload of the Staff Genealogist. If an additional letter is required, the same process is followed. If the application or supplemental can be verified based on the documentation received in the letter response, the paper will be sent for the second review.

Important points when responding to an AIR letter:

- Provide a copy of the AIR letter.
- Provide copies of all new documentation requested to resolve the issue.
- Send all documents with the AIR letter at one time: do not send in a response every time you obtain one of the documents needed.
- Do NOT e-mail the letter response or any documentation. The Staff are not allowed to accept e-mail attachments due to the threat of computer viruses and malware.

Letter responses for eAPPS are sent directly to the verifying Staff Genealogist assigned to the application and are reviewed based on their workload. If the applicant has decided they need to change their ancestor, they should return their letter response as directed and inform the staff genealogist of their intention. Instructions will be provided.

## AIRs & Social Media

There is a tendency to post about an AIR **letter on social media websites, such as Facebook or the Daughters Online Community (DOC)**, asking for advice. <sup>Updated April 2023</sup> There are many helpful

members available to offer assistance; however, before posting comments regarding an AIR, please keep the following guidelines in mind:

- Screenshots or snips of the AIR may **not** be reproduced on social media. On e-Membership, under Reports, the following can be found when clicking on the name of a prospective member, or member: “Copies of the letters written by the Registrar General’s offices regarding applications and supplemental applications are now viewable by chapter level officers. These letters are to be used only to assist applicants and members with the verification of their applications or supplemental applications. Due to privacy concerns, redistributing them in any format is **expressly prohibited** and may lead to the revocation of access to e-Membership.”
- The name of the Staff Genealogist who wrote the AIR may **not** be listed.
- The Staff Genealogist will make the final determination of the AIR.
- If you must post a question about an AIR received, be very clear as to what is being requested and **why**.
  - Example: An **online** post states, “The Staff Genealogist is requiring proof of marriage for my 5<sup>th</sup> generation!” The immediate response is to tell the registrar or member posting the comment to ignore the request because marriages are not required which is not entirely accurate. As posted, the information in the AIR is taken out of context and cannot be appropriately answered on social media. A better post would be “The Staff Genealogist is requiring proof of marriage for my 5<sup>th</sup> generation because I have no acceptable documentation of her maiden name to prove her link to her father” or “I need to prove marriage and death of Susan in Generation Five to show she was the mother of George in Generation Four.”
- Once your post has been answered, close it to further comments.
- If you do not understand what is being requested in the AIR, do **not** post on **Social Media**. You should first reach out to your state leaders for assistance. If necessary, you may contact the Staff Genealogist who wrote the letter via e-mail. Please note, however, that for member supplementals, you may only contact the Staff Genealogist *prior* to the receipt of the third AIR letter.
- Always be aware of the rules for posting on the **Daughters Online Community (DOC), Facebook, or any other social media website.**” *Updated April 2023*

## Notification of Membership

The National Board of Management accepts verified applications on a monthly basis.

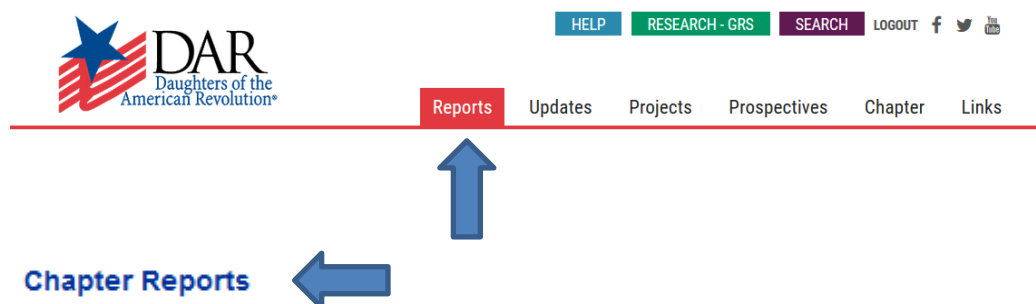
On the 5<sup>th</sup> of each month, newly approved members are admitted. Reinstatements are also admitted to membership at this time. Depending on which day of the week the 5<sup>th</sup> falls, the list of new members and their national numbers will be available in e-Membership either on the 5<sup>th</sup> or on the next business day. This applies to both PDF applications and to eAPPs that have been verified.

The new member packets and certificates are mailed from the Office of the Registrar General as soon as possible after the date of admission. It is not necessary to contact the Office of the Registrar General concerning non-receipt of certificates until one month after acceptance by the National Board of Management. If a member certificate is in error, please contact the Office of the Registrar General directly by sending an e-mail to [rginfo@dar.org](mailto:rginfo@dar.org) for a replacement. Information for member certificates is taken primarily from page 1 of the application. If Data Entry staff made the error, we will replace the certificate. If the application was submitted with incorrect information, there will be a charge for the certificate to be replaced.

One new member certificate is provided to each new member free of cost. Members requesting replacement copies must pay a \$10.00 processing fee. This fee includes the cost of reprinting the certificate and mailing it to the member. The check must be payable to “Treasurer General, NSDAR”. A chapter check is not required.

No notification of verification is sent to chapters or applicants, other than the New Member Packet. Chapter registrars should use e-Membership to check for the status of their pending applications and supplementals. Be sure to notify the applicant and/or member of any status updates.

Copies of the verified applications are available on e-Membership for chapter members and prospective organizing Members-at-Large. Chapter registrars may print copies of the verified applications or keep them in electronic form for the chapter’s records. A copy of an application for a Member-at-Large is mailed directly to the member. Because chapter copies are no longer mailed, the registrar is strongly encouraged to share a copy with the member, for her review.



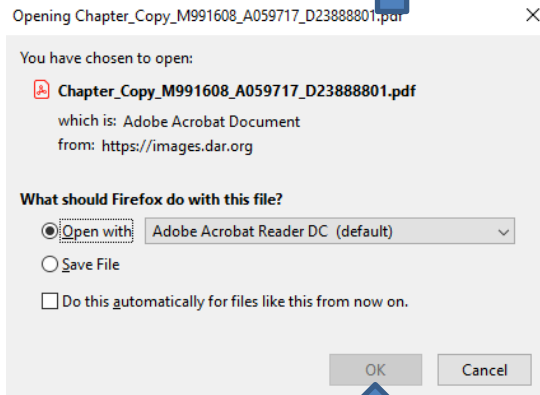
- [Member for Member Report by Chapter](#)
- [Membership Anniversaries](#)
- [Membership Card Export and Merge Template](#)
- [Membership Chapter Achievement Analysis](#)
- [New Member List](#) (Snapshot)
- [Online Chapter Applications & Supplementals](#)



Join Date	
12-12-2009	<a href="#">View Apps</a>
02-05-2018	<a href="#">View Apps</a>
03-05-2019	<a href="#">View Apps</a>
03-05-2018	<a href="#">View Apps</a>
01-05-2018	<a href="#">View Apps</a>
02-05-2018	<a href="#">View Apps</a>
04-05-2017	<a href="#">View Apps</a>
04-21-2012	<a href="#">View Apps</a>



Approved Date	Link
03-05-2019	<a href="#">Download</a>   <a href="#">Open</a>



Once the PDF application file is opened, it may be printed and saved to the Registrar's hard drive or to an external drive.

**Reminder: it is the duty of the registrar to maintain copies of all applications & supplementals verified prior to 2009. Papers verified after 2009 can be downloaded from e-membership and kept as an electronic file or printed and kept as a paper file according to chapter bylaws. In addition, a copy of the submitted application and documentation should be**

retained in a file for reference until the application (or supplemental) is verified and the verified copy is available for download by the chapter. For more information regarding record retention, please go to the Office of the Historian General webpage.

### Returning Unverified Applications & Supplementals

In accordance with NSDAR policy, the time allotted for verification of new member applications is two years from the date the first AIR letter is written, even when new information is gathered and returned. **Per a ruling of the Executive Committee in February 2023, the review period for supplemental applications is now one year from the date of initial review by the Staff Genealogist, even when an AIR is sent and new information is gathered and submitted.** If unverified after this time, the application or supplemental will be returned. In all cases, the application fee is non-refundable. For new member applicants, the dues are refundable. The prospective member may elect to apply again for membership in the DAR. An application may be resubmitted later if new information is obtained, or if applying through a different ancestor. All previous communications are retained. A new application form must be completed and the supporting documentation, the fees, and appropriate dues must be resubmitted. The supplemental fee is non-refundable. *Updated April 2023*


## SECTION III: SUBMITTING CORRECTIONS TO THE OFFICE OF THE REGISTRAR GENERAL

Prior to submitting an application or supplemental, the Chapter Registrar and applicant or member should review the paper for errors. The Office of the Registrar General cannot be held responsible for any errors made when the paper was completed. Within one week of approval by the National Board of Management, new member applications are made available in the Reports section of e-Membership under Online Chapter Applications & Supplementals. Approved supplementals are available within one week of the completion of the add volume to which they are assigned. It may take up to a month for an add volume to be completed. Copies of verified applications and supplementals for members-at-large will still be mailed to the member.








The Genealogy Department is happy to review new information concerning established patriots. There are, however, some conventions that the Staff use with regard to spelling of names and other items. These are **not** subject to change. It is important to remember that the Ancestor Database is a reflection of the information found on previously verified papers. NSDAR does not retroactively change information on previously accepted applications or supplementals when new information is found. There are a number of reasons for this, the chief of which is that these are the historical records

of DAR membership. Expunging or altering them would be rewriting a part of the history of our organization. When errors are found, they are so noted in the database, with the information left on the paper as it was verified.

In addition, new documentation will not be accepted to change or enhance a recently verified application or supplemental. When there is an error on the paper, it will only be reviewed by the Corrections Team and the verifying genealogist in context with the original documentation submitted.

 **HART, BENJAMIN**

Ancestor #: A051398

**Notice:**

**PROBLEMS HAVE BEEN DISCOVERED WITH AT LEAST ONE PREVIOUSLY VERIFIED PAPER - SEE ANCESTOR'S FULL RECORD**

(WHY?) (FAMP/C)

Service: GEORGIA Rank(s): SERGEANT

Birth: 10- -1732 HANOVER CO VIRGINIA


Death: 1-2-1802 GLYNN CO GEORGIA


Service Source: DAVIS, GA CITIZENS & SOLS OF THE AM REV, P 92


Service Description: **1)** CAPT JAMES MCNEAL, COL ROBERT MIDDLETON

[\[ Post New Comment \]](#)

**COMMENTS** [\(Overview\)](#)

 **1)** GRAVE MARKED

 **2)** EL - SAMUEL WHO MARR SUSANNA BORING WAS NOT THE SON OF THIS PATRIOT.

 **3)** DATACF. 11/2013

As new information pertaining to the Patriot ancestor is brought to our attention through Corrections Mail, an electronic file is created for the patriot ancestor(s) involved and is reviewed during the verification process of the next application or supplemental received for that Ancestor. It is our experience that these changes are best made when viewed within the context of the lineage of an application or supplemental application. Because of this, we recommend that corrections be submitted as part of a new member application or a supplemental application. If this is not possible, the material may be submitted to the Corrections Genealogist.

## Common Ancestor Codes

### *DATACF – Data In Corrections File*

This indicates that a corrections file for this ancestor exists. There are a variety of reasons why a DATACF might have been created. The line may have been closed at one point, but then reopened. In some cases, the DATACF was retained in order to have a “paper” trail explaining why the line was closed then reopened. The DATACF may also include information on several men of the same name or on an extended family with several patriots. In these cases, there may be extensive research notes and documentation in the files. Each established ancestor addressed is flagged appropriately. **Only**

**NSDAR staff have access to Corrections Files.** An e-mail may be sent to [rgcorrections@dar.org](mailto:rgcorrections@dar.org) for further information.

What exactly is a DATACF? DATACF is an acronym for DATA in Correction File. This code was created when any corrections made to an existing ancestor was done with pencil and paper, and then filed. The old Hard Card system in use before the creation of the GRS contained index cards for each ancestor, listing the same information as currently listed in the GRS. The back of the card (MOB-More on Back) often contained other information or noted specific issues with lineage or service.

Today, a DATACF is a form document created by the Staff Genealogist, in the context of an application or supplemental review in which information is documented for future reference. Sometimes, the information is only of interest to the staff; other times, the information is pertinent to the Patriot's service record or lineage, usually identifying an error.

During the review process, a Staff Genealogist will determine if an error in lineage or service is present for the ancestor through whom the paper is being reviewed, for another ancestor closely associated with that ancestor, or for multiple persons of the same name. The Staff Genealogist will discuss their findings with their Team Leader and/or a member of the Corrections Team, and a decision will be made regarding the DATACF and any codes that may need to be applied. The Staff Genealogist will then write the DATACF. The DATACF today is very similar to an analysis, in that there is a statement of the problem, a history given, research results, and final interpretation. This form is reviewed and signed-off by two members from the Correction Team, or one member of the Corrections Team and a Team Leader, Assistant Director, or Director.

The DATACF form is saved and attached to the patriot ancestor's record. The Staff Genealogist will create an electronic correction sheet, in which the ancestor code and explanatory comments are added for viewing in the GRS. If the paper can be verified despite the DATACF, any changes in the database will be available once the paper has been verified. If an AIR must be written, the changes made on the correction sheet will be processed and made viewable in the GRS once the letter has been approved.

### ***FAMPCS – Future Applicants Must Prove Correct Service***

The proof of service used to establish this person as a patriot is no longer valid. Subsequent evaluation of the proof of service may have determined that the proof is not acceptable under today's

standards (examples: tombstone, obituary, undocumented genealogy or county history, family tradition); the service belongs to another person of the same name; the residence of this person during the Revolution is inconsistent with the service; or multiple people have claimed the same service. Future applicants must provide proof of service (and possibly residence) that meets current standards.

**Notice:** FUTURE APPLICANTS MUST PROVE CORRECT SERVICE (WHY?) (FAMPCS)

#### COMMENTS

1) FUTURE APPLICANTS MUST PROVE RESIDENCE & SERVICE. SEE DATA CF 10/2022

### *FAMP/C- Future Applicants Must Prove Correct Lineage*

This code indicates that there is a problem with at least one previously verified lineage and appears in the GRS with the wording “Problems have been discovered with at least one previously verified paper - See ancestor’s full record.” This code replaced the code ERROR. The comment in the database should explain the problem with the lineage(s). The lineages that are in error will be coded as EL or FAMPCL, depending on the situation.

**Notice:**

**PROBLEMS HAVE BEEN DISCOVERED WITH AT LEAST ONE PREVIOUSLY VERIFIED PAPER - SEE ANCESTOR’S FULL RECORD**  
(WHY?) (FAMP/C)

### *EL – Error in Lineage*

The lineage on this paper has been found to be in error.

#### COMMENTS


- 1) EL - EUNICE WHO MARR THOMAS PERLEY IS A SISTER OF THE PATRIOT.
- 2) EL - MARY WHO MARR JOHN THOMPSON IS NOT A CHILD OF THIS PATRIOT.
- 3) EL - MARY WHO MARR ANDREW FULLER IS NOT A CHILD OF THIS PATRIOT.

1	EL	EUNICE	[1] THOMAS PERLEY
1	EL	MARY	[1] JOHN THOMPSON
1	EL	MOLLIE	[1] ANDREW FULLER

### *FAMPCL – Future Applicants Must Prove Correct Lineage*

FAMPCL is used in circumstances where the line is in question but could potentially be proven correct if additional documentation is provided.

#### COMMENTS

- 
- ✍ 1) SOLDIER PENSIONED; HEIRS' CLAIM TO WIDOW'S PENSION REJECTED ON ACCOUNT OF
  - ✍ 2) HER FAILURE TO APPLY.
  - ✍ 3) FAMPCL- THE NAME OF THE MOTHER OF BENJAMIN'S CHILDREN, OTHER THAN THOSE BY
  - ✍ 4) HIS 1ST WIFE, CATHERINE MCMULLEN, CANNOT BE PROVEN. SEE DATAF. 5/2013.

1 FAMPCL

BENJAMIN

[2] MARY DULLAR

#### *LINY – Long Island New York*

Proving patriotic service of residents of Long Island and New York City during the war has always been difficult, due to the British occupation which began in September 1776 and lasted until the British evacuation in November 1783. Most male residents in these areas took an oath to the crown between 1776 and 1779, as British commanders saw such oaths as a way to suppress activity against British control and maintain peace. While there may be various circumstances to explain why a particular male resident took the oath, his personal allegiances cannot justifiably be proven without contemporary evidence from that time. All persons on Long Island and in New York City (and in fact, all Patriots established by the DAR) are treated on a “last known act” basis, in which the last known act determines whether the individual is a Patriot or a Loyalist. Thus, it is important that any applicants review multiple sources to ensure that their ancestor did not take an oath to the King or furnish aid to the British in any fashion AFTER performing his or her patriotic service.

It is also important to note that any civil service (serving as town officials, jurors, etc.) during the British occupation does not qualify as Revolutionary service. Thus, in case of civil service, the applicant would need to ascertain whether the town in question was under British or American control at the time that the service was rendered. More information about Long Island is available on the [Member's Website](#) and in the [Long Island Genie Clip](#).

**Notice:** LONG ISLAND NEW YORK (WHY?) (LINY)

#### **Long Island New York**

This patriot has a residence in Long Island, New York. Given the political and economic climate of Long Island during the American Revolution, please be aware of possible service problems.

#### *TRNWAN – Treat as New Ancestor*

An ancestor coded as TRNWAN has not had any activity in a very long time; sometimes only the original application is listed. This means all information must be reprovved. National numbers may not be cited as proof for anything on a new application or supplemental. Although this code was retired and is no longer being added to existing patriot ancestors, a number of ancestors remain coded TRNWAN in the GRS. When reprovving the ancestor and lineage information, please remember that all previously established children of the Patriot Ancestor must be addressed with the correction, even if the paper you are submitting is not going through that child.

**Notice:** TREAT AS NEW ANCESTOR (WHY?) (TRNWAN)

## Challenging Accepted Information

The DAR makes every effort to ensure the accuracy of the information in its records. Despite this, errors are occasionally made. If accepted information is challenged, the Office of the Registrar General will review any evidence submitted to support that challenge. We prefer to make changes within the context of a newly submitted application or supplemental. If this is not possible, we will usually hold the documentation until an application or supplemental is submitted. The ancestor record will be flagged to indicate that a request for a correction has been received. If the correction may affect the status of a Patriot, by either closing a line or reopening a line, we will make every effort to address the situation in a timely manner. The closing of any lineage or ancestor for service does not affect any current member's status in the Society. **NOTE: Corrections Mail requiring documentation cannot be accepted via e-mail. E-mail attachments are not permitted due to the threat of computer viruses and malware.**

A request for corrections to a verified application or supplemental can only be approved under certain circumstances.

1. The request for the correction must be submitted within six months of the National Board date admitting the new member, or the date of verification for a member supplemental.
2. The verifying Genealogist must have made the error. Errors in typing that were not corrected during the verification process are not eligible for correction.

While the Genealogy Staff strive toward accuracy, errors are made on rare occasions. It is the responsibility of the Chapter Registrar and member to review the verified application or supplemental upon receipt from National. In the event that an error was made on the application during the verification process, the Corrections Genealogist must be notified within six months; changes cannot

be made to the verified submissions outside the six-month window.

When submitting a packet for review by the Corrections Team, include name, national number, ancestor name and number, and contact information, including an e-mail address. Acceptable documentation must also be included. **Documentation must meet DAR standards for acceptability as specified in this publication.** Any new information will be evaluated using the same criteria for documentation submitted with applications. The corrections mail will be evaluated the next time a paper on the ancestor is reviewed by Staff. If accepted by the Staff Genealogist, a correction will be made to the database. Notification of the outcome will be sent to the member or non-member who made the request. Please do not contact the office for a status report.

Please submit the documentation along with a cover letter to:

**NSDAR**  
**Attention: Corrections Genealogist**  
**1776 D St NW**  
**Washington, DC 20006-5303**

For further information on how to request a correction, please see the [Corrections Mail video](#) from the 2015 Registrar General's Forum and the blog, [The Corrections Team](#) on the Members' Website at [Webinars, Videos and Blogs](#).

## Typographical Errors

Although the Staff make every effort to prevent them, typographical errors are inevitable. Please contact the Corrections Genealogist at [rgcorrections@dar.org](mailto:rgcorrections@dar.org) to report any typos in the **Ancestor Database**. Please forward all typographical errors in the **Descendants Database** to [darprojects@nsdar.org](mailto:darprojects@nsdar.org). Please be aware that the volunteers who enter the information for the Descendants Database are instructed to enter the information exactly as it appears. If the error appears on the application or supplemental from which the information was taken, it will not be corrected in the Descendants Database.



## Spelling of the Patriot Ancestor's Name

Soon after the Society was founded, the DAR established a system of assigning a standard surname to variant spellings of similar surnames. This was based in part on the Library of Congress' classification system. That the DAR uses one spelling variant over another is in no way an indication

that DAR considers that spelling to be the “correct” spelling of the surname. The Ancestor Database was created to assist Staff with the verification of membership applications and supplementals, and this is its primary purpose. Using this spelling system helps to ensure that patriots are not established under more than one spelling. For membership purposes, members may use whatever spelling variant they choose for their certificates, pins, and chapter yearbooks.

A statement regarding the spelling of the Patriot Ancestor’s name can be found at the top of each Ancestor’s profile page:



- 
-  This listing does not constitute proof of lineage. These databases contain DAR proprietary information that should under no circumstances be redistributed to others; assembled or collected for purposes other than DAR membership or for citation in genealogical scholarship; or reproduced, published or posted in any form whatsoever.
  -  The primary purpose for the creation of the Ancestor Database is to assist staff with the verification of membership applications and supplementals. As such, **the DAR assigns a single standard surname that covers variant spellings of similar surnames.** While the surname may appear incorrect, this does not mean it is in error. This spelling system ensures that patriots are not established under more than one spelling.

**NOTE:** We do understand how important this subject can be to some of our members and prospective members. However, repeated e-mails from the same member and/or prospective member challenging our policy after it has been explained is counterproductive and will be forwarded to the appropriate person in the chapter and/or state.

### Requests To Add A Non-Established Patriot

Occasionally, we receive requests to add a Patriot to our Ancestor Database in the GRS. Many Patriots have never been documented by the DAR. Remember that the Ancestor Database is a listing of those ancestors for whom a membership application or supplemental has been approved. There is one important exception to this; on occasion, the Office of the Historian General will receive a request to mark the grave of a Revolutionary War soldier who has never been established by the DAR. If the documentation supporting the grave marking request meets all the standards, the grave will be marked, and the ancestor will be added to the Ancestor Database. The entry in the database will indicate that it was added as part of a grave marking. This is the **only** way an ancestor will be added to the database without an approved new member application or member supplemental. **These entries are only viewable in the GRS by Staff and cannot be viewed on the Members’ or public website.**

## Contacting the Office of the Registrar General

The Department handles the receipt and review of all applications. Once received, the status of new member applications and member supplemental applications can be tracked through the reports section of e-Membership. We encourage all chapters to use e-Membership for this purpose. Use of these tools through e-Membership allows the Staff of the Office of the Registrar General to focus on the primary task: reviewing member related applications and supplementals.

***A prospective member should not contact the Department before her application for membership has been submitted for review.***

For all questions, the preferred method of contact is via e-mail:

- **Genealogy**  
E-mail: [genealogy@dar.org](mailto:genealogy@dar.org)  
Phone: (202) 879-3268
- **RG Data Entry**  
E-mail: [rginfo@dar.org](mailto:rginfo@dar.org)  
Phone: (202) 879-3326
- **RG Corrections**  
E-mail: [rgcorrections@dar.org](mailto:rgcorrections@dar.org)  
Phone: (202) 879-3268
- **Genealogy Research Assistance**  
E-mail: [searchservices@dar.org](mailto:searchservices@dar.org)  
Phone: (202) 879-3245

The Office of the Registrar General does not manage **Member Services, including name and address changes, dues, Insignia, etc.** These functions are handled by the **Office of the Organizing Secretary General.**

**Please note: the Office of the Organizing Secretary General recently established new email addresses.** The email [organizing@dar.org](mailto:organizing@dar.org) is no longer monitored and an email to that address will result in an autoreply with this information. Please refer to the following list prior to sending your email.

- **[MemberServices@dar.org](mailto:MemberServices@dar.org)** – name changes, address changes, transfers, death notices, passwords, Membership inquiries, Member for Member program, Resignations, Tenure Certificates.
- **[ChapterServices@dar.org](mailto:ChapterServices@dar.org)** – EIN letters, Charters, Chapters Organizing, Disbandments,

Merges, Chapter Officer Changes

- [\*\*InsigniaApproval@dar.org\*\*](mailto:InsigniaApproval@dar.org) – ordering of insignia and pins.
- [\*\*Dues@dar.org\*\*](mailto:Dues@dar.org) - Dues, Reinstatements, Life Membership
- [\*\*NBMRequests@dar.org\*\*](mailto:NBMRequests@dar.org) – National Board of Management Request, National/State Officer Updates
- [\*\*CongressRedCred@dar.org\*\*](mailto:CongressRedCred@dar.org) – Congress registration, credentials. *Updated April 2023*

For questions regarding the **Legacy Program**, please contact [legacy@dar.org](mailto:legacy@dar.org).

For questions regarding the **Inheritance Program**, please contact [inheritance@nsdar.org](mailto:inheritance@nsdar.org).

For questions regarding the **Descendants List** in the GRS, please contact [darprojects@nsdar.org](mailto:darprojects@nsdar.org).

## SECTION IV: E-MEMBERSHIP

### Database Privileges

The National Society entrusts members who have been granted the privilege of access to e-Membership and/or Image Access to safeguard the integrity of the Society's records and, in particular, the membership information contained with proprietary DAR databases. Upon the determination of a member having violated the DAR's Terms of Service agreement with respect to e-Membership, the individual's e-Membership privileges shall be revoked for a period of six years.

e-Membership is one of many topics covered in the Genealogical Education Program (GEP). Lesson 8 of the second course is devoted to e-Membership. For an overview of the GEP courses, please visit the [Genealogy Education Program](#) (GEP) webpage.

### E-Membership Management & Reporting Tool

e-Membership is a membership management tool that allows management of member records, provides membership-tracking reports, and assists chapters and state societies with membership growth. [Tutorials](#) designed to train members on effective use of these tools are available on the Members' Website and the e-Membership website.

State officers with access to e-Membership include State Regent, Vice Regent, Chaplain, Organizing Secretary, Treasurer, and Registrar. At the chapter level, the following officers have access: Regent, Vice Regent, Recording Secretary, Treasurer, and Registrar. Select national and state committee chairs also have access, enabling these Daughters to complete their duties and to mentor others in the use of e-Membership.

With e-Membership, these officers can log in to a password-protected site to view current chapter information; update their chapter members' addresses, phone numbers, and e-mail addresses; view reports; and search the membership database. To use e-Membership, you must have a username and password.

The Chapter Registrar will find that access to e-Membership is essential. Access is gained after the Chapter Regent completes the change of officer and a non-disclosure form is requested from and submitted to the Office of the Organizing Secretary General at [organizing@dar.org](mailto:organizing@dar.org).

The Reports tab will assist you in accessing the following reports, among others:

- Chapter List: This will have all chapter members; you may have some editing rights.
- Pending Members List: The received date and status of pending applications. This is an important report because this is where you can view an AIR.
- Supplemental Status Report: This has the same data and options as the Pending Members List, but for pending member supplementals, including a status report and AIR viewing capabilities.
- Online Chapter Applications & Supplementals: This is where your verified chapter Record Copies are located. To view the applications, you will click the "View Apps" link. Dates available range from August 2009 until present, and you can also see the latest add volume for supplemental applications. Remember to look at your chapter record copies within the first six months to spot any possible errors and alert the Registrar General's Office.

## Image Access (IA)

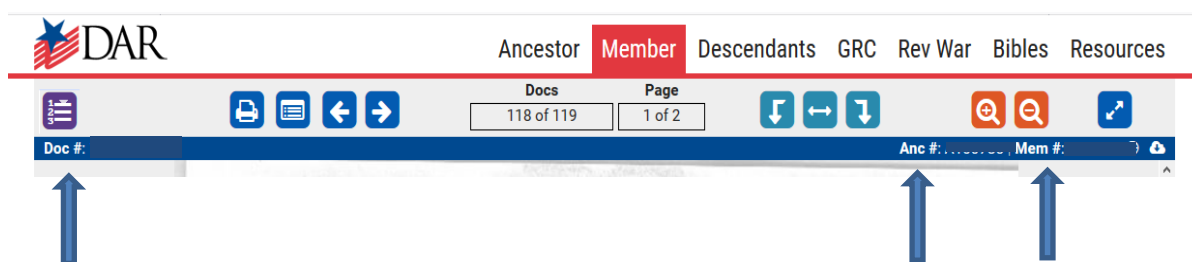
Per a ruling by the Executive Committee in 2016, all Chapter Registrars were granted Image Access on e-Membership. Image Access can only be used for researching DAR applications and is not to be used for personal genealogy, research for other lineage applications, or to access personal information on members.

Violation of the DAR's published Terms of Service agreement, signed prior to being granted

access, will be dealt with as described in the [DAR Handbook](#), page 71. Upon the determination of a member having violated the DAR's Terms of Service agreement with respect to Image Access, the individual's Image Access privileges shall be **suspended for a period of two years to be confirmed by the Executive Board. A second violation will result in a permanent revocation.** *Updated April 2023*

***Taking screenshots or snips of any images (including applications, supporting documentation, and GRC records) is expressly prohibited.*** Likewise, transcriptions of the documents found in IA are not permitted. If an applicant refers to a document in the GRS, then she must cite "IA Doc #999999" on page 3 and, **when applicable, submit a purchased photocopy.** *\*See below for information about the new image access policy.*

As of Jan 18, 2023, you are now permitted to cite ONE document on an Application or Supplemental without supplying a copy of the document. On page three, the citation must read: IA Doc #999999, and include a description, such as Bible Record or Will. **PLEASE NOTE: An AIR will automatically be sent when submissions do not include the notation "IA" along with the Doc numbers.** Staff genealogists will then look up the document and review it. **PLEASE NOTE:** If the document is more than one page, please either list all the numbers or the range, i.e., the first page and the last page document numbers. *Updated April 2023*



The information from verified applications and supplementals that are not yet available using the Build-an-App (BAA) utility may be viewed by using Image Access, and the verified data may be transcribed into the new application.

## Electronic Applications (eAPPs)

In 2016, the ability to submit a new member application electronically was launched. The new eAPP does not replace the current paper PDF application. It is simply another option. It is designed for prospective members to complete themselves. However, specified chapter officers can view what

is entered and provide guidance as needed.

All endorsements and signatures are electronic. The fees are paid by the applicant directly through the secure online system with a credit card.

All supporting documentation must be scanned and uploaded as jpeg images. *Please underline pertinent details in red prior to scanning the document.* Documents must be legible.

The following chapter officers have access to the system and are permitted to send eAPP invitations:

- Chapter Regent
- Chapter First Vice Regent (or Vice Regent, for those chapters without a First and Second Vice Regent)
- Chapter Treasurer
- Chapter Registrar
- Chapter Recording Secretary

Additional information regarding the use of eAPPS is discussed in further detail in [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#), as well as on the [Electronic Applications webpage](#).

## **SECTION V: OTHER MEMBERSHIP TERMS**

### **Associate Members**

A chapter may accept associate members, provided that any member so accepted shall be a chapter member in good standing and may be an associate member in not more than two chapters in a state at the same time. Before being enrolled as an associate member and annually thereafter, evidence of membership in good standing in another chapter shall be required (a letter from the chapter stating that national dues for the current year have been paid) by the chapter granting the associate membership. An associate member shall not be counted toward representation, nor have a right to vote or to hold office in the chapter in which she holds associate membership.

Units Overseas chapters may have associate members. A chapter overseas may accept associate members, provided that any member so accepted shall be a chapter member in good standing. An associate member shall not be counted toward representation, shall not represent the chapter as delegate at Continental Congress, and may not hold a chapter office or have a vote in the chapter. With the approval of the chapter executive committee, an associate member may hold a chair so long as such

appointments do not exceed one-fifth of the total chairs recognized by the National Society. As a chair, she shall be granted the privilege of the floor for the purpose of giving a report but shall not make motions, second motions, or vote. [NSDAR – National Bylaws, Article XIII. Chapters. Sections 19(f)].

The chapter leaders through e-Membership, Chapter Reports and Chapter Associates, update the listing of associate members. This data, maintained on the member's record, is readily available to approve the associate member pin, and bars.

Chapters often classify membership as resident and nonresident, but the National Society recognizes no such classification.

### **C.A.R. to DAR Membership**

A member of the Children of the American Revolution, having reached the age of 18 years, but before her 22<sup>nd</sup> birthday, may present a Certificate of Good Standing from N.S.C.A.R. in lieu of the NSDAR application fee. Upon request, the Senior National Treasurer issues the Certificate of Good Standing to the C.A.R. member. It must be requested between the ages of 18 and before the 22<sup>nd</sup> birthday. The applicant shall present a DAR application together with DAR national dues and the Certificate of Good Standing. All documentation must be included with the DAR application submission. It is permissible for a young woman to hold dual membership in NSDAR and N.S.C.A.R. between the ages of 18 and 22. C.A.R. members are not “transferred” to DAR: they must complete an application as any other prospective member. **For Electronic Applications, the Certificate of Good Standing is uploaded as a separate document. The Certificate of Good Standing is not cited on page three of the PDF DAR application or in the Source Citation field of the electronic application.**

### **Junior Membership**

Junior members are chapter members aged 18 through 35 (until their 36th birthday). Junior members enjoy full privileges and rights of membership, and are eligible for any chapter, state, or national office.

### **Honorary/Posthumous Membership**

The Society does **not** allow membership to be established or recognized posthumously. The title “Honorary” is used only in reference to officers who have been conferred this title by election and according to established bylaws, because of distinguished service. The title of “Honorary” may

not be conferred on anyone who is not a member of the National Society. The bylaws of the National Society do not provide for honorary members not regularly admitted to the National Society.

## Life Membership

To encourage the continuance of its membership and to assure the individual member of a permanent association with the National Society Daughters of the American Revolution, the Society offers an opportunity to be a life member. The application and non-deductible contribution may be made at any age; however, the benefits of life membership begin after the participating member reaches age 65. A member who has already reached age 65 may participate by completing the life membership application form and by remitting the required fee. The [application form](#) with [instructions](#) are available on the Members' Website. These forms are also available from the Office of the Organizing Secretary General and must be completed by the member and returned with the payment.

## Life Member-Pending

Life Member-Pending is the classification of a member younger than the age of 65 who has completed the Life Member Application process. This classification of members will continue to accept the responsibility for the payment of national, state, and chapter dues until the age of 65. For more information, contact the Office of the Organizing Secretary General.

## Legacy Program

In May 2020, the Legacy Program was launched to encourage prospective members to take the easiest pathway to membership and to simplify the application process for the chapter and prospective member. In most cases, these applications can be verified upon first review since the applicant needs to prove no more than three generations. Less documentation translates to faster turnaround time.

Legacy designation is granted for a member's original application submission when it connects to another verified Supplemental or Application for the same ancestor within the first three generations. Substitute ancestors do not qualify for Legacy status. Legacy status is granted to both the new member and the relative to whom she connects.

To qualify, applications must be complete and comply with DAR requirements. To be eligible, the prospective member's application must connect to a lineage and Patriot that are both open, i.e., the lineage must not be coded "in error" and the Patriot ancestor's line must not be closed. (Even if documentation is submitted to address coded Patriots, the additional

time spent reviewing additional documentation and completing correction procedures greatly delays the entire verification process.) Since Legacy status is granted for original submissions only, substitute ancestors do not qualify for Legacy: *Updated Nov 2022*

All new member applications are automatically reviewed for Legacy Status during the verification process. Retroactive Legacy Status approval may be requested by current Active members by e-mailing [Legacy@dar.org](mailto:Legacy@dar.org). Members must list their name and national number in the request. Please do not attach a copy of the verified application. Legacy Status is noted on the member's profile in e-Membership, directly above Supplemental Activity:

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#### Legacy Application

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Legacy Approved

Legacy is not listed in the GRS, and is not applied to the Patriot, only the member. Only Active members are eligible for Legacy Status. Members listed as Deceased, Inactive or Dropped are not eligible for themselves. Members receiving Legacy Status approval are eligible to purchase the Legacy pin from the [DAR Insignia Store](#). There is no certificate from National associated with this program. Information on the program can be found on the Genealogy webpage, under the tab [Legacy Program](#).

### Inheritance Project

The Inheritance Project was launched in September 2021 and allows members to claim for a one-time fee all verified Patriots as Inherited Patriots whom their mother and/or grandmother established through an approved DAR Application or Supplemental Application. Members are eligible to purchase and wear Ancestor Bars honoring all Inherited Patriots on the official ribbon. **The project is in the pilot-stage and will potentially be expanded, with future authorizations and modifications made by the Executive Committee.** *Updated Nov 2022*

Members wishing to inherit their mother's and/or grandmother's Patriots will complete an [on-line form](#) and pay a non-refundable processing fee of \$50. The member will be notified by e-mail once the inheritance has been authorized. Inherited Patriots will be listed on the member's profile page in the Genealogical Research System under the new heading "Inherited Ancestors".

Once the daughter, mother, or granddaughter relationship has been authorized in the Inheritance Project, inheritance of Patriots works in both directions. It is important to note that while a member may inherit Patriots **from** a deceased or inactive mother and grandmothers, the mother or

grandmother in this authorized relationship must be alive and active in order to **inherit** Patriots.

**Note: Inherited Patriots will only display after the Descendants Database listing for that member and Patriot have been completed.**

Please be aware that Patriots coded FAMPCS for service issues or EL for lineage errors may not be inherited. There is no way to submit documentation or to make any changes with Inherited Ancestors. If you have documentation to make corrections to a Patriot's record or to a previously established lineage, you must submit a four-page supplemental application with supporting documentation along with the supplemental fee of \$75. No current supplemental applications may be withdrawn from the Genealogy Supplemental Queue in order to take advantage of the Inheritance Project.

The Office of the Registrar General does not administer this project. All questions should be directed to [inheritance@nsdar.org](mailto:inheritance@nsdar.org). NOTE: The Legacy and Inheritance projects are two separate initiatives and should not be confused. Please read the [“Inherit” Grandma’s Patriots blog post](#) and [Clarification blog post](#) or watch the [Legacy Program and Inheritance Project Genie Clip](#) for more information.

## **Changes In Membership Status**

The Office of the Organizing Secretary General administers changes in membership status – member transfers, resignations, reinstatements, and deaths. Information and instructions are in the [DAR Handbook](#), Chapter III- Membership, starting on page 62; and on the [Members’ Website](#).

## **Member-For-Member Program**

The Office of the Registrar General does not administer this program; however, page 1 of the application does allow for the name of one member to be given this credit. Please see the [DAR Handbook](#), Chapter VII, page 153, the [Office of the Organizing Secretary General](#), or the [Membership Committee](#) on the Members’ Website for more information. It is the responsibility of the Chapter Registrar to apply this credit in e-Membership, under **Updates, Member for Member Update**.

## **SECTION VI: DAR ONLINE RESOURCES GUIDE**

The DAR offers a considerable amount of information to members online. Whether you are a brand-new Chapter Registrar, or one of the many volunteers who devote your time and energy to helping

others join the DAR, the DAR websites contain a great deal of useful information across its many sections. Navigating this can be daunting for even the most seasoned DAR member. For new registrars, finding the correct information is essential for learning how to properly prepare and submit new member applications and supplemental applications. The [New Registrar Guide to DAR Websites](#) provides a quick reference of some of the essential resources for registrars that are offered on DAR website. Some additional resources are discussed below.

## **Genealogy Department**

The [Genealogy Department webpage](#) includes links to access information which assists in the successful submission of new member applications and member supplemental applications as follows:

- [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#)
- [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#)
- [Genealogy Guidelines, Part Three: Service](#)
- [Genealogical Research System](#) (GRS)
- [DAR Application PDF Form](#)
- [Fees & Policies](#)
- [New Member Applications](#)
- [Member Supplementals](#)
- [Electronic Applications](#)
- [Corrections](#)
- [Genealogy Education Program](#) (GEP)
- [Genie Clips](#)
  - The Genealogy Department has created a set of reference videos called the Genie Clips. These short 3-5 minute videos cover a variety of topics relating to the preparation and submission of DAR applications and supplemental applications. The materials covered in these short videos, accessible from the Members' Website, are not as in-depth as these Genealogy Guidelines or those covered in the Genealogical Education Program (GEP). For any issues or questions regarding the Genie Clips, please contact [onlineclasses@dar.org](mailto:onlineclasses@dar.org).
- [Webinars, Videos and Blogs](#)
- [Forms and Checklists](#)
- [Frequently Asked Questions](#)
- [Whom Do I Contact?](#)

## **Registrar General's Page**

The [Registrar General's page](#) is part of a series of pages for executive officers. Here you will find an overview of the duties of the Office of the Registrar General and of the various committees that work with this office.

## **The Genealogy Education Program (GEP)**

The NSDAR Genealogy Department has created and maintains several Genealogy Education Programs. The GEP courses provide complete and current information on the proper completion and documentation standards required by the DAR for the verification of applications. The courses are available to all DAR members. The member is responsible for the cost of each course. The courses are as follows:

GEP 1: Introduction to Genealogy Research for DAR Applications

GEP 2: Applying Genealogy Research Techniques to DAR Applications

GEP 3: Advanced Techniques for Resolving Problems with Lineage & Service

[NOTE: GEP 1-3 must be completed in sequential order.]

GEP 4: DNA and the DAR: Using DNA as a Piece of the Evidence for a DAR Application

GEP 5: eAPPs: The Beginner's Guide to Electronic Applications

Mid-Level Review Training Program

Registrar Training Course - **The Registrar Training Course is available for all current state and chapter registrars. There is no cost associated with this course, and it is accessed through the same GEP platform as GEP 1-3.**

A [brief tutorial](#) on how to register for the GEP courses is also available on the Members' Website.

These courses are optional, but all members, especially Chapter Registrars, are encouraged to take advantage of these educational offerings. The [Genealogy Education Program](#) (GEP) is offered to help prepare new member applications and member supplementals. These online courses are an excellent introduction to preparing applications and supplementals that can be easily verified. The Office of the Registrar General administers this program. For more information, please see the [Genealogy Education Program](#) (GEP) webpage, and the blog ["Have You Taken the Genealogy Education Program Classes?"](#)

## **Committees**

There are several NSDAR National Committees available to assist the Chapter Registrar and

members which fall under the umbrella of the [newly reorganized DAR Genealogy Commission](#). <sup>Updated</sup>  
Nov 2022

- The [Lineage Research Committee](#) assists with lineage support for: Units Overseas; unsubmitted applications; application AIRs; and regional documentation requests. Please be sure to review the [guidelines](#) for requesting assistance which can also be found by visiting the Member's Website.
- The [Volunteer Genealogists Committee](#) provides chapters with an assigned volunteer genealogist to assist with application preparation and training of chapter registrars;
  - oversees requests for online application and supplemental assistance;
  - develops and promotes genealogical education, including GEP courses;
  - provides assistance with Supplemental AIRs.
  - More information regarding [Supplemental AIR assistance](#) and how to submit a [Supplemental AIR assistance request form](#) is available on the Members' Website.
- The [Specialty Research Committee](#) – provides research on lineages that trace back to underrepresented patriots. This committee was previously a part of the Lineage Research Committee but was recently reorganized as its own committee to include:
  - [African American Research](#)
  - [French Research](#)
  - [French Canadian Research](#)
  - [Jewish Research](#)
  - [Native American Research](#)
  - [Spanish Research](#) <sup>Updated Nov 2022</sup>
- The [DAR DNA Network Committee](#) – maintains the DAR DNA database, encourages participation, and educates members on possible use of DNA in genealogy and particularly in the application process.
- The [Application Task Force](#)- provides research on application AIRs when all other attempts have been unsuccessful. The Application Task Force (ATF) is a team of DAR volunteers who offer the Lineage Research Committee (LRC) additional support for the successful completion of difficult member applications by responding to AIRs at the request of the LRC. This is a team of women willing to share their time and talents helping the organization gain new

members. *Updated Nov 2022*

- Patriot Records Committee – locates and transcribes Revolutionary War Records to increase available resources
- Genealogical Records Committee- compiles and indexes genealogical records in the form of GRC volumes for the DAR library
- The DAR Genealogy Preservation Committee- is involved in several projects that assist and enhance the application process. The Supporting Documentation Project allows member volunteers to index supporting documentation found with a member's application. The Descendants List Project allows member volunteers to enter all verified names, dates and places from an application or supplemental into a searchable database found in the GRS under the Descendants tab.

## DAR ACRONYMS AND USEFUL TERMS

**Add Volume**- ADDitional **VOLUME**. Number assigned to a member's verified supplemental(s).

**AIR**- Additional Information Requested. This term refers to a letter or other communication from the verifying DAR Staff Genealogist requesting additional documentation and/or clarification of the names, dates, places, relationships, and/or Revolutionary War service listed on the application.

**Ancestor**: For the purposes of the DAR, the term ancestor is most often used to refer to the patriot ancestor—the individual in the applicant's lineage who served in the Revolutionary War. In some cases, the term is also used to indicate a direct, biological relative in a previous generation (i.e.: mother, father, grandmother, grandfather, great-grandfather, etc.).

**Ancestor Number**: The unique identifying alphanumeric number given to each ancestor listed in the Ancestor Database of the GRS. All ancestor numbers begin with the letter A. For example, A121962.

**APP**- **APPL**ication. Refers to new member and member supplemental PDF application form and the electronic application.

**Applicant**- A woman who has submitted an application to National for membership.

**BAA**- **Build An Application**. Available in the GRS for use with all verified submissions with a Descendants listing.

**Biological Lineage**: All DAR applications must depict the biological lineage from the applicant to a Revolutionary War patriot. No adoptive parents or stepparents can be included on a DAR application.

**C.A.R.** - Children of the American Revolution. The Children of the American Revolution is a separate (but affiliated) lineage organization. Members of the C.A.R. who can produce a certificate of good standing and who submit their application to the DAR prior to the applicant's twenty-second birthday can have the DAR application fee waived.

**CN**- Correction Sheet. Seen in the GRS with a member listing. The Patriot Ancestor's information was corrected or updated with that member's submission. Only staff may view corrections sheets.

**DAR**- Daughters of the American Revolution.

**DATA CF**- DATA in Corrections File. Ancestor code. An electronic file available to Staff only, providing additional information on the Ancestor, the service, and/or the lineage. Ancestors coded as DATA CF are considered open and available for new member and member supplemental submissions.

**Descendants List**- Member volunteer project through DAR Genealogy Preservation Committee. Database in the GRS listing names, dates and places as verified on applications and member supplementals.

**eAPP**- Electronic APPlication. Available for New Member applications only.

**e-Membership**- Electronic Membership. e-Membership is a membership management tool available to Chapter Regents, Chapter Vice Regents, Treasurers and Registrars, as well as State Regents, State Vice Regents, Chaplains, Organizing Secretaries, Treasurers and Registrars. With e-Membership these officers are able to log into a password protected site to view current chapter information, update their chapter member's addresses, phone numbers, and e-mail addresses, view reports and search the membership database. As changes are made, the system automatically updates the National database. To use e-Membership you must have a user id and password.

**FAMP/C**- Future Applicants Must Prove lineage of Child--- Ancestor code.

**FAMPCL**- Future Applicants Must Prove Correct Lineage. Child code. At least one previously verified child of an ancestor is in question and needs additional proof.

**EL**- Error in Lineage. Child code. At least one previously verified child of an ancestor is in error. No future submissions will be accepted through that child.

**FAMPCS**- Future Applicants Must Prove Correct Service. Ancestor code. No acceptable proof of service found for a Patriot Ancestor. Acceptable proof required to open for new submissions.

**GEP**- Genealogical Education Program. Genealogy training programs offered by the Office of the Registrar General.

**GRC**- Genealogical Research Committee. Digital collections of books from the Library compiled and donated by members and chapters.

**GRS**- Genealogical Research System. Working database of the Staff Genealogists. The GRS is a collection of databases that provide access to the many materials amassed by the DAR since its founding in 1890. It is comprised of the Ancestor Database, Membership Database, Descendants Database, and Library Catalog.

**IA**- Image Access. The privilege of Image Access allows the Chapter Registrar and other designated positions to view the scanned images of verified applications and supporting documentation. Strict rules apply.

**JPG**- A JPG file is an image saved in a compressed image format standardized by the Joint Photographic Experts Group (JPEG). All supporting documentation for electronic applications must be saved and uploaded in this format.

**LINY**- Long Island New York. Ancestor code indicating this patriot has residence in Long Island and/or New York City, New York. This code is given to all patriots from these areas due to the political and economic climate of Long Island during the American Revolution. It does **not** mean the patriot cannot be used for membership. It is an indicator the patriot's service record may require inspection to ensure he/she is free of Loyalist activity; applicants must inspect sources for both Loyalists and patriotic service to ensure the patriot did not partake in any Loyalist activities, such as taking an oath to the king. Once an application is received and the patriotic record is reviewed and deemed clear of Loyalist activity, the LINY code will be removed by the verifying genealogist.

**MAL**- Member At Large.

**MLR**- Mid-Level Reviewer. Specially selected members who volunteer to review electronic application prior to the submission to the Office of the Registrar General. Testing and invitation required.

**MOB**- More On Back. ~~Ancestor~~ **Child** code indicating more information is available on the ancestor, usually noted in the comments. Before the GRS, all ancestors were documented and filed on 3 x 5 index cards, or hard cards. When issues were discovered or additional information was considered necessary, the information was written on the back of the hard card: more on back. Old hard cards are viewable in the GRS with Image Access. *Updated Nov 2022*

**NSDAR**- National Society Daughters of the American Revolution.

**PDF**- Portable Document Format.

**PM**- Prospective Member. A woman interested in joining the DAR.

**RG-** Registrar General.

**Supplemental-** A Supplemental Application is an application submitted by an individual who is already a DAR member. Supplementals are used to record lines of descent from patriots other than the ancestor listed on her original application.

**Verification:** Verification is the name for the process by which the DAR Staff Genealogists review the lineage on an application and the supporting documentation submitted with that application. During this process, the Staff Genealogists make sure that each name, date, place and relationship on the application form are accurate and supported by acceptable documentary sources. They also make sure that the application is complete and that there are no perceived errors with the lineage or Revolutionary War service.

We hope you have found [\*\*Genealogy Guidelines, Part One: Guide for Chapter Registrars\*\*](#) to be a helpful resource. Genealogy Guidelines Part Two and Part Three provide detailed information regarding the preparation and submission of new member applications and member supplemental application.

[\*\*Genealogy Guidelines, Part Two: Preparing the Application and Proving Lineage\*\*](#) is an in-depth review of the application process, from finding an applicant to the final review status of the new member application or member supplemental application.

[\*\*Genealogy Guidelines, Part Three: Service\*\*](#) is a comprehensive discussion of the requirements for proving service for a Patriot Ancestor.