



132<sup>nd</sup> Continental Congress  
News You Can Use  
27 June 2023

# ELECTRONIC APPLICATIONS AND MID-LEVEL REVIEWS

A quick overview of eApps and MLRs

# ELECTRONIC APPLICATIONS

Electronic Applications, or eApps, were originally introduced circa June 2016.

Why an eApp?

Same steps as a paper app? YES!! And then some....

<b>Generation: 3</b>				<b>The said James Henry Prentice</b>		<b>was the biological child of</b>	
Robert Mosher Prentice	born	4 - Jun - 1893	at:	Sanitaria Springs	NY		
died	Binghamton Broome Co NY	on	2 - Mar - 1966	and his ( 2 ) wife			
Pearl Dorleska Cole	born	8 - May - 1908	at:	Franklin	NY		
died at	Okeechobee FL	on	23 - Dec - 1980	Married - Date	10 - Aug - 1923		
	Link	DC					
<b>Generation: 4</b>				<b>The said Robert Mosher Prentice</b>		<b>was the biological child of</b>	
Theodore Prentice	born	- Apr - 1840	at:	NY			
died	Colesville NY	on	15 - Apr - 1910	and his ( ) wife			
Sarah Jay Edson	born	- Mar - 1857	at:	West Colesville	NY		
died at	Masonville NY	on	8 - Jan - 1933	Married - Date	9 - Jun - 1901		
	Link	Will					
<b>Generation: 5</b>				<b>The said Sarah Jay Edson</b>		<b>was the biological child of</b>	
Hiram Edson	born	24 - Aug - 1807	at:	Pelham	MA		
died	West Colesville NY	on	9 - Apr - 1888	and his ( ) wife			
Mary Cronk	born	- - - 1812	at:	Fulton Co	NY		
died at	Colesville NY	on	11 - Dec - 1897	Married - Date	- -		
	Link	BR					
<b>Generation: 6</b>				<b>The said Hiram Edson</b>		<b>was the biological child of</b>	
Seth Edson	born	12 - Jan - 1761	at:	Stafford Hartford Co	CT		
died	Colesville Broome Co NY	on	25 - Oct - 1849	and his ( 1 ) wife			
Desire Comstock	born	4 - May - 1768	at:				
died at	Windsor-bar Broome Co NY	on	19 - Dec - 1843	Married - Date	- -		
	Link	Patriot					

<b>1st Gen.</b>	BC
<b>2nd Gen.</b>	BC, DC, BC, MC
<b>3rd Gen.</b>	WWII Draft, 1942, Ancestry; NYS Death Index 1957-1970, Ancestry; Obit, Press & Sun Bulletin, 2 Mar 1966, Fultonhistory; NYS MI 1881-1967, Ancestry; Obit, Press & Sun Bulletin, 26 Dec 1980, Fultonhistory; Florida DI 1877-1998, Ancestry; DC; MC
<b>4th Gen.</b>	x2 NYS Death Index, Ancestry; NYS MI, Ancestry; TS Photo, Findagrave 82352925 & 82352922; 1900C Broome Co, NY, 98, #208; 1910C Broome Co, NY, ED 41, p 12b-Sarah widowed; 1892C Broome Co, NY, ED 2, p 5-Theodore & Sarah J Lord in the same household
<b>5th Gen.</b>	MA Birth Marr DRs Ancestry; 1870C Broome Co NY 582; Edson, Fam Hist & Gen MA pp 1064, 1066, 1067 & 1074-pub grandchildren living, full dates & places; NY Wills Ancestry; 1860C Broome Co NY #288; 1865C Colesville Broome Co NY; 1855C Broome Co NY ed 2

ANCESTOR'S SERVICE				
The said		Seth Edson		who resided during the American Revolution at
#	City or Town or Township	County	Distict	State
1	Stafford	Hartford Co		CT
assisted in establishing American Independence while acting in the capacity of Pvt				
for the state/country of		CT		Ancestor Number A036518
My ancestor's services during the Revolutionary War were as follows:				
1) LCOL SAMUEL CANFIELD, CONTINENTAL LINE				
Give references by volume and page to the documentation or other authorities for MILITARY RECORD: <i>Where reference is made to unpublished or inaccessible records of service, the applicant must file the official copy.</i>				
*S10614; JOHNSTON, CT MEN IN THE REV, P 581				

# OVERVIEW OF THE EAPP PROCESS

1. When a prospective member expresses interest in the DAR, she will be connected to a particular DAR Chapter. This connection might be made personally or electronically through the Membership Interest Form or the Prospective Member Database.
2. The Electronic Application Process can only be used for Ancestors that are already established with the DAR. If applying through a new ancestor (not in the Ancestor Database), or the notation "Treat as New Ancestor" is displayed on your Ancestor's record, please use the traditional paper application available on the Members' website.
3. If the lineage requires an analysis (compiling indirect evidence to show a relationship), or a service study, please use the traditional paper application available on the Members' website.
4. The Chapter Registrar will begin the Electronic Application process by entering the member's contact information.
5. The prospective member will receive an email with instructions for creating an account.
6. Once the prospective member has created her account, she can begin filling out the Electronic Application Form.
7. At any time during the process of completing the Electronic Application, the Chapter Registrar and/or other qualified volunteers may assist the applicant with the application.
8. Once the applicant has completed the Electronic Application form by entering her information, adding her lineage, and uploading her supporting documentation, she will submit her application for review by the Chapter officers.\*\*\*
9. Two chapter officers will review and endorse the Electronic Application.\*\*\*

10. The application will be forwarded to the Volunteer Electronic Application Reviewers (EARs).\*\*\*
11. The Electronic Application Reviewers (EARs) will ensure that the Electronic Application was correctly completed.\*\*\*
12. Once the application has been approved by the Electronic Application Reviewers (EARs), payment will be submitted by the applicant.\*\*\*
13. Once payment has been received, the application will be forward for review by the DAR Staff Genealogists.
14. The DAR Staff Genealogists will ensure that all names, dates, places and relationships have been proven with acceptable forms of supporting documentation. The Revolutionary War service of the ancestor will also be reviewed.
15. If additional information is needed at any point during this process, the applicant will be given instructions regarding any additions or modifications that might be required.
16. When the DAR Staff Genealogists have verified the lineage and service on the Electronic Application, it will be forwarded for acceptance at the next vote of the National Board of Management.
17. Following acceptance by the National Board of Management, the applicant will be become a member and will receive her membership certificate and welcome packet.
18. The Chapter Registrar will be provided with a digital copy of the verified application for their chapter records.

# RESOURCES WHEN FILLING OUT AN ELECTRONIC APPLICATION/EAPP

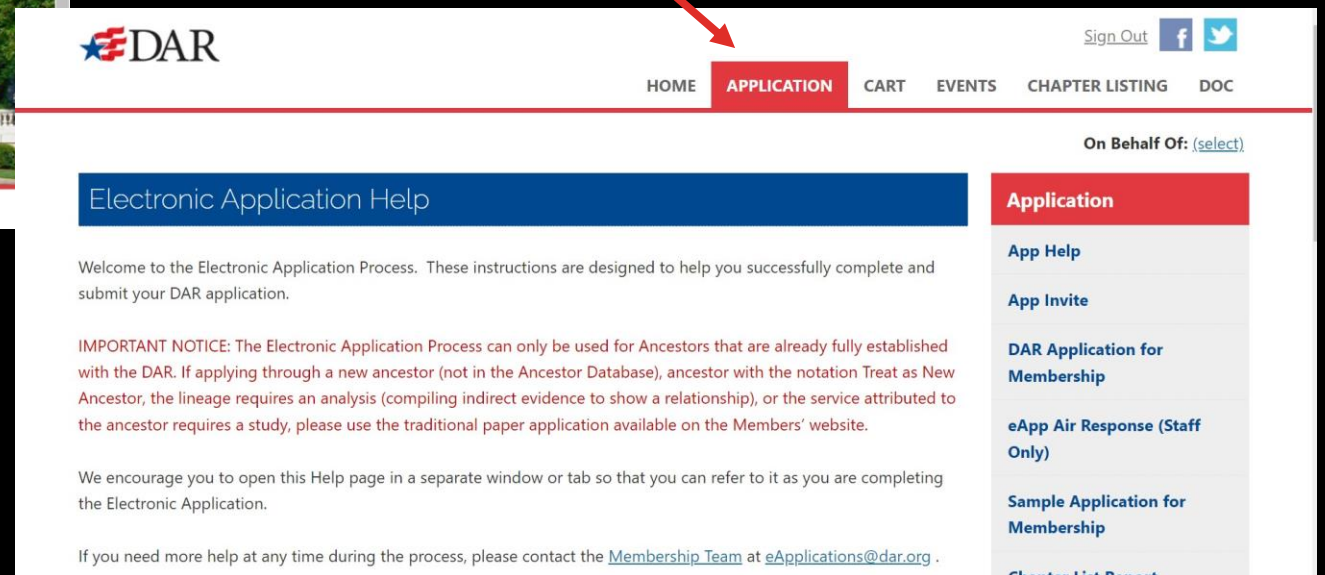
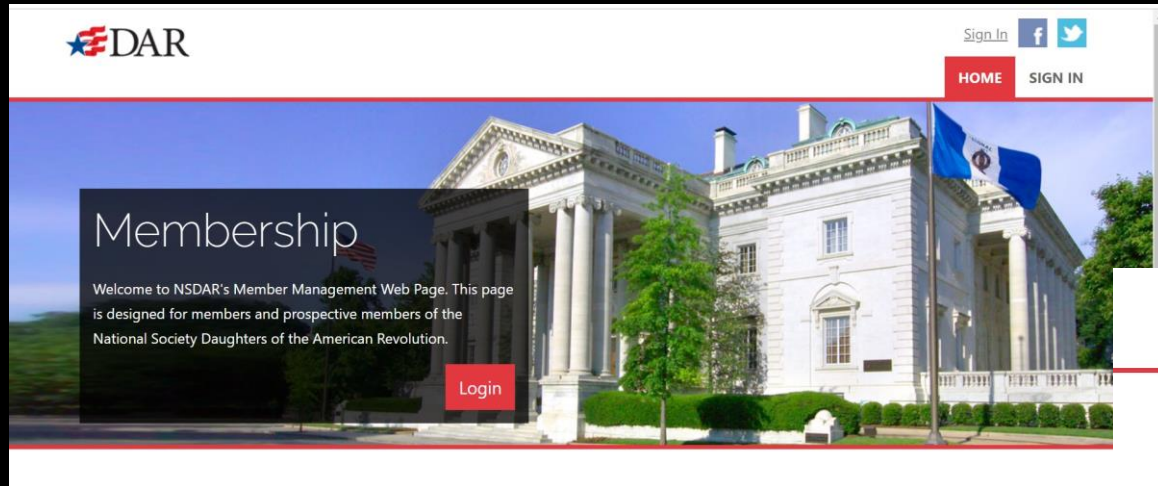
\*\*Members Website – Electronic Applications (eApp) – The website has information and links to resources to help you successfully use the technology and fill out and submit an Electronic Application - <https://www.dar.org/members/applications-supplementals/electronic-applications-eapp>

\*\*Genie Clips - Welcome to Electronic Applications! These videos have been created to provide our applicants and members the tools for a successful submission. Please review them in the order listed for the best learning experience. <https://www.dar.org/national-society/genealogy/genie-clips-eapps>

\*\*GEP - Course 5 is the eApps course - The Beginner's Guide to Electronic Applications and can answer many questions that you may have as you work with Electronic Applications. The cost of this course is \$25. - Visit [nsdar.myshopify.com](https://www.dar.org/members/applications-supplementals/gep-5-eapps-beginner%E2%80%99s-guide-electronic-applications) to purchase. <https://www.dar.org/members/applications-supplementals/gep-5-eapps-beginner%E2%80%99s-guide-electronic-applications>







# MEMBERS WEBSITE – ELECTRONIC APPLICATIONS (EAPPS)



We encourage you to open this Help page in a separate window or tab so that you can refer to it as you are completing the Electronic Application.

If you need more help at any time during the process, please contact the [Membership Team](#) at [eApplications@dar.org](mailto:eApplications@dar.org).

- [Overview of the Electronic Application Process](#)
- [Terminology](#)
- [Step-by-Step Instructions for Completing the Application](#)
- [Applicant Checklist for Filling Out Electronic Application](#) 
- [Chapter Review Checklist for Electronic Applications](#) 
- [Guidelines: Completing the Application and Proving the Lineage](#) 
- [Guidelines: Service](#) 
- [Frequently Asked Questions](#)
- [Instructions for Chapter Officers](#)

#### video tutorial



The video thumbnail features a dark blue background. At the top left is the DAR logo, a circular emblem with a star and stripes. To its right, the text "DAR Electronic Application Tutorial" is displayed. In the top right corner, there is a white "Share" button with a right-pointing arrow. The central focus is the DAR logo, which consists of a stylized American flag with a blue star and the text "DAR Daughters of the American Revolution". Below the logo is a red play button icon. The main title "Electronic Application Tutorial Video" is written in large, white, sans-serif font. At the bottom left, a dark grey bar contains the text "Watch on" followed by the YouTube logo and the word "YouTube".

## Step-by-Step Instructions

- [Creating an Account](#)
- [General Site Navigation](#)
- [The Application Form](#)
  - [Contact Information](#)
  - [Applicant Information](#)
  - [Marriage Details Of Applicant](#)
  - [Lineage Information](#)
  - [Ancestor Information and Service](#)
  - [Ancestor's Marriages](#)
  - [Ancestor's Children](#)
  - [Supporting Documentation](#)
  - [Complete Application and Submit](#)
- [Final Steps](#)



# GENIE CLIPS

## Genie Clips: eApps

Welcome to Electronic Applications! These videos have been created to provide our applicants and members the tools for a successful submission. Please review them in the order listed for the best learning experience.

If you have any questions about the Electronic Application process, please email us at [eApplications@dar.org](mailto:eApplications@dar.org).

### Electronic Applications - Getting Started



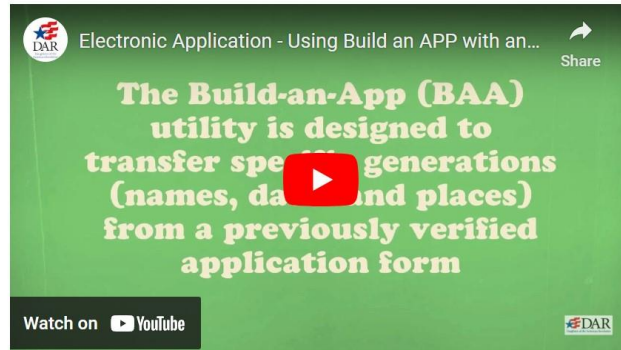
Electronic Applications - Getting Started

No application to print, no signatures with black ink, no going to the post office!

Watch on YouTube

DAR

### Electronic Applications - Using Build an APP with an Electronic Application



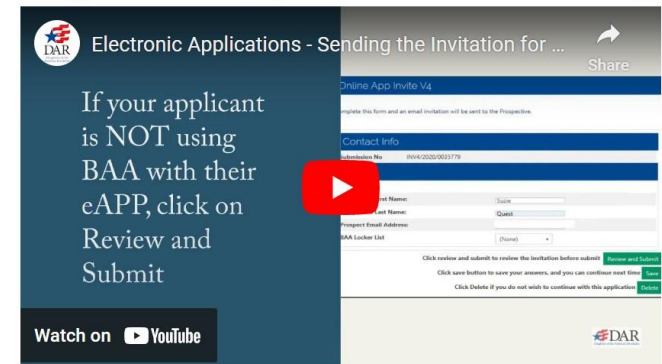
Electronic Application - Using Build an APP with an...

**The Build-an-App (BAA) utility is designed to transfer specific generations (names, dates and places) from a previously verified application form**

Watch on YouTube

DAR

### Electronic Applications - Sending the Invitation for an Electronic Application



Electronic Applications - Sending the Invitation for ...

If your applicant is NOT using BAA with their eAPP, click on Review and Submit

Watch on YouTube

DAR

## Electronic Applications - Creating An Account



Electronic Applications - Creating an Account



Share

Please review Genie Clips:  
"Electronic Applications- Getting Started", "Using Build-an-App with an Electronic Application", and "Sending an Invitation for an Electronic Application" before viewing this video



Watch on YouTube



## Electronic Applications - Editing and Filling Out the Electronic Application



Electronic Applications - Editing and Filling out the ...



Share

**Editing and Filling  
out the Electronic  
Application**



Watch on YouTube



## Electronic Applications - Uploading Documents and Submitting the eAPP



Electronic Applications - Uploading Documentation...



Share

**Please utilize the  
Applicant Checklist for  
Electronic Applications  
while filling out your  
eAPP**



Watch on YouTube



## Electronic Applications - The Review Process: Part One

 Electronic Applications - The Review Process  

The review cannot be "assigned" to another chapter member by one of these officers








Watch on  YouTube




## Electronic Applications - The Review Process: Part Two

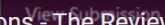

 Electronic Applications - The Review Process: Part ...  

You will now review each document uploaded  proof for the eAPP by going to the File Upload section



Watch on  YouTube

## Electronic Applications - The Review Process: Part Three

 Electronic Applications - The Review Process: Part ...  

 Two chapter officers must review and approve an electronic application, in two separate reviews. Do not APPROVE without reviewing the eAPP using  Chapter Review Checklist For Electronic Applications.

**No chapter officer should use this review process for the SOLE purpose of endorsing the applicant and providing an electronic signature.**

Watch on  YouTube 

# GEP EAPPS COURSE

## Genealogy Education Programs (GEP)

The NSDAR Genealogy Department has created and maintains seven Genealogical Education Programs (GEP 1 -7). The GEP courses provide the most complete and up-to-date information on the proper completion and documentation standards required by the DAR for the verification of applications. GEP 1-5 and 7 are available to all DAR members. The member is responsible for the cost of each course.

NSDAR Genealogy Department provides a Registrar Training Course (GEP 6) at no charge to anyone who actively holds the position of Chapter or State Registrar

After enrolling in a Genealogical Education Program course, you have up to 90 days to complete the course. Lessons consist of videos, handouts, transcripts, and quizzes. Five attempts are available for each quiz, with a passing grade required to proceed to the next quiz.

For questions, issues, or concerns, please contact the GEP inbox at [onlineclasses@dar.org](mailto:onlineclasses@dar.org).

NOTE: If you are conducting Volunteer Field Genealogist workshops, you may use any of the handouts, charts or checklists that are included with the course. You may NOT use the slides from the lesson presentations or verbatim text from the transcripts of the lessons.

For information about becoming a Volunteer Genealogist or to purchase the pins associated with these courses, please visit the Volunteer Genealogists Committee page on the member's website.

[Visit the Genealogy Education Program Website.](#)

Don't have a GEP account?  
Click here to register!

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 and  
Service on DAR Records

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

Registrar Training Course

GEP 5 - eApps: The  
Beginner's Guide to  
Electronic Applications

Mid-Level Review Training  
Program

Pins

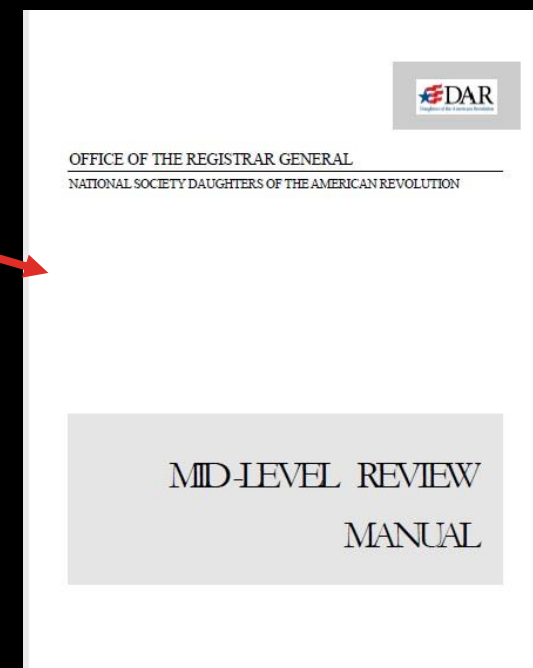
# MID-LEVEL REVIEWERS

Who, why and what do they do?



# MID-LEVEL REVIEWERS – OR MLRS

- \*MLRs are volunteer members
- \*MLRs complete the GEP MLR course.
- \*Mid-Level Review Manual – review often
- \*Emails with continued training/new procedures
- \*MLRs are anonymous!
- \*MLRs do not review eApps from their home state
- \*Have anywhere from 12 to 20 MLRs at any given time
- \*Have had over 200 requests to be an MLR



# THE JOB OF THE MID- LEVEL REVIEWER (MLR)

Make sure the eApp is complete, meets the criteria for electronic submission and meets the minimum standards for all applications.

The MLR is not verifying the application, only reviewing to ensure that the above criteria has been met and that the Guidelines have been followed.

The MLR should not perform independent research to help the applicant.

# CHECKLIST FOR REVIEW

- ✓ Applicants name and address – nothing to review
- ✓ Applicant Information – all fields complete?  
Including date of birth? Complete place of birth?  
City and state?
- ✓ Marriage – This is optional but if marriage and spouse are added, is the information complete?  
with documentation?
- ✓ Lineage Section – each generation reviewed for complete information, citations added for each generation





# CHECKLIST FOR REVIEW

- ✓ Source Citations – While a few incorrect citations alone are not reason enough for a return, they can be mentioned if it is returned for other reasons. Excessive problems with citations can be a cause for a return.
- ✓ Excessive Docs?
- ✓ #1 issue mentioned in returns!
- ✓ Why??
- ✓ Links!!

**Alma Lloyd**  
In the 1940 United States Federal Census

[Detail](#) | [Source](#) | [Discover](#)

Name	Alma Lloyd
Age	24
Estimated Birth Year	abt 1916
Gender	Male
Race	White
Birthplace	Utah
Marital Status	Married
Relation to Head of House	Head
Home in 1940	Wetleville, Cache, Utah
Map of Home in 1940	Block 36
Street	NO
Farm	Rural, Barreock, Idaho
Inferred Residence in 1935	Rural, Barreock, Idaho
Residence in 1935	USA
Sheet Number	243
Number of Household in Order of Visitation	Labour
Occupation	Rentad
House Owned or Rented	5
Value of Home or Monthly Rental & Rented	No
Attended School or College	High School, 3rd year
Highest Grade Completed	22
Duration of Unemployment	Wage or salary worker in private work
Class of Worker	20
Weeks Worked in 1939	250
Income	No
Income Other Sources	No
Neighbors	View others on page

1940 United States Federal Census for Wayne Johnson

Personal Index	Source Information
Name: Wayne Johnson	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Age: 24	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Estimated Birth Year: abt 1916	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Gender: Male	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Race: White	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Birthplace: Utah	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Marital Status: Married	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Relation to Head of House: Head	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Home in 1940: Wetleville, Cache, Utah	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Map of Home in 1940: Block 36	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Street: NO	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Farm: Rural, Barreock, Idaho	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Inferred Residence in 1935: Rural, Barreock, Idaho	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Residence in 1935: USA	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Sheet Number: 243	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Number of Household in Order of Visitation: Labour	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Occupation: Rentad	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
House Owned or Rented: 5	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Value of Home or Monthly Rental & Rented: No	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Attended School or College: High School, 3rd year	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Highest Grade Completed: 22	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Duration of Unemployment: Wage or salary worker in private work	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Class of Worker: 20	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Weeks Worked in 1939: 250	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Income: No	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Income Other Sources: No	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243
Neighbors: View others on page	Source: 1940 United States Federal Census, Roll 1646, Sheet 243, Entry 243

1940 United States Federal Census Population Schedule for Wayne Johnson. The document is a handwritten form with columns for name, sex, age, race, marital status, and occupation. It includes a section for 'SUPPLEMENTARY QUALIFICATIONS' and a 'TOTAL' section at the bottom. The handwriting is in blue ink on a white background.

Handwritten 1940 United States Federal Census Population Schedule for Wayne Johnson. The document is a handwritten form with columns for name, sex, age, race, marital status, and occupation. It includes a section for 'SUPPLEMENTARY QUALIFICATIONS' and a 'TOTAL' section at the bottom. The handwriting is in blue ink on a white background.

# CHECKLIST FOR REVIEW

✓ Ancestor Residence and Service – does the information match the GRS?

The screenshot shows an ancestor record for Perry, Amos. The record includes the following information:

- Name:** PERRY, AMOS
- Ancestor #:** A214206
- Service:** MASSACHUSETTS
- Rank(s):** CIVIL SERVICE, CAPTAIN
- Birth:** 2-19-1740 SHERBORN MIDDLESEX CO MASSACHUSETTS
- Death:** POST 1789 SHERBORN MIDDLESEX CO MASSACHUSETTS
- Service Source:** MA SOLS & SAILS, VOL 12, P 193; MADAR, TOWN OFFICIALS 1775-1783, GRC S1, VOL 34, PP 314, 315, 322, 323, 324, 326
- Service Description:** 1) ALSO SGT, 2ND LT, CAPTS BENJAMIN BULLARD, JOSEPH BACON, HEZEKIAH BROAD, COLS PEIRCE, JONATHAN BREWER, 2) SAMUEL THATCHER, SAMUEL BULLARD, HAWS, ABNER PERRY, LEXINGTON ALARM; SURVEYOR OF HIGHWAYS, SELECTMAN, MODERATOR, FENCE VIEWER
- RESIDENCE:** 1) City: SHERBORN - County: MIDDLESEX CO - State: MASSACHUSETTS
- SPOUSE:** 1) PATIENCE EAMES

Red arrows point from external checklist items to specific fields in the record:

- Spelling?** points to the name "PERRY, AMOS".
- Suffixes if any?** points to the name "PERRY, AMOS".
- State served?** points to "MASSACHUSETTS".
- Residences?** points to the "RESIDENCE" section header.
- Multiple Residences?** points to the "RESIDENCE" section header.
- Ancestor #?** points to "Ancestor #: A214206".
- Military rank, PS, CS, Signer?** points to "Rank(s): CIVIL SERVICE, CAPTAIN".
- Service Source?** points to the "Service Source" text.
- Service Description?** points to the "Service Description" text.

# CHECKLIST FOR REVIEW

- ✓ Ancestor Spouse and Children – optional and do not require review
- ✓ Supporting documentation – “Each new person, date, and place listed in the lineage must be supported by acceptable documentation.”
  
- All docs needed to prove lineage uploaded?
- Were the docs cited uploaded? Remember **“Cite what you send and send what you cite!”**
- Number of docs appear to be adequate and appropriate to verify lineage?
- Excessive number of docs? (multiple docs for the same info, DC, TS, Obit, etc)
- Possible analysis?
- Are all docs legible?
- Pertinent facts underlined in red?



### **CRITERIA FOR AUTOMATIC RETURN:**

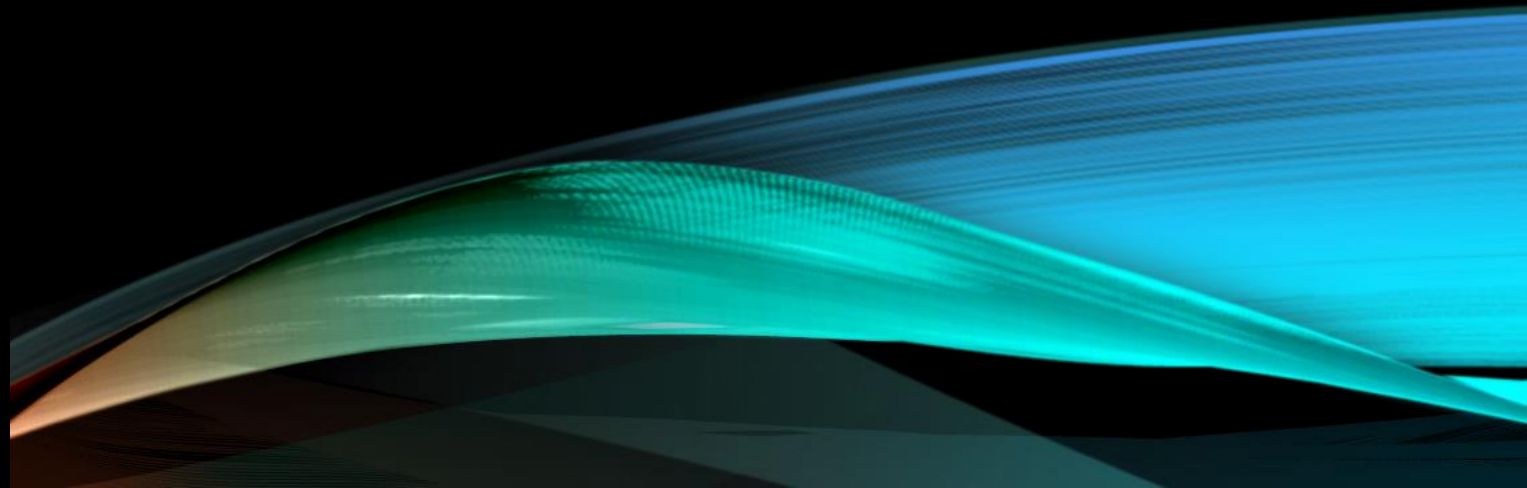
- eApp is Attempting to Establish a New Ancestor
- Patriot is Coded FAMPCS or TRNWAN. If the patriot is coded FAMP/C, and the code applies to the lineage of the applicant, this also qualifies as an automatic return.
- Applicant is Using DNA
- Applicant is Using Analysis
- Applicant Submitted a Service Study
- Multiple Duplicate Documents Were Submitted
- No Documentation Underlined in Red
- Missing Generations/Errors in Lineage
- Illegible Documents

# AUTOMATIC RETURNS



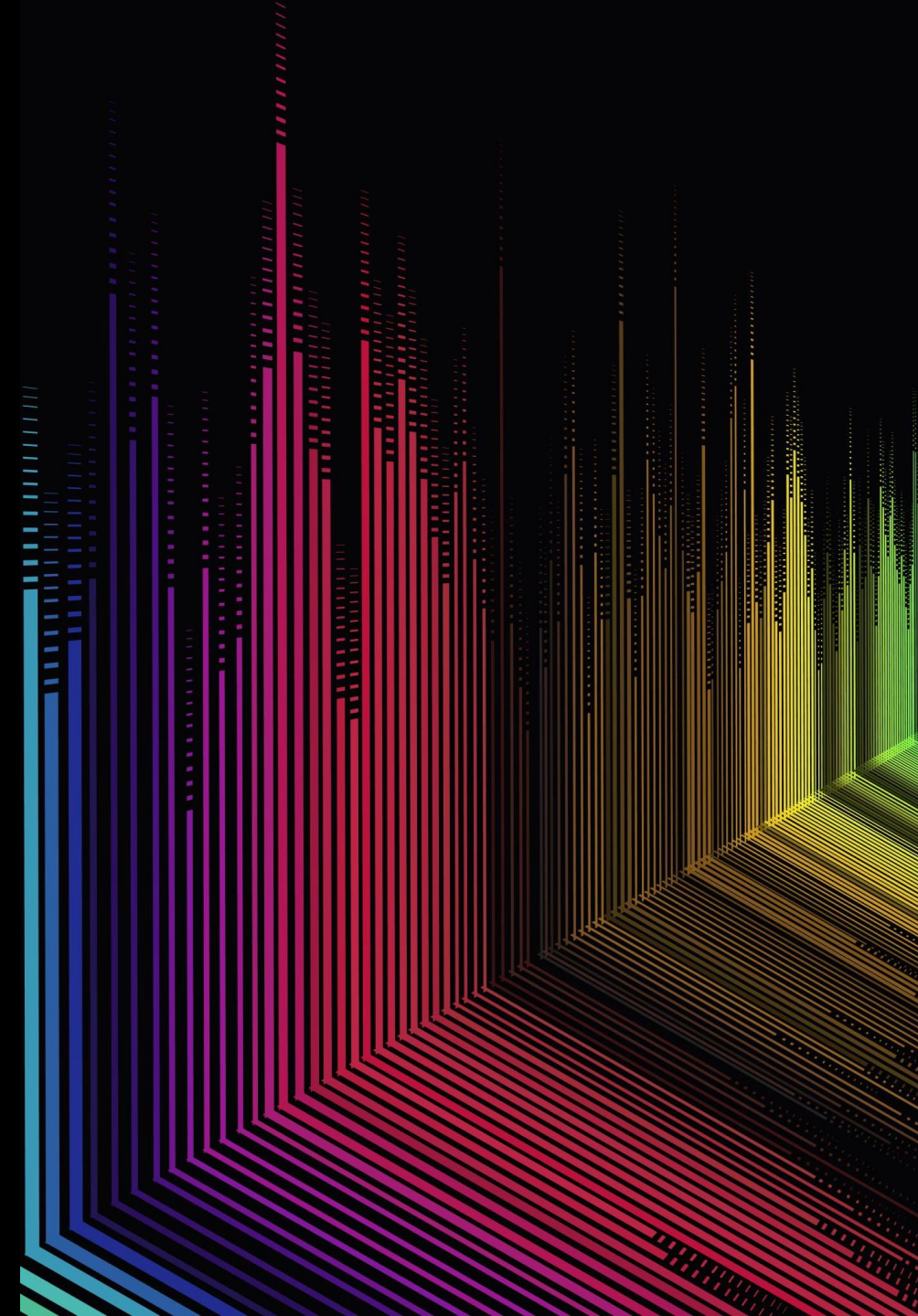


# OTHER REASONS FOR RETURNS



# OTHER POSSIBLE REASONS FOR RETURNS

- Excessive docs
- Docs not .jpeg format
- Citations
- Missing links
- No Source of Service
- No Residence
- Included Husband and marriage but no documentation
- Gens 1 – 3 missing information or documentation
- Gens 4 to patriot missing at least one date and place for birth or death for each person



- ✓ Final step – accept the eApp and send it on to Genealogy for verifying or return to the prospective member for further work.

REMEMBER – OUR MLR VOLUNTEERS ARE MEMBERS LIKE YOU, DOING THEIR BEST, AND TRYING TO HELP YOU GET YOUR APPLICATION PROCESSED, REVIEWED AND VERIFIED AS QUICKLY AS POSSIBLE!