



MAIL THIS FORM TO:

National Society Daughters of the American Revolution
DAR Library
Library Copy Services
1776 D Street NW, Washington, DC 20006-5303
Phone: (202) 879-3251 • E-mail: copyservices@dar.org

INSTRUCTIONS FOR ORDERING APPLICATION RECORD COPIES IN PAPER FORM

Paper copies of application and supplemental papers of active, deceased, resigned, or dropped DAR members **may be ordered from the Library Copy Services Office**. The cost is \$15 per paper ordered. The staff may need to perform considerable research to fill your request, so please provide as much information as possible to help them with this search. The \$15 fee is for searching as well as copying and rising handling costs. If the requested application is not available, the fee will not be refunded. You will be notified if a problem arises with your order or if an application or supplemental is not available.

MAIL ORDERS—Please complete one copy of the “Request for Record Copy” form for each application or supplemental you wish to order. Include a check in the proper amount (\$15 per application) made payable to “Treasurer General, NSDAR” with your order. If you are requesting a copy of more than one application or multiple copies of one application, you may pay with one check for the total amount. **Mail the order to Library Copy Services, DAR, 1776 D Street NW, Washington, DC 20006-5303.**

LIMITATIONS TO COPIES OF APPLICATIONS—The Daughters of the American Revolution, through the DAR Library’s Copy Services Office, provides copies of previously verified applications and supplemental applications, when available. DAR does not guarantee that the information found on any application is the most current or that it is now accepted by the DAR Genealogy Department. The copies are sent as another tool for use in your research. Please note: DAR does not have information on every patriot serving during the American Revolution, only those established by our members.

WHEN IS AN APPLICATION NOT AVAILABLE FOR COPYING?

1. When a member has requested that her application not be shared. Members may no longer close their application, but we still honor that request for those active members who did close their application before the policy changed in 1985.
2. When the application has errors in lineage or service that cannot be corrected. We cannot send copies of such applications.
3. When the time frame for the requested information occurs before April 19, 1775 or after November 26, 1783. There are some exceptions for certain events in 1774.
4. When a DAR member has not established an ancestor as a patriot, thereby creating an application; when a patriot has only been established through a grave marking or a commemorative marker.
5. When an application is requested through a specific child who has not been established by a DAR member.

An application may contain little or no information because certain information was not required or provided at the time the application was prepared. DAR does not assume responsibility for the completeness of any application, so please be aware of this situation before ordering. Short form applications (two-page forms) may not contain full lineage, reference, and service information, because they only go back a few generations and then tie in with another earlier application that traces back to a Revolutionary War patriot ancestor. We only send copies of short form applications when the request is made for a specific member’s name or for a specific national number.



MAIL THIS FORM TO:

National Society Daughters of the American Revolution
DAR Library
Library Copy Services
1776 D Street NW, Washington, DC 20006-5303
Phone: (202) 879-3251 • E-mail: copyservices@dar.org

REQUEST FOR RECORD COPY IN PAPER FORM

(PLEASE PRINT CLEARLY)

Mail Orders

Along with the completed copy of this form, please include a check in the proper amount (\$15 per application) made payable to "Treasurer General, NSDAR" with your order. The staff may need to perform considerable research to fill your request, so it would be helpful if you could provide as much information as possible to help them with this search. **Orders are processed chronologically by date of receipt. Processing times vary depending on demand.**

Your name _____
Street _____
City _____ State _____ Zip code _____
Daytime phone (_____) _____ E-mail _____

National number
(DAR members)

Please send me a copy of the application for the following DAR member:

First name Middle name Maiden Last name

National number Chapter/State Deceased Patriot/Ancestor name

OR

Please send me the latest long form application filed on:

Patriot/Ancestor name Date of birth Date of death State of service

Spouse name Child's name

Do not send an application through other children of the patriot. I understand the fee is non-refundable.

Signature _____ Date of request _____