



National Society Daughters of the American Revolution
DAR Library
Library Copy Services
1776 D Street NW, Washington, DC 20006-5303
Phone: (202) 879-3251 • Fax: (202) 777-2372
E-mail: copyservices@dar.org

INSTRUCTIONS FOR ORDERING ONLINE RECORD COPIES

What is the Online Library Record Copy Service?

The Online Record Copy service is a new way to purchase previously verified DAR membership and supplemental applications. Researchers can select an application, pay by credit card, and instantly download the document as an Adobe PDF document. Record copies may still be ordered by mail or by fax using the traditional procedures given on this website.

How does the online service work?

1. Search the DAR Genealogical Research System to identify the record copy you wish to order.
2. Where you see a green “purchase” button, click on it to add the record to your shopping cart. You may purchase more than one record copy at a time. If a record doesn’t have a green button, it is unavailable at this time pending review.
3. Pay online using Visa or MasterCard via our secure payment system.
4. Use the link provided on the payment confirmation screen to access and download your document(s). You will also receive an email receipt with the same information.
5. Download the purchased document(s) to your computer. All files are in an Adobe Acrobat Portable Document Format (PDF) and you will need Adobe Reader to view them. You may download this software from the Adobe site for free.
6. All record copy documents can be downloaded for a period of *one week* after purchase. Thereafter the link will be deactivated.
7. Please note, all record copy fees are non-refundable, and no substitutions will be made.

What if I’m having trouble with purchasing or downloading a record copy?

You may contact the Library Copy Services Office during normal business hours (8:30 a.m. – 4:00 p.m. Eastern time) at (202) 879-3251 or email us at copyservices@dar.org. This office can not answer genealogical questions relating to the content of any particular paper or about the DAR application process. For more information on these subjects, please contact the Office of the Registrar General.

How may I use a record copy?

A record copy can be used as a genealogical research tool and *may* be used as documentation for a new application. As long as there is no reason to believe that the lineage or service is incorrect on an older application paper, it may be used as genealogical proof documentation.

Copies of previously verified DAR membership applications (record copies) may be ordered and downloaded for \$10 each. Please note, a record copy only consists of the requested application and not copies of the supporting documentation that originally accompanied it. For supporting documentation, please contact the DAR Library Search Service.