



National Society Daughters of the American Revolution

OFFICE OF THE REGISTRAR GENERAL — Genealogy Department
1776 D Street NW, Washington, DC 20006-5303

APPLICATION CHECKLIST

- Only one original PDF application should be prepared. Form 2012 or later required.
- Is the application computer-generated on 8½" x 14", legal size, acid-free, 25% rag content, and watermarked paper with a textured surface? A smooth finish causes the ink to smear and does not produce a legible, high-quality printed copy. Paper should be equivalent to that sold in the DAR Store. You may print on four (4) pages. If printing on two (2) pages, pages one and two must be printed back-to-back, and pages three and four must be printed back-to-back.
- Has the applicant signed the application in black ink?
- Has one of the following current chapter officers attested the applicant's signature: regent, first vice regent (or vice regent), treasurer, recording secretary, or registrar, in black ink? If not, has the applicant's signature been notarized? (Notaries are permitted to use blue ink if required.)
- Have the current chapter regent and current chapter registrar signed the application, using black ink? These signatures are in addition to the requirement that one of the stated officers must attest the signature.
- Does the applicant's birth certificate name her biological parents? If the applicant was born prior to her parent's marriage, has a note of explanation been included?
- Do not list adoptive or non-biological parents in the lineage, even if the applicant is not going through that line.
- Are all generations from the applicant to the patriot ancestor completed? Do not fill in any fields beyond the patriot ancestor's generation.
- Are there complete dates and places for each person in each of the first three generations? Is acceptable documentation submitted to prove each complete date and complete place listed not previously verified?
- Has the minimum requirement of a date and place of birth or a date and place of death for each person in generations four to the patriot ancestor been met? Does the ancestor's birth, death and spelling of surname match the GRS profile on pages two and four?
- If the application is based on a verified DAR application, has Build-an-App been utilized with the most recent verified application or supplemental?
- If BAA is not available, was the most recent verified application or supplemental being used and cited for each pertinent generation viewed using Image Access? If the most recent verified application being used is incomplete and does not meet current date and place requirements, has the missing data been included on page two, with acceptable supporting documentation submitted to prove this new information?
- If the application is for a New Ancestor, is there documentation to prove at minimum a circa date of birth, a place of death, and a date of death?
- If the application is for a New Ancestor, was he/she of an age to have performed the service, was residence proven before searching for service, was he/she alive to have performed the service, and is there proof he/she was the parent of the child of the next generation?
- Are dates and places formatted according to the Genealogy Guidelines?
- Do source citations on page three conform to the Genealogy Guidelines? Do not list source citations below the patriot ancestor's generation.
- Does the patriot ancestor have residence, service description and a source for service listed in the GRS? If not,

or if a New Ancestor, has the residence or service been proven with acceptable supporting documentation submitted to prove this new information?

- If submitting multiple applications for the same patriot, has only one set of documentation for shared generations been submitted?
- If submitting multiple applications for family members, through different patriots, does each application have its own copy of the documentation, even for shared generations?
- Do not send original documentation, it will not be returned!** Do not alter copies of original records; submit a separate note of explanation if there is an error on the document.
- Is each piece of documentation legible? If you cannot read it, the staff cannot read it. Transcriptions can be included. Photos of documents taken with phones must be clear and straight on, not taken at an angle.
- Have all pertinent names, dates, etc., been underlined in red on the document? **DO NOT USE HIGHLIGHTER.**
- Has the applicant's name, chapter, chapter computer code number, ancestor's name, generation(s) and date of submission been placed on the back of each piece of documentation?
- Has the applicant and chapter registrar (or other member) proofread the entire application?
 - No brackets, slashes, date ranges, quotation marks; Do not enter "unknown", "living" or "not applicable" in any field.
 - Date and place of death fields blank for living persons
 - If citing and using a national number for any part of this generation, the information entered in each field of the most recent application for the generation matches exactly as verified on the application cited. Exception: if proving new information or making a correction to previously verified information, the new information entered in the appropriate field.
 - Standard abbreviations for vital record: BC, etc.
 - Document from the internet noted as such, ex: BR- Ancestry. NOTE: Indexes are NOT certificates;
 - If citing a national number, the most recent verified application only cited.
 - Citations entered consecutively on one line, only using additional lines if needed.
 - No explanations, transcriptions or editorial comments in the Source Citation fields. Explanations typed on a separate sheet.
- SPECIAL CONSIDERATIONS**
 - 1] Are any sensitive situations in which required documentation cannot be obtained explained in a separate note that is included with the supporting documentation? The applicant must provide the explanation.
 - 2] Any birth that occurs before a proven marriage date may indicate an error in lineage. This must be researched if possible and a separate note explaining the circumstances included with the supporting documentation. This includes all generations.
 - 3] Make sure ages make sense for lineage; ex, father deceased three years before birth of child, mother nine years old when child born. These red flags indicate further research is required. This includes previously verified lineages.
- Is the application and supporting documentation in order with the applicant's vital record on top and then each succeeding generation with the male documentation, then the female documentation? No staples, glue, tape, or post-it notes. No folders or separation pages. May use a single binder clip.
- Has a chapter check made payable to the Treasurer General, NSDAR been included? Is the amount correct? If submitting multiple applications at the same time, a single check for the entire amount is permitted.
- Address the envelope to Data Entry, 1776 D Street NW, Washington, DC 20006. **DO NOT** send it to the Registrar General's home address or address it to her personally.