



# National Society Daughters of the American Revolution

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

## SUPPLEMENTAL CHECKLIST

- Only one original PDF application should be prepared for each patriot ancestor. Most recent form is required.
- Is the supplemental computer-generated on 8 ½" x 14", legal size, acid-free, 25% rag content, and water-marked 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 of equivalent as 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 member signed the application in black ink?
- Has the current chapter registrar signed the application in black ink? If the current chapter registrar is not available to sign the application, has it been signed by the current chapter regent, first vice regent (or vice regent), treasurer, or recording secretary, with office titles included? If the member submitting the supplemental is also the chapter registrar, she can sign as chapter registrar.
- Do not list adoptive or non-biological parents in the lineage, even if the member is not going through that line.
- Are all generations from the member to the patriot ancestor completed? Do not fill in any fields beyond the patriot's 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 that have not previously been 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? 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 supplements 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, has this residence or service been proven with acceptable supporting documentation submitted to prove this new information?
- If submitting multiple supplementals by the same member through different ancestors, has only one set of documentation for shared generations been submitted? If submitting multiple supplementals for family mem-

bers through the same ancestor has only one set of documentation for shared generations been submitted?

- If submitting multiple supplements (or supplemental and application) for family members, through different patriots, does each supplemental have its own copy of the documentation, even for shared generations? Does the application have its own set of documentation?
- 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 member'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 member and the 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, with proof submitted.
  - 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 member 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 supplemental and supporting documentation in order, 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 (preferred) or a personal check made payable to the Treasurer General, NSDAR been included? Is the amount correct? If submitting multiple supplementals 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.