



## GENEALOGY GUIDELINES

Part Two:

Completing the Application

And Proving Lineage

## Table of Contents

PREFACE.....	v
GENEALOGY GUIDELINES, PART TWO: COMPLETING THE APPLICATION AND PROVING LINEAGE.....	1
<b>SECTION I: GENERAL INSTRUCTIONS .....</b>	<b>1</b>
Tools Each Chapter Needs .....	1
Current DAR Handbook and National Bylaws.....	2
e-Membership and Image Access Database Privileges .....	4
Genealogy Education Program (GEP) .....	5
Record Copy.....	5
Fees & Policies .....	5
<b>SECTION II: FINDING AN ANCESTOR FOR YOUR PROSPECTIVE MEMBER.....</b>	<b>6</b>
Has She Joined or Attempted to Join Previously? .....	6
Have Any of Her Relatives Been Members of DAR? .....	7
Admission From C.A.R. To DAR.....	7
Start with the Applicant.....	8
Adoption Records Guide.....	8
Using The Ancestor Database .....	10
Using The Descendants Database.....	11
Residence & Service.....	11
New Ancestors.....	12
<b>SECTION III: PROVING THE LINEAGE.....</b>	<b>13</b>
Acceptability Of Documentation for DAR Applications .....	13
Reviewing The Documentation.....	14
Build-An-App (BAA).....	14
Forms of Documentation.....	17
DAR Documentation Files .....	27
<b>SECTION IV: POTENTIAL OBSTACLES FOUND DURING RESEARCH FOR LINEAGE AND/OR SERVICE .....</b>	<b>32</b>
Proof of Biological Parents .....	32
Proof of Marriage .....	33
Dates Must Be Logical.....	34

Calendar Changes .....	36
Identifying Female Ancestors & Proving Maiden Names .....	37
Proving Name Changes .....	39
Name Variations & Identity .....	40
<b>SECTION V: FILLING OUT THE APPLICATION .....</b>	<b>41</b>
New Member Applications & Member Supplemental Applications .....	41
<b>Page One .....</b>	<b>43</b>
Address Information and Ancestor .....	43
Corrections to Page One Errors .....	45
Signatures for New Member Applications .....	45
<b>Page Two – Lineage .....</b>	<b>48</b>
Generation One .....	49
Generations Two and Three .....	51
Documentation Requirements for the First Three Generations .....	53
Generation Four to the Child of the Patriot Ancestor .....	53
The Revolutionary War Ancestor .....	54
Acceptable Abbreviations for Page Two .....	56
Special Considerations for Places on Page Two .....	57
Historical Accuracy .....	59
Example of a Correctly-Filled Page Two: Lineage Page .....	61
Electronic Applications .....	65
<b>Page Three – Documenting The Lineage &amp; Proof Citations .....</b>	<b>66</b>
Cite What You Send and Send What You Cite! (And SAVE what you send!!) .....	66
Not Enough vs. Too much .....	66
Using Verified DAR Applications & Supplementals .....	67
Using Verified DAR Short-Form Applications & Supplementals .....	67
New Generations .....	68
Documentation Relating to Multiple Generations .....	69
Citing Supporting Documentation for a DAR Application .....	71
Citing Vital Records .....	72
Citing Online Sources .....	73
Citing Census Records .....	73

Citing Newspapers .....	74
Citing Cemetery Records .....	74
Citing Court Records & Deeds.....	75
Citing Pension & Bounty Land Records.....	75
Citing Church Records.....	76
Citing Bible Records & Unpublished Sources.....	76
Citing Published Sources.....	76
Citing DAR Applications/Supplementals and Documentation Files .....	77
Citing an Analysis .....	78
Citing DNA Evidence .....	79
Citations When Submitting Multiple Applications at the Same Time .....	79
Example of a Correctly-Filled Page Three: References Page .....	80
Example of an Incorrectly-Filled Page Three: References Page.....	81
Electronic Applications .....	83
<b>PAGE FOUR – REVOLUTIONARY WAR ANCESTOR’S RESIDENCE &amp; SERVICE .....</b>	<b>83</b>
Ancestor Name .....	84
Ancestor Residence .....	84
Ancestor Rank or Capacity.....	84
Ancestor State of Service.....	85
Ancestor Number.....	85
Ancestor’s Service.....	86
Source for Service .....	86
Spouses of Revolutionary War Ancestor .....	89
Children of Revolutionary War Ancestor .....	90
Example of a Correctly Filled Page Four: Service Page .....	91
<b>SECTION VI: ARRANGING THE DOCUMENTATION &amp; PREPARING THE APPLICATION FOR SUBMISSION.....</b>	<b>94</b>
Final Review of the Application or Supplemental .....	94
<b>Application Checklist .....</b>	<b>94</b>
<b>Supplemental Application Checklist.....</b>	<b>94</b>
Arranging the Supporting Documentation .....	96
Submitting a Single Application Only.....	98

Submitting Multiple Applications at the Same Time .....	98
Mailing The PDF Application.....	99
Submitting Additional Documentation After Mailing.....	100
Final Chapter Review of the Electronic Application (eAPP).....	100
The Mid-Level Reviewer .....	101
<b>SECTION VII: APPLICATION REVIEW &amp; VERIFICATION .....</b>	<b>102</b>
Review at National Headquarters.....	102
Additional Information Request (Air) Letters .....	103
Air Letter Responses .....	106
Verification Check Marks, Brackets & Lineage Links .....	107
Notification Of Membership.....	110
Corrections To Newly Verified Applications & Supplementals.....	111
Additional Application & Supplemental Resources .....	112
<b>DAR ACRONYMS AND USEFUL TERMS.....</b>	<b>112</b>

## PREFACE

This publication contains the current procedures for Chapter Registrars as outlined in the DAR Bylaws and Handbook and per the Office of the Registrar General. The information also reflects all recent modifications affecting the submission and verification of New Member applications and Member Supplementals, including those changes made per rulings of the Executive Board. Following the **Genealogy Guidelines** will promote the timely approval of applications submitted for review at National Headquarters.

Washington, D. C.

April 2023

National Society Daughters of the American Revolution

1776 D Street NW Washington, DC 20006-5303

**RG-4001 Updated April 2023**

# GENEALOGY GUIDELINES, PART TWO: COMPLETING THE APPLICATION AND PROVING LINEAGE

## SECTION I: GENERAL INSTRUCTIONS

The National Society Daughters of the American Revolution was founded October 11, 1890, for historic, educational, and patriotic purposes. “Any woman is eligible for membership in the National Society of the Daughters of the American Revolution who is not less than eighteen years of age, and who is a **direct biological descendant**, descended from a man or woman who, with unfailing loyalty to the cause of American Independence, served as a sailor, or a soldier or civil officer in one of the several Colonies or States, or in the United Colonies or States as a recognized Patriot, or rendered material aid thereto: provided the applicant is personally acceptable to the society.” ([NSDAR Bylaws](#); ARTICLE III. Sec. 1) *Updated April 2023*

The Office of the Registrar General examines all applications for membership, approves those meeting eligibility requirements, and presents them to the National Board of Management for election into membership. The chapter accepting a prospective member is responsible for assisting her in completing her application. New member applications and member supplementals are to be prepared according to the directions and information contained in this publication as well as on the Genealogy Website. The Office of the Registrar General does not provide original research, nor does this office pre-judge the acceptability of lineage, service, or documentation before receipt of an application.

### Tools Each Chapter Needs

#### *Genealogy Website*

The Genealogy section on the Members’ Website provides access to all the information needed for successful submissions of new member applications and member supplementals, as follows:

- [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#)
- Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage
- [Genealogy Guidelines, Part Three: Service](#)
- [Genealogical Research System](#) (GRS)
- [DAR Application PDF Form](#)

- [New Member Applications](#)
- [Member Supplemental Applications](#)
- [Electronic Applications](#) (eAPP)
- [Corrections](#)
- [Genealogy Education Program](#) (GEP)
- [Genie Clips](#)
- [Webinars, Videos and Blogs](#)
- [Forms and Checklists](#)
- [Whom Do I Contact?](#)
- [DNA](#)
- [Legacy Program](#)

### **Current DAR Handbook and National Bylaws**

The [DAR Handbook and National Bylaws](#) is published once during each Administration and is available on the Members' Website, which provides the answers to most membership-related questions.

### **Genealogical Research System (GRS)**

The [Genealogical Research System](#) (GRS) is available on the Members' Website for the purpose of general research and assisting with the DAR membership process. The GRS is a combination of several databases created in recent years to organize the large quantity of information the DAR has collected since its inception in 1890.

The GRS Ancestor Database contains the names of Revolutionary War Patriots whose service and identity have been established by the NSDAR, as well as additional information about the patriot. This includes:

- The Patriot's name and Ancestor Number, which always begins with an "A".
- Dates and places of birth and death, when known
- Type of service and state of service
- Name of spouse, when known
- Place of residence during the Revolution

- Source for service, if proven
- National Numbers of members who have submitted applications or supplementals on the ancestor
- The name of the child and child's spouse as verified on each paper
- If the line is closed to membership, which will be noted on the record in red.

The GRS replaces the previously published editions of the Patriot Index. The department constantly reviews and revises Revolutionary War Ancestor records with the receipt of better documentation. Review the GRS before submitting an application as this database reflects current documented information. Unless providing **new documentation**, submissions must be prepared using the information available in the Ancestor Database, using the most recent verified application for all generations in the lineage. Access to the various databases in the GRS is through the tabs along the top of the search screen. The following descriptions provide basic information about each database:

- **Ancestor Database**: Contains information on Revolutionary War Patriots whose service and identity have been established by the NSDAR.
- **Member Search**: Contains basic information about members and their Patriots. Information concerning recent members is limited due to privacy concerns.
- **Descendants Database**: Searchable index of every name found on the lineage page of verified applications and supplemental applications. Access to recent generations may be restricted. **NOTE: member volunteers who review verified applications and type the information into the database create the Descendants Database. All information on verified applications is included, whether it is correct or not. If there are any questions or changes to the Descendants Database, you must contact the committee at [darprojects@nsdar.org](mailto:darprojects@nsdar.org).**
- **GRC Database**: Every-name index of the Genealogical Records Committee books housed in the **DAR Library Catalog**, which includes information on the Library's 200,000 books and published resources.
- **Revolutionary War Records Database**: Links to the **Patriot Records Project Index**, the **Revolutionary Pension Card Index** and the **Forgotten Patriots Research Guide**.
- **Bible Records and Transcriptions**: Name search for those Bible records indexed.
- **Resources**: Links to both DAR and non-DAR online resources, including:
  - **DAR Library Analytical Card Index**: An alphabetical search of old Library index

cards.

- [DAR Magazine Archive](#): Contains links to the digitized American Spirit Magazine and Daughters Newsletter.
- [Recommended Online Resources](#): Links to websites recommended by the Staff Genealogists.

### **e-Membership and Image Access Database Privileges**

The National Society entrusts members granted the privilege of access to e-Membership and/or Image Access to safeguard the integrity of the Society's records, particularly the membership information contained in proprietary DAR databases. Violation of the DAR's published Terms of Service agreement, which eligible members must sign prior to granting access, will be dealt with appropriately.

State officers with access to e-Membership include State Regent, Vice Regent, Chaplain, Organizing Secretary, Treasurer, and Registrar. At the chapter level: Regent, Vice Regent, Recording Secretary, Treasurer, and Registrar. Select national and state chairs also have access, enabling these Daughters to complete their duties and to mentor others in the use of e-Membership.

To gain access to this database, you will need to contact the Office of the Organizing Secretary General at [organizing@dar.org](mailto:organizing@dar.org). You will be required to complete and submit a non-disclosure agreement before you can gain access to e-Membership.

Per a ruling by the Executive Committee in 2016, all Chapter Registrars were granted Image Access on e-Membership. Image Access can only be used for researching DAR applications and is not to be used for personal genealogy, research for other lineage applications, or to access personal information on members. Contact the Office of the Organizing Secretary General at [organizing@dar.org](mailto:organizing@dar.org) for Image Access permission.

Taking screenshots or snips of images and applications is expressly prohibited. Upon the determination of a member having violated the DAR's Terms of Service agreement with respect to Image Access, the individual's Image Access privileges shall be **suspended for a period of two years to be confirmed by the Executive Board. A second violation will result in a permanent revocation.**

*Updated April 2023*

## **Genealogy Education Program (GEP)**

In 2012, the DAR launched an online education program. These courses provide detailed instructions on documenting and completing DAR applications and supplementals. All registrars and interested members are encouraged to take these courses. More information on current courses, their content, and fees is available on the Genealogy website under [Genealogy Education Program \(GEP\)](#).

## **Record Copy**

You may request record copies of applications for information on the lineage of a DAR member or on a Patriot established by these members. Applications and supplemental applications of active, deceased, resigned, or dropped DAR members may be ordered for a nominal fee. Online ordering provides timely delivery via the Internet at a lesser fee than orders obtained through mail. Please consult the [Library webpage](#) on the DAR website for current fees and procedures for ordering a record copy of a verified application and supporting documentation.

## **Fees & Policies**

For current fees associated with new member application and member supplemental submission, see [Fees and Policies](#).

### *Supporting Documentation Requests*

A Documentation Request should be used to request copies of available supporting documents that were submitted with a DAR Membership Application (these documents are also referred to as “proofs”). The supporting documents were submitted to prove the lineage of the DAR Member back to a Revolutionary War Patriot. The documents may also include proof of the Revolutionary War Patriot’s service or support of the Revolutionary War. Documents may not be available for a specific patriot or DAR member. We do not provide copies of vital records issued by a government agency which are less than 100 years old. The supporting documents consist of the proofs submitted with the application regardless of the accuracy or acceptability of the individual documents.

The Documentation Request is limited to one patriot or member per request form. The Search Services Office does not search through all available documents for a possible resource or

generation link. A comprehensive review for a specific document would be considered a Research Request.

- Fee for NSDAR members is \$10.00 per request
- Fee for nonmembers is \$15.00 per request

The fee covers 10 photocopies, including the title page of the cited work. (Anything over those ten pages is **\$1.00** each page plus \$2.00 shipping – this is billed after the initial request is filled.) Please make check or money order payable to **Treasurer General, NSDAR.** *Updated April 2023*

[Supporting Documentation Form](#) (PDF)

Supporting Documents can also be ordered online through the GRS.

**NOTE:** Supporting documentation in the GRS, noted as an “S” next to the national number, indicates that the member has supporting documentation attached to her application.

**S** = Supporting documentation available

This documentation may or may not be associated with the Patriot Ancestor being researched. Take care when ordering supporting documentation to make sure it is attached to the Patriot Ancestor, not just the member.

## **SECTION II: FINDING AN ANCESTOR FOR YOUR PROSPECTIVE MEMBER**

When meeting with the prospective member for the first time, it is important to ask questions regarding her lineage and any ancestor from whom she believes she descends and who has service during the Revolutionary War.

### **Has She Joined or Attempted to Join Previously?**

When working with a prospective member, please make sure she has not already joined the DAR or has tried to join through a different chapter. From time-to-time, new member applications are submitted for women who have joined the Society previously. If this is the case, do not submit a new application. Reinstate this member using her original National Number. To complete a reinstatement, see the instructions on the Members’ Website under the [Office of the Organizing](#)

[Secretary General](#). If she previously applied, obtain more information and make sure her previous application is not still pending. If it was returned to her as unverified, she is certainly welcome to try again.

### **Have Any of Her Relatives Been Members of DAR?**

The next step is to identify any close relatives who were members. If a relative was a member, use the Build-an-App utility to begin her application. If the record is too new to be listed in the Descendants list, the verified application can be viewed using Image Access. Always refer to the [DAR's Genealogical Research System \(GRS\)](#) to determine if there are applications more recent through the same child of the patriot. Sometimes more recent applications contain information not found on older applications, even if that older application is a relative of the applicant or member. This may save time and money trying to bring her application up to date. The [Legacy Program](#) was created in May 2020 to encourage prospective members to take the easiest pathway to membership by joining through a family members' application and linking within the first three generations.

### **Admission From C.A.R. To DAR**

Admission from C.A.R. to DAR is not automatic. A Certificate of Good Standing from the C.A.R. is obtained through the C.A.R. Senior Society officers and accepted in lieu of the DAR application fee only. The Certificate of Good Standing is not proof of lineage and is not to be cited on page 3 of the application. The completed DAR application, together with the Certificate of Good Standing, all required documentation, and a check for one year's DAR dues made payable to Treasurer General, NSDAR, must be submitted prior to the applicant's twenty-second birthday.

C.A.R. Applications should be prepared in the same manner as any prospective DAR member, using the same forms, and following the same requirements for completing the PDF or electronic application. The C.A.R. member must submit documentation to connect to a DAR national number or to prove all generations from herself to the patriot not previously verified. C.A.R. does not routinely require or retain documentation for the first three generations. When accepted by NSDAR, the C.A.R. member becomes a new member, not a transferred member. It is permissible for a young woman to hold dual membership in NSDAR and N.S.C.A.R. between the ages of 18 and 22.

C.A.R. members may use the electronic application format. They would check the box

stating they are a member of the C.A.R. in Good Standing and upload a copy of their Certificate of Good Standing in .jpg or .png format to waive the application fee. The Certificate of Good Standing is NOT listed in the Source Citation field. All other requirements for electronic applications are the same as for members who are not members of C.A.R.

### **Start with the Applicant**

If the applicant does not know of any relatives who are now or were previously members, then it may be necessary to conduct genealogical research to identify a patriot ancestor whose service may make her eligible to join the DAR. If the applicant has already done her own research, use this information to search the Genealogical Research System (GRS). This should be done with all applicants to ensure the most up-to-date information is used on the new application. The GRS along with a variety of research tools are available to all members through the Members' Website.

### **Adoption Records Guide**

In the case of an adoption, birth certificates are amended to include the name of the adoptive parents. There may be an original birth record with the name of one or both biological parents. The availability of these records to prove lineage varies from state to state. If the applicant is adopted, she will need to provide evidence of her relationship to either biological parent. Ideally, an adoptee would include both birth certificates, and a copy of the adoption papers.

Most states, to different degrees, have restricted access to original birth records at some point in time. Many states have recently opened closed records or are in the process of changing their access laws. If the applicant does not have a copy of any vital records showing her biological heritage, it may be helpful to check online to see if the state where she was born or adopted has opened their records at this time.

Organizations such as the National Conference of State Legislatures or Adoptee Rights Law Center may have updated online information pertinent to the state(s) she is researching. Many states also have adoptee-rights organizations or adoption search angel networks. No organization is endorsed as a guaranteed source of the latest information, so the applicant and/or lineage research volunteer should consult multiple sources to find the best possible option for record access in the relevant state(s) at the time of application.

If it is not possible to obtain original birth records reflecting the biological parents, there are several different ways to prove the adoptee's parentage, such as submitting adoption paperwork listing the biological parents, the amended birth certificate showing the adoptive parents, and a brief statement, ideally from the biological parent. If this is not possible, a statement is often obtained from someone who was aware of the situation when it occurred e.g., a sibling or parent of the biological mother.

If the adoption papers listing the biological parents are not available due to restrictions by law in that state, there are other options. If the birth parent is living, that person can take a paternity (or maternity) test of the type used by the courts. (It does not have to go through the court system; it just needs to be a certified lab that maintains chain of custody). The test results should show a 99% probability that the test person is the biological parent. This test, along with the amended birth certificate and a brief statement from either the applicant or the biological parent is sufficient. We have used paternity tests as proof of parentage for applications for well over 20 years.

If the biological parent is not alive, is not able, or is not willing to take such a test, and there are full siblings, a variant of the paternity test is a siblingship test. The test results should show a 99% probability that the applicant and the sibling tested are full siblings. This test, along with the amended birth certificate and a brief statement from either the applicant, the biological parent, or another family member familiar with the situation when it occurred is often sufficient. Similar tests can identify a half sibling as well but are less accurate.

Please be advised, a birth certificate (if living) or death certificate for the biological parent who descends from the patriot will be required in any scenario outlined above.


**Whenever DNA evidence is used to establish lineage through a biological parent who is living, a signed statement from him or her, acknowledging parentage and granting permission to use his or her DNA results and or biographical information, will also be required.**

If an adoption is in a different generation in the lineage (i.e., a parent or grandparent


was adopted), and the path to a patriot is through the biological lines, then the same type of record research applies as outlined above.


## Using The Ancestor Database

Patriots with similar surnames are entered in DAR records under one spelling as a finding aid for Staff Genealogists in the verification process, which serves as the standard for DAR purposes. This is not an error in spelling or interpretation, and the Office of the Registrar General should NOT be contacted to correct the spelling.

 **Ancestor Search**  
Search for Revolutionary Era Ancestors

---

 This listing does not constitute proof of lineage. These databases contain DAR proprietary information that should under no circumstances be redistributed to others; assembled or collected for purposes other than DAR membership or for citation in genealogical scholarship; or reproduced, published or posted in any form whatsoever.

 The primary purpose for the creation of the Ancestor Database is to assist staff with the verification of membership applications and supplementals. As such, **the DAR assigns a single standard surname that covers variant spellings of similar surnames.** While the surname may appear incorrect, this does not mean it is in error. This spelling system ensures that patriots are not established under more than one spelling.

The Ancestor Database is a listing of those ancestors who have been established by at least one DAR member. If an error in either service or lineage has been discovered, this information is included in the database. To access this database from the GRS, click on the [Ancestor](#) tab. Here are some tips for searching the database:

- Use the surname spellings as they appear in the GRS. Similar surnames are grouped together under a common spelling.
- Omit the surname and use the first name in conjunction with places and/or years of birth or death.
- Use the Advanced Search Option (the link is at the top, just under the Ancestor Tab). This search includes a Soundex search. It also allows searching of additional fields, such as residence.

For more information on interpreting the information in the Ancestor Database, [click here](#).

## Using The Descendants Database

The Descendants Database was born out of the desire to enhance the search capabilities of the Ancestor Database. The Descendants Database provides an all-name index to the lineage portion of verified applications (up to the patriot ancestor) and allows users to search the verified generations listed on these applications. Being able to search the names of all individuals proven on an application can greatly reduce the amount of research and documentation needed to complete an application or supplemental. The database is a work in progress, administered by the [DAR Genealogy Preservation Committee](#) and member volunteers. If you do not find what you are looking for, it may be the application you need has not been transcribed yet. The database is updated frequently, so check back from time to time.

The Descendants Database is only a guide to the information found on the original submission. Its purpose is to help locate the most recent application to cite when completing an application on an established Patriot. Once a suitable application has been identified, use that information to obtain a Record Copy of the original application. To access this database from the GRS, click on the [Descendants](#) tab. Here are some tips for searching the database:

- The listings in this database are exact copies of information written or typed on the original application. Trying an alternate spelling may yield results.
- Names are not case-sensitive; all upper case, all lower case, and/or a combination of upper and lower case, will yield the same results.
- Leaving out the state of birth will provide more choices.
- Remember: Not all verified applications and supplementals are in this database.
- Contact [darprojects@nsdar.org](mailto:darprojects@nsdar.org) for any corrections to the Descendants listing. The Office of the Registrar General does NOT administer or direct this project.

## Residence & Service

Before attributing service to any patriot ancestor, his or her place of residence must first be determined. The place of residence during the Revolution must be proven as fully as possible, usually at the town level in New England, and at the county level elsewhere. If the ancestor's residence is not listed in her/his GRS profile, or if a "new ancestor" application is being submitted, the residence requirement must be met **before** service sources will be considered. The Society requires proof of residence to connect the claimed ancestor in the lineage on page 2 of the application

with the service claimed on page 4; and to ensure service is not assigned to one person when, in fact, it was performed by another of same/similar name.

With few exceptions, such as pensions, sources used to prove residence may not be the same sources used to prove service. For instance, if you have proof of service for an individual on a jury, you should prove, from other source(s) generated from the Revolutionary War era, the juror was the same person as listed on page two.

Residence must be consistent with the life events for the person. For example, if an ancestor was born and died in Massachusetts, but residence and service in New Jersey are claimed, acceptable documentation must prove the person moved from Massachusetts to New Jersey and then back to Massachusetts. If there is more than one person of the same name in the same place, it must be proven CONCLUSIVELY the service belongs to the ancestor the applicant claims.

The challenges of proving residence are unique to each application. What may work for one submission, may be entirely ineffective for another. If vital records show an ancestor's birth, marriage, and death in one location, and the births of her/his children in the same location, this is a good indicator of that individual's residence. Most applicants are not this lucky. Other common sources used to prove residence include, but are not limited to, church records, court minutes, and land grants. If the claimed ancestor was young during the Revolutionary War, records may not be available to prove residence, so if the parents may be proved from acceptable sources, the residence of the parents may be considered.

Records showing individuals in "list" format, such as tax records, often include little biographical detail. Use such records with care, particularly if the verified lineage on page 2 does not warrant such usage. For example, if a potential ancestor married in Wilkes County, Georgia in 1785 and died there in 1820, a Brunswick County, Virginia tax list from 1782 *alone* may be insufficient for proving residence. The migration will need to be proven from additional records, such as deeds that show the ancestor selling land in Brunswick County and buying land in the new location.

## **New Ancestors**

If the applicant does not descend from a Revolutionary War ancestor established as a patriot by the DAR, then it will be necessary to identify service for one of her ancestors and submit her application for a new ancestor. Establishing a new ancestor requires documentation of an individual's

date of birth *and* date and place of death. In addition, conclusive proof of residence and service during the Revolutionary War must be provided. Approximate dates are acceptable if complete dates cannot be proven. The place of birth does not have to be proven, but it must be shown that the patriot was of an appropriate age to have performed the service claimed. It must be proven that the ancestor was alive at the time the claimed service was performed. The service source itself cannot be used to fulfill this requirement. Proving where the ancestor died is often critical to linking him or her to the correct family. This is particularly true when one or more persons of the same name lived in the same area during the War. Once a potential new patriot ancestor has been identified, the next step is to build the application and document the lineage.

**SPECIAL NOTE ABOUT NEW ANCESTORS:** An applicant may wish to submit an electronic application. There are very strict criteria for using this format for the submission of new member applications. **The electronic application format may not be used with new ancestor applications or those applications requiring an analysis with initial submission. This restriction also applies to established ancestors coded Treat As New Ancestor.** (TRNWAN). Applications proving a New Child that require a multitude of supporting documents are also not suited for the electronic application format. Instead, the PDF application form must be used. For more information and guidelines, see [Electronic Applications](#) (eAPP) on the Genealogy section of the Members' Website. Member supplemental applications are not permitted to use the electronic application option.

## SECTION III: PROVING THE LINEAGE

### Acceptability Of Documentation for DAR Applications

The National Society requests an application be proven by the *best possible documentation*. Vital records—documents made for officially recording a birth, death, or marriage—are usually the best documentation to verify parentage for recent generations, and to document exact dates and places. Exact dates and places of birth and death (when applicable) are required for the first three generations of the lineage—the applicant or member, her parents, and her grandparents.

We do **not** accept lineage papers from any other hereditary society as proof of lineage (this includes the Mayflower Silver Books). In addition, the DAR *Lineage Books* cannot be cited, as they have been replaced by the Genealogical Research System (GRS). Please do **not** cite or submit pages from these publications.

## Reviewing The Documentation

Each generation will need to be documented to place all individuals accurately within the family, based on reliable evidence. The National Society reserves the right to determine the acceptability of all documentation submitted to verify lineage. Data submitted as proof is subject to the NSDAR's standards and interpretation. When providing documents for lineage, the Chapter Registrar and the applicant must review all documents and evaluate for completeness and acceptability. A member submitting a supplemental application should have it reviewed by the Chapter Registrar prior to submission if she completed the application herself.

The first step should always be to determine if any part of the lineage has previously been verified. This will be self-evident if a prospective member has a relative who is a member of the DAR. For member supplemental applications, at a minimum, the first two generations will have previously been verified. By clicking on the [Descendants](#) tab in the GRS, individuals previously verified can be found in the database. When using a verified application for proof of lineage, the Build-an-Application feature should be utilized.

## Build-An-App (BAA)

The [Build-an-Application Utility](#) is a feature of the GRS on the Members' Website allowing members to generate a new application using the data from the Descendants Database. Applications and supplementals created with this utility can usually be verified more quickly as Staff Genealogists have fewer changes to make to the submission. This results in verified applications which are neater and easier to read. The staff compares each new submission with the images of the most recently verified applications and supplementals and verifies the most accurate information. Being created by BAA does not constitute automatic approval. The application is formatted as Adobe "Reader Enabled" and modified as necessary after downloading the application and saving to a computer. However, other PDF software that allows the ability to complete the form and print the application properly may also be used. The BAA utility is not available from the public website.

For more information about Build-an-App, see the [August 2012 BAA Webinar](#) and the [BAA Instructions Document](#).

Think of the BAA utility as a starter application and framework to complete a membership application or supplemental. Please choose the best Descendants List to help complete the lineage. As

you build off that initial Descendants List, keep in mind that there could be more recent papers for any of the generations in the chosen lineage. You will need to cut and paste the most recent information into the application on which you are working and add the additional references for that generation. This will ensure that we have the current and most accurate information for the lineage.

*Updated April 2023*

Build-An-App begins in the Descendants Database. You can get there by searching for a known National Number in the “Member Search” tab, or for a person within the lineage by using the [Descendants](#) search tab. You can then use the most recent verified lineage to generate the new application.

If the most recent verified application or supplemental is not yet available for BAA, the chapter registrar can use Image Access to enter the correct dates and places for the generations in question, again citing the correct national number.

If the only application available is incomplete, the missing required information will need to be typed in and acceptable supporting documentation cited and submitted. Date and place of marriage is not required. If there is a date of marriage but no place listed, additional documentation is not needed.

Some important tips and reminders:

- After the Application PDF is downloaded, it is best to first save the form to your computer before entering any information. This file will save as a PDF file. From your computer, you must open the form using Adobe Acrobat Reader. If you don’t see that option in the drop-down menu, you do not have this on your computer and you must download it. The software is free and can be downloaded directly from [Adobe’s Web site](#).
- Build-an-App will create a working copy of an application form. Most often it is not a finished product.
- The first three generations of all national numbers starting at 600,000 will have incomplete information due to privacy concerns for our members. The Executive Board determines the starting point for this restriction. The missing information will need to be added by the person

completing the application or supplemental by reviewing the verified application or supplemental using Image Access.

- If the National Number used to generate the application does not meet current genealogical standards, additional documentation will be required to ensure the current application is completed according to current guidelines. If the name of a person is populated without the required date or place of birth or death, it is NOT acceptable to remove the person's name and change it to X X. Instead, cite and submit acceptable documentation to prove the required missing date or place of birth or death. Place and date of marriage is not required.
- Always look at the most recent application for each generation, as these may contain more complete information and eliminate the need for additional research.
- Use the Descendants Database search function to determine if portions of the lineage appear on other applications, either on the same ancestor or a different ancestor.
- Use Build-an-App with the most recent application or supplemental for the ancestor to ensure the information for the spouse is the most current.
- If the Build-an-App function is not yet available on the most recent applications or supplementals, the Chapter Registrar may view the verified paper in question using Image Access; and the data may be entered from that record.
- Build-an-App will populate a new application form with dashes. Do not remove these dashes and do not add dashes for any new information typed in to complete the application.
- If LIV is populated by using BAA in any place of death field, please remove it, as this abbreviation is no longer used.
- If a maiden name does not populate by using BAA, please type in X for the maiden name.
- Members submitting supplementals should use BAA from their most recent application or supplemental.

- The Build-an-App function is available to all members. And eMembership access is not needed to use this utility.
- For specific information regarding attaching Build-An-App to an invitation for the electronic application, please visit [Instructions for Chapter Officers](#) found on membership.dar.org.

**If you only double click on the application form to open it up, you will open a web form that will not save data. You must open it up with Adobe Acrobat Reader DC. Also, make sure you save your work before you shut down your computer, or you will lose all information.** Under FILE at the top menu bar of the PDF form, click for the drop-down menu, and then click on SAVE AS (some versions have a variation of this wording, such as SAVE A COPY). This will allow you to rename the form as you wish. You must close the form and reopen it to save it with another name if you would like multiple copies of the same lineage.

**PLEASE NOTE: No alteration of text is permitted. This includes changing the font style, color, and/or size as well as correcting data or adding new data to pages two, three, and/or four. Doing so will result in a letter.**

New member applications and member supplemental applications are required to have acceptable documentation to prove:

- complete dates and places of birth and death for generations two and three.
- a date and place of birth, or a date and place of death for every individual in the lineage from generation four to the patriot ancestor.
- a place of residence for the Revolutionary War Ancestor
- legitimate service during the Revolution for the Patriot Ancestor.

Any generation not found on a previously verified application or supplemental must be proven using acceptable documentation.

## **Forms of Documentation**

### ***Vital Records***

The words “vital records” are commonly used to indicate birth, marriage, and death records

kept by town, county, or state offices. They do not refer to dates obtained from church, Bible, census, or cemetery records.

The availability of vital records varies by location. In most states, they were first recorded on a statewide basis around 1910. In New England, from the establishment of a town until state registration began, vital records were kept in the towns. Many of the Massachusetts town records of birth, marriage, and death prior to 1850 have been published. The vital records of Connecticut towns prior to 1870 are mostly assembled into a single compilation known as the Barbour Collection; however, not all town records are available online. There are also a growing number of compilations of town vital records from the other New England states.

Outside New England, general registration of births and deaths was uncommon and sporadic prior to state requirements. The maintenance of statewide records began at various times, determined by each state. Reference works, such as *The Handybook for Genealogists* and the *Red Book*, indicate the date from which records may be available from a state. They also give the name and address of the agency where a request should be submitted. Many states now have websites providing current information on how to obtain vital records. **Individuals also have the option to order vital records online (when available) using websites such as VitalChek.** *Updated April 2023*

Vital records constitute the official record of the events resulting in their creation and are considered authoritative unless proven in error. This may be the case with any information recorded incidentally, such as the birth date and parentage on a death certificate. It must be remembered the information was furnished to the public authorities by members of the family, or others, and is only as accurate as the source of that information.

Many vital records indexes, or digitized entries of the originals, are available online. Some of these might be accepted if they reproduce the appearance of the original records or were compiled from the originals by accurate copyists. Not all index entries contain sufficient detail to be used on their own. Many indexes provide only a small fraction of the information in the originals and are considered guides for additional research. Applicants or members may need to locate the original record. **Original long-form vital records are preferred** to provide complete chronological information and other internal data indicating the record's reliability. **The Staff Genealogists reserve the right to request copies of the original records in lieu of the index entries.**

The Social Security Death Index (SSDI) and “Social Security Applications & Claims Index” on [Ancestry.com](https://www.ancestry.com) are two widely available and easy-to-use indexes which may contain information on an individual’s birth, death, and/or parentage. However, these indexes should be used with caution, as neither contain complete information. For example, the SSDI does not list the place of birth, the place of death and does not always have a complete date of death. The individual’s last known residence may not be the same as their actual place of death. The Applications & Claims Index often gives a person’s place of birth but does not include their place of death. As a result, **these indexes cannot be used on their own, and must be accompanied by other corroborating documentation. They cannot corroborate each other.**

### *Online Sources*

Databases on commercial and non-profit genealogical websites may be useful in establishing dates and locations of birth and death. The staff of the Office of the Registrar General are most likely to accept them when they clearly reflect the contents of original records. Some datasets at [FamilySearch.org](https://www.familysearch.org) give extracts from vital records, most notably the earliest death certificates of the states of Alabama (through 1974), Illinois (through 1947), and Washington (through 1960). These databases do not include photographic copies, but they reflect an effort to show the complete contents of the entire record series. They generally render the records fully and accurately enough to support lineage applications; however, they are not full transcriptions and may omit important clues.

**NOTE:** Please make sure you are aware of the rules regarding the use of documentation found through your paid online subscriptions when preparing submissions for persons other than yourself.

Not all online compilations are acceptable. Some readily available sources that are **NOT** acceptable forms of documentation include:

- Online family group sheets and pedigree charts from websites such as [Ancestry.com](https://www.ancestry.com)
- User-submitted family trees on RootsWeb, USGenWeb, WikiTree, WeRelate, etc.
- International Genealogical Index (IGI) entries from [FamilySearch.org](https://www.familysearch.org)
- Message board entries with genealogy database generated charts
- Databases from Ancestry.com with no clear references to original records, such as:
  - American Genealogical-Biographical Index

- Family Data Collection
- Millennium File
- U.S. and International Marriage Records
- U.S. Public Records Index
- Lancaster PA Mennonite Vital Records
- **Geneanet Community Trees Index** *Updated April 2023*
- Ancestry.com “Find A Grave” indexes
- Articles from Wikipedia

Some indexes may be acceptable and some may not. For example:

- The CA Death Index cannot be used to prove a lineage link between generations; however, if the birth information has been verified by another source it can be used as the proof of death date and place.
- Similarly, the Social Security Death Index cannot be used as the sole source for proving a date of birth and date/place of death; however, if the death date has been verified by another acceptable source, such as a tombstone photo, then the index may be used to prove a complete date of birth or date of death.
- The MA Death Index alone is not acceptable as it only lists the person's name, date, and place of event.
- On the other hand, the TX Birth Index is acceptable because it gives the subject's name, date and place of birth, and both parents' names.

**In all instances, it is best to provide the vital record. Remember: if an index exists, there is document.**

### *Census Records*

Censuses, as a rule, provide a snapshot into the life of a household on a given day. For DAR verification purposes, we assume a relative, with knowledge of the household relationships, provided the information. Pre-1850 censuses do not identify individuals within the household by name, and thus cannot be used alone to prove relationships. They may provide indirect evidence, however, and can be used with other documentation to possibly prove a lineage. U.S. federal censuses from 1880

forward state each person's relationship to the head of household, but not to the spouse of the head of household. There are instances in which the 1850, 1860 or 1870 *may* be accepted as proof of lineage. Such acceptance is determined on a case-by-case basis, in context with the lineage submission.

Some states completed their own censuses at irregular intervals. For example, New York took them every ten years from 1825 to 1875, then in 1892, and finally resumed the decennial schedule from 1905 to 1925. The 1855 and 1865 returns are especially valuable for listing counties of birth for each person born in New York.

Both the federal and state census bureaus took non-population schedules in some years. They mostly recorded economic and social statistics. The mortality schedules, which began in 1850, may serve as alternatives for vital records. These listed, by name, all persons who died within the year preceding the official date of the census, giving the age of the deceased person, sex, place of birth, and other pertinent information.

Non-population schedules in the 1890 census included a special census of Union veterans of the Civil War. Family data was not included in this schedule. Nevertheless, it recorded some of the information that otherwise would have been lost when most of the 1890 population schedules were destroyed.

A single census record is unlikely to provide complete documentation for any generation of the lineage; however, we do not generally require copies of every census record on which a particular person appears. Only submit the pertinent records needed to prove the information. **Do not send in duplicate pages for each person listed in the household that is part of the lineage in question.**

Take special care when using a census record to prove a woman to her child or to her parents. The DAR YouTube video about [Female Ancestors](#) discusses this in detail.

### *Newspapers*

Obituaries, marriage announcements, and newspaper articles are commonly found sources that contain a wealth of information. Obituaries may be used in all generations. For the first three generations, the obituary must have a complete date and place of birth and death and must cite the parents if the record is being used as proof of lineage. Similarly, obituaries may be used to provide

information that is missing from a death certificate, such as a complete place of birth.

When a death is accidental, a newspaper article about the event could include dates, places, and family members; however, a death certificate, if available, is always preferred.

Marriage announcements frequently name the parties married, the parents of the bride, and the date and place of the marriage. On occasion, the announcement may list the groom's parents. Engagement announcements, which give the expected marriage date, cannot be used as proof of the marriage date. Anniversary and birthday celebrations are occasionally found in older papers. Use these types of articles sparingly. The Staff Genealogist will review each on a case-by-case basis in context with the application. In all instances, vital records should be submitted when they are available.

Ancestry's Artificial Intelligence Index of Newspapers.com is a useful resource; however, the original newspaper article, whether an obituary, marriage announcement or other, is preferred and the Staff Genealogist reserves the right to request that original in lieu of the abstract. *Updated April 2023*

### *Cemetery Records*

When a death occurred prior to modern vital records, cemetery records or tombstone photos may be used to establish an individual's date of death. Published cemetery transcriptions may be considered acceptable when they copy burial records, or record tombstone transcriptions, without any annotations by the editor or transcriber. Photographs of tombstones should include a transcription of the information on the tombstone, as well as the name and location of the cemetery where the grave is located.

One popular grave registration website is [Findagrave.com](https://www.findagrave.com). Please note the DAR does **not** accept user-submitted data from Findagrave memorials, such as relationships (spouses, parents, and children), maiden names, or places of birth and death. We do accept information visibly legible on tombstone photos when the tombstone clearly dates from the time of the subject's death. Some memorials may contain images of vital records and/or transcriptions of obituaries. These will be reviewed by the staff genealogist on a case-by-case basis. Obituary transcriptions are more likely to be acceptable if the title and date of the publication is cited, the obituary is recognizably of a date and style consistent with the ancestor's date of death, and the memorial's creator has not annotated the

transcription. The Staff Genealogists reserve the right to request a copy of the published obituary in lieu of a transcription. This also applies to other similar websites such as [BillionGraves.com](http://BillionGraves.com).

Just because an organization or agency marked the grave of an ancestor or placed a historical marker or plaque attributing service to him or her, does not mean the service claimed will be acceptable according to current DAR standards. This includes markers placed by DAR chapters.

**A modern tombstone or memorial cannot be used as proof of dates, places, or military service.**

### *Court Records & Deeds*

Court records are frequently submitted to DAR Staff Genealogists for review and come in many different types. Regardless of the time period, an ancestor's appearance in a court record *may* be used as proof of residence, approximate or exact dates of birth and death, and/or genealogical relationships. Most court records are filed at the county level and may be available at the courthouse.

Deeds are the official records documenting ownership and transfer of land within the county boundaries. In some states—notably Connecticut, Rhode Island, and Vermont—deeds are also primarily recorded by individual towns. Sometimes a landowner will make a direct grant of land to his or her children in exchange for lifetime support, or for consideration of love and affection. Sometimes the owner's heirs pass the property of a landowner who has died as undivided interests conveyed in a later deed. In states not formed from the federal domain, entries of public land are normally filed in the state or county archives. In these cases, the landholder took possession as the result of a direct grant from the state.

Probate is a category of records documenting the disposition of property upon the owner's death. The probate file for each decedent commonly includes an inventory of the estate and its division among the heirs at law. If the decedent left a last will and testament, this document is also filed in the probate records. Decedents sometimes died leaving minor children as their heirs. Such heirs were often subject to the appointment of a guardian to represent their interest until they came of age.

Civil proceedings were also conducted at the county level. Suits at law concerning inheritances, or debts and agreements left unsettled at the death of a contracting party, are very likely to provide genealogical details. Just as today, cases originating at a local level may result in an appeal to a higher court. Appealed cases may also be found in state or even federal records.

Some court records have been compiled into published books. Published transcriptions and abstracts are usually considered accurate and evaluated in the same manner as official records.

### *Pension & Bounty Land Records*

Federal military pensions are being digitized and made available online. Revolutionary War pensions are available on several websites, which enable you to search by the name of the soldier, widow, or heirs. Abstracts of some pensions are available under the Resources tab in the DAR GRS. Pension records can contain a wealth of information including vital dates, locations, data on heirs, and possibly Bible records submitted as proof of relationship to the Pension Bureau.

Pension payment publications and final payment vouchers are available on several websites. Benefits differed under the various laws governing eligibility for federal pensions. The Revolutionary War pension acts provided for the payment of a final installment upon the death of the pensioner, whether the soldier or his widow. Vouchers and claims for the final payment are sometimes included in the actual pension file, but the vast majority are filed in a separate group of records at the National Archives. If a separate voucher exists, it can assist in narrowing down a date of death or establishing a connection between generations.

Virgil D. White has published an extensive series of indexes of pension claims from later military engagements. Websites such as [FamilySearch.org](http://FamilySearch.org), [Fold3.com](http://Fold3.com), and [Ancestry.com](http://Ancestry.com) carry digital images of pension indexes, and growing collections of pension files from the War of 1812, the Indian Wars, the Mexican War, and the Civil War.

Bounty land was issued as early as 1776 and continued until after the Mexican War. The number of acres received would depend on the rank of the soldier or officer.

## *Church Records*

The church records most used for genealogical purposes are sacramental records, which document baptisms, marriages, and burials. Confirmation and membership records can also be cited in conjunction with evidence establishing age. As with other types of events, sacramental records are evaluated based on when the record was made relative to the event and judged most likely to be correct when recorded by a person with firsthand knowledge.

Endowments by the Church of Jesus Christ of Latter-Day Saints (LDS) are also evaluated on a case-by-case basis. The Staff Genealogist is most likely to accept an endowment when performed for a living person, or at the instance of a proxy who had been personally acquainted with the deceased person.

Please be aware, the index cards found in the “Lancaster PA Mennonite Vital Records” database on [Ancestry.com](https://www.ancestry.com) are **not** accepted. These cards should only be used as a guide to locate original church records.

## *Bible Records & Unpublished Sources*

Bible records **cannot** be used for the first three generations (the applicant or member, her parents, and her grandparents). For the remainder of the lineage, Bible records are evaluated on a case-by-case basis and the Staff Genealogist reserves the right to not accept them. Bible entries for events considerably predating the publication of the Bible and altered entries are not acceptable. Make a photographic copy of the title page and all handwritten family entries within the Bible. On a separate page, submit a brief description of its provenance, including the name and place of residence of the Bible’s original owner, the names of its subsequent owners, if known, and the name and address of its current owner. Bible records found on the DAR website by searching the GRC are subject to the same evaluation as those newly submitted and are not automatically accepted.

If the records were copied at some time in the past, and the current whereabouts of the Bible are unknown, make a statement concerning the circumstances under which the Bible was copied, and the name and address of the owner of the Bible at the time it was copied. The information will be evaluated within the context of the lineage on the application and a decision will be made as to its acceptability. The submission of Bible transcripts, with no explanation of

provenance and no explanation why a photocopy of the Bible record was unobtainable, may result in an Additional Information Request (AIR) from the Staff Genealogist. AIRs are discussed in more detail beginning on page 23 of the [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#).

Other unpublished sources, such as family letters, journals, or other papers, must be identifiable. Copies of old letters should contain: the signature of the writer, the date the letter was written, and the name of the person to whom it was written. A statement should accompany the letter giving the full names of the writer and recipient, and their relationship, if any. Be sure to give the name and address of the present owner of the letter. Journals should include the same provenance as Bibles, where possible. The name of the author, the year written, and the relationship of the author to the lineage in question should be included. Since documentation is judged on a case-by-case basis, following the above procedures does not guarantee the Bible, journal, or letter will be accepted; however, it will be easier for the Staff Genealogist to review the evidence in context with the submission. Bible Records and unpublished sources used in previous applications are not automatically acceptable for proving a new lineage.

### *Published Sources*

Published sources such as family histories, genealogies, and local histories are not acceptable for the first three generations of the lineage and cannot be used as a Patriot's source of service on page 4. Published family histories are rarely used to connect more than two generations of a lineage and for DAR verification purposes are only considered on a case-by-case basis.

Some of these local histories and family histories are available in digital format on websites such as [Google Books](#), [Archive.org](#), [Heritage Quest](#), and [HathiTrust.org](#). These types of publications are commonly sought early in the research process, and there is a tendency to assume printed statements must be true. Unfortunately, errors were often made, and as a result each publication must be carefully evaluated.

When documenting a lineage, it is important to consider a variety of sources. It is also important to consult original records, especially if they are cited in a family genealogy. Authors may have misinterpreted key information. Errors may have been introduced during the editing or publication stages. **Trust, but verify!** Records cited in family histories published many years ago may now be digitized and easy to access through one of the major genealogy websites. A copy of the

original record may provide details lacking from the text of the family history.

Listed below are several criteria the Staff Genealogists may consider when evaluating a genealogy. A genealogy has a good chance of being used if it meets several of these criteria with respect to the specific individuals concerned on page 2 of the application; however, this acceptance is not automatic.

- It cites acceptable sources, and the sources support the compiler's conclusions.
- It includes complete dates and places for births, marriages, and deaths.
- It provides historical perspective by giving biographical details about family members.
- It contains information given to the author by living relatives who had personal knowledge of the people and events.
- It contains information in either the introduction or bibliography indicating acceptable sources were used to gather the stated facts.
- The author had personal knowledge of people discussed in the book.
- Available documentation does not contradict information found in the book.

The use of a published family genealogy or local history on a previous application does **not** automatically mean it will be acceptable for proving a **new** lineage. It is common for a genealogy to be well-documented for one generation or one part of the family, while being poorly documented for another generation of the same family. Unfortunately, many modern genealogies do not meet the above criteria. The reputation of any given author is not a criterion in the evaluation process. Staff decisions will be based solely on the relevant text and the sources cited and discussed therein.

### [DAR Documentation Files](#)

Applicants or members may refer to supporting documents retained in support of previously verified applications as part of our [Genealogical Research System](#) (GRS). There will be instances, however, in which there is no supporting documentation for an ancestor or a particular member, even though sources are listed on the application. **The submission and use of a document with any previous DAR application does not automatically mean it will be acceptable for a new lineage.** Registrars and members who have Image Access (IA) are **not** permitted to take screenshots of supporting documentation; doing so will result in a **suspension of two years to be confirmed by the Executive Board. A second violation will result in a permanent revocation.** Likewise, transcriptions of

the documents found in IA are not permitted. *Updated April 2023*

As of January 17, 2023, registrars may cite ONE document on an Application or Supplemental without supplying a copy of the document. On page 3, the citation must read: IA Doc #9999999, and include a description, such as Bible Record or Will. If the document is more than one page, please either list all of the numbers or the range, i.e., the first page and last page.

PLEASE NOTE: An AIR will automatically be sent when submissions do not include the notation “IA” along with the Doc numbers. *Updated April 2023*

### *Analysis*

On some occasions, direct evidence for the connection between parents and child is unavailable, yet there may be indirect evidence in favor of the family placement. Some records may omit terms designating relationships, such as “child,” but provide such strong indirect support for the relationships among the people involved, eliminating the need for further analysis. For example, when several individuals joined as “heirs” of a deceased person in granting a deed for land the deceased person had owned, it is generally accepted that the “heirs” were the children of the deceased person.

When several documents are required to prove a single lineage link, an analysis must be submitted. The analysis should explain the problem as well as the conclusion and all supporting documentation must be included. The Staff Genealogist does not have time to work out complex problems, and the burden of proof falls upon the applicant or member to make her case. An [editable PDF form](#) is available on the Members’ Website on the “Forms and Publications” page. In addition, the [Genealogy Education Program \(GEP\) 3 – Advanced Techniques for Resolving Problems With Lineage or Service on DAR Records](#), discusses how to create an analysis.

An analysis may only be submitted when there is no direct evidence of a parent-child relationship but requires the study of a larger body of evidence. This evidence, which may include but is not limited to, court records, obituaries, county histories, explanations of sibling relationships, and/or migration patterns, etc., when considered as a whole, should provide conclusive proof of the parent-child relationship. **Please be aware, the Genealogy Department will only consider one analysis per new member application or supplemental submission.**

The absence or unavailability of acceptable sources is not a criterion for the DAR verification process. In addition, the Office of the Registrar General requires evidence that rises above the threshold of mere plausibility. As an example, the fact that two men are listed as “Jr.” and “Sr.” on the same tax list does not prove that they are father and son. **In early records, the “Jr./Sr.” designation was often used to differentiate an older man from a younger, sometimes unrelated, man of the same name.** *Updated April 2023* When appropriate evidence is unavailable or not extant, the lineage claimed on the new member application or member supplemental might be unverifiable. **Members are strongly encouraged to use the [Analysis PDF form](#) to ensure the analysis is correctly completed.** Any analysis submitted must be signed and dated by the person who wrote it.

A complete analysis should consist of the following elements:

- Statement of purpose: This should be stated at the beginning of the document, and in a clear and concise manner. For our purposes, it usually suffices to state the central claim of parentage in one sentence, such as “This analysis will demonstrate James Smith was the son of John Smith and Mary Jones.”
- Research strategies: This section sets out the background information for understanding the nature of the problem and the evidence available for its resolution. It should demonstrate a reasonable effort has been made to locate direct evidence. If some potentially useful records are missing, or were searched without result, the analysis should mention it here.
- List of documentation: A complete list of acceptable sources consulted while researching and preparing the analysis. The sources must be fully cited, using the same format as citations on page 3 of the application. Do not include evidence from sources that are not acceptable, such as “U.S. and International Marriage Records,” or undocumented genealogies and family histories.
- Interpretation: Explains how the information addresses the problem. This section should be succinct and based on the documentation presented.
- Account for conflicting evidence: If any of the evidence opposes the statement of purpose, the resulting conflict must be explained and resolved. Under such circumstances, it is essential to show why one piece of documentation is more reliable.
- Conclusion: Briefly summarizes the findings and explains how the analysis supports the statement of purpose in a clear and concise manner.

- The Analysis must be signed and dated by the person who wrote the analysis.

A successful analysis is best presented as the result of an open-ended search for the parentage of a child, rather than a search directed at validating the proposal on a pending application. In the most successful of cases, the applicant or member, in advance of submitting her application or supplemental, will have undertaken an analysis of any segment of the lineage inconclusively documented. **An analysis cannot be used to explain why one source, such as an unsourced family history, should be accepted.**

The sources used in an analysis do not need to be cited on page 3 of the application unless they are being used to prove additional dates and places in the lineage. For example, an analysis may mention a death certificate in which the parents are not named; and, this same certificate may be used as proof of an individual's dates and places of birth and death. In this case, the death certificate should be cited on page 3 *and* in the analysis. However, a land deed, which hints at a possible relationship, would usually only need to be cited in the analysis, and not needed on page 3.

The use of an analysis to prove a single lineage link may only be used with the PDF new member applications and member supplementals. It may not be used with an electronic application (eAPP). Electronic applications are discussed in this publication; in the [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#); and on the [Electronic Applications](#) webpage.

**Please note: Forms that have been manipulated *in any way* by using a PDF editor will not be accepted and will result in an AIR.**

### *Research Reports by Hired Genealogists*

Research reports prepared by hired genealogists are subject to the same standards as any other submitted document. The mere submission of a research report is no guarantee that it will be used to verify the application. Due to a large workload, NSDAR Staff Genealogists will not read lengthy reports. The hired genealogist, or the applicant, must submit a two-to-three-page summary of the report's findings with the completed report. The NSDAR form "[Analysis for Lineage on NSDAR Applications](#)," or a document very similar to it, will lend itself well to such a summary.

If a genealogist is hired by the applicant or member after the receipt of an AIR letter from a

Staff Genealogist, a copy of the letter may be provided to the hired Genealogist. Since the hired genealogist may be unfamiliar with NSDAR policies and procedures, s/he is permitted to contact the Staff Genealogist who signed the AIR letter. Copies of all documents cited in the research report should be submitted.

NSDAR does not give referrals to researchers outside of the Society. NSDAR does not require any researcher to hold any particular credentials.

### ***DNA Evidence***

For many years, the DAR has accepted the results of DNA-based paternity tests to verify applications. At the October 2013 National Board of Management meeting, the Executive Committee adopted a [policy for the use of Y-DNA evidence](#), subject to specified conditions. More information can be found on the [DNA](#) webpage at the Members' Website. This webpage also includes links to all resources needed regarding the use of Y-DNA and the DAR application process, including:

- [Policy Statement](#)
- [Guidelines](#)
- [DNA Test Requirements](#)

As of January 2014, applications based on Y-DNA were accepted for review if they met the criteria stated in the policy statement. To be reviewed, the DAR's [Y-DNA Report Form](#) must be fully completed, with all required signatures.

As of July 2020, the DAR began accepting autosomal DNA (atDNA) for proof of lineage when there is no existing documentation to prove lineage within **the first three generations**. The use of autosomal DNA requires the submission of [the Autosomal \(atDNA\) Report Form](#), as well as proof of the DNA match's lineage and permission to use his or her information. It is also requested that all tested parties join the NSDAR DNA Group Project at FamilyTreeDNA (FTDNA). In most cases, results from other testing companies can be transferred to FTDNA and "unlocked" for a minimal fee, so that additional testing is not required.

Please note that the DAR does not accept AncestryDNA's ThruLines, or any other

commercial testing company match report as proof of lineage. Autosomal DNA by itself can only predict the relationship between two people, and as such, the match relationships provided by the commercial testing companies are only estimates. Additionally, because ThruLines works by comparing the user-submitted family trees of each tester, they are only as accurate as the trees on which they are based, and errors in other users' trees can lead to inaccurate conclusions.

## **SECTION IV: POTENTIAL OBSTACLES FOUND DURING RESEARCH FOR LINEAGE AND/OR SERVICE**

### **Proof of Biological Parents**

The DAR requires proof of lineal bloodline descent from a patriot ancestor who aided in achieving American Independence. This requirement does not preclude an adopted daughter from applying for membership through her biological parents; however, adopted children may not apply for membership through the lineage of their adoptive parents. ([\*Membership Eligibility of Adopted Children\*](#))

- **If Stepparents/adoptive parents in any generation are listed on page 2, a letter will be sent.** The lineage must reflect the true bloodline, which includes both parents in each generation. Remember that at adoption, original birth certificates are sealed, and new ones are issued by the court. It is extremely difficult to distinguish between an original birth certificate and an amended one. **It is the responsibility of the chapter to ensure the applicant understands that adoptive parents and/or stepparents may not be listed on page 2 of the application, and that lineage to a Revolutionary War patriot through the same will not be accepted.**

The DAR does not require proof a person was born of a legal or lawful marriage to verify an application. ([\*Legitimacy in Regard to Membership- Policy Statement\*](#)). Marriage records are still valuable pieces of evidence that should not be ignored and might be necessary to prove a lineage. If a marriage took place, the applicant or member is strongly encouraged to provide proof of marriage, if records exist. In preparing a lineage, evidence of marriage may be supplied if no records are extant to prove the date and place of marriage. For example, the 1900 and 1910 federal censuses recorded the number of years married, and how many times a person had been married. The 1930 census included the age at which each married person was *first* married. Use care with this information, because it may not reflect the marriage of the current spouses to each other.

- **If the parents were married after the applicant was born, an explanation is required.** A birthdate prior to a marriage date often indicates that one or both parents may be adoptive and is most often encountered when a parent remarries, and the stepparent adopts the child. As noted in the previous bullet, adoptive and stepparents may not be listed on page 2 of the application. An explanation on a separate sheet of paper must be included with the documentation, with the initial submission of the application, to address any such discrepancy. Such explanations need not go into excessive detail. **The person making the statement must be speaking from first-hand knowledge; a statement from the Chapter Registrar is not acceptable.** The inclusion of this explanation can prevent the AIR from being written.

### Proof of Marriage

Proving a marriage can be a challenge if no marriage record exists. A marriage could be contracted in several ways; these varied from place to place and century to century. In some localities, the practice of requiring a “marriage bond” was instituted. This was an agreement by the groom, and a male representative of the bride, that there was no impediment to the marriage. When a marriage was performed in the Established Church, the minister made the announcement of intentions (“calling the banns”) orally and no record was made of it. On the other hand, in the New England states, the town clerks were charged with notifications of marriage intentions, and these were routinely recorded, but a record of the marriage did not always follow. When the ceremony was later performed, it was supposedly entered in the parish record, but sometimes it was not. In many instances, the parish register is not known to exist. Marriages could be performed by a civil officer, as well as by a minister, or by mutual contract of the parties. After the Revolution, marriages by a Justice of the Peace were common, particularly in areas where there were few churches. Records of a Justice of the Peace were not public records, but merely notations made by him for his own information.

Genealogists not familiar with the laws and customs in effect at various times in the past sometimes fall into the error of assuming a marriage did not exist because of a reference in a church record questioning it. Even though marriage outside the Established Church was legal, such churches did not relinquish their rights over marriage. At various times, the church governing body would seek to enforce the right by prescribing penalties or denying privileges to persons who had contracted such marriages. The action was usually initiated by the vestry, charging the couple was living together without marriage (e.g., without a marriage by a minister of the Established Church) and calling them

to account. (The various state laws governing marriages are discussed in Noel C. Stevenson's *Genealogical Evidence*, 1979, p 93 ff.)

Prospective members must be informed of the lineage requirements of the Society. Any issues or concerns must be addressed at the chapter level before submitting the application to National.

### Dates Must Be Logical

Dates given for each generation must be logical. The lineage must be reasonable and biologically possible. Scrutinize marriages contracted at very early ages. Beware of extreme longevity and the birth of a child late in a mother's life. A child born before the marriage of the proposed parents may indicate an adoption took place. Take care to ensure extra generations have not been added, nor generations omitted.

LINEAGE			
1. (applicant's name) Happy Applicant declare			
I was born on	14 Jan 1955		at Washington, DC
married on			at
to			born on
at			died or divorced
(2) married on			at
to			born on
at			died or divorced
(3) married on			at
to			born on
at			died or divorced
I am the biological daughter of			
2. John Applicant	born 19 Jul 1932		at Washington, DC
died at	on		and his ( ) wife
Cheery Love	born 01 Feb 1935		at Washington, DC
died at	on		Married – Date 04 July 1957
			at Washington, DC

What is wrong with this picture? The applicant or member was born over two years prior to the marriage of the parents listed on her birth certificate.

What not to do? Do not leave the marriage field blank in the hope of avoiding an AIR letter. Submitting an application or supplemental that is missing vital information might create an error in lineage.

What do you do?

1. Talk to the applicant or member to make sure either parent did not adopt her.
2. Talk to the applicant or member to make sure the male listed in generation two is not her stepfather.
3. If both parties in generation two are the biological parents of the applicant or member and they married after her birth, a note providing a statement to the same, *preferably from the mother or father if living*, must accompany the application regarding this discrepancy. If neither parent is living, the statement must come from the *applicant*.
4. If the male listed originally is her stepfather, talk to the applicant or member and remind her only biological parents may be listed on the application form. If she can obtain a copy of her original birth certificate, listing her biological father, she should use the information to replace the male in generation two with the name, dates, and places of her biological father, accompanied by acceptable supporting documentation. If her lineage is going through the male line and the original male listed is her stepfather, she must continue her research through either her biological father or mother's line.
5. If the male listed originally is her stepfather, and she is not able to obtain any information regarding her birth father, remove all information regarding the stepfather from the application form. Type in "X X" as the male in generation two and leave his date and place fields blank. A note of explanation, *preferably from the mother if living*, must be submitted with the application. If the mother is not living, this note of explanation must come from the *applicant*. This is only acceptable if the applicant is going through her mother's line.

As previously stated, the DAR does not require legitimacy; however, the **lineage must be biological**. Address any questions up front with the applicant *before submitting the application*.

4. The said <u>Paul Applicant</u>		at _____	was the biological child of
George Applicant	★ born 4 July 1901	at Washington, DC	
died at _____	on _____	and his ( _____ ) wife	
Hope Floats	★ born _____	at _____	
died at _____	on _____	Married – Date _____	
5. The said <u>George Applicant</u>		at _____	was the biological child of
John Applicant	born c 1861	at MA	
died at Washington, DC	★ on 01 Jan 1898	and his ( _____ ) wife	
Cheery Love	born 01 Feb 1870	at MA	
died at Washington, DC	on p 1900 ★	Married – Date 25 Dec 1881	★

What is wrong with this picture? There are several issues with the dates for these two generations. When reviewing a completed application, “walking up” the application will determine if there are any age or date issues needing to be addressed. “Walking up” refers to reviewing the dates of birth of the male and female in a generation and comparing with the date of their marriage, then comparing the birth of the child with the dates of birth, death, and marriage of the parents. Walk up the application for each generation, starting with the patriot and ending with the applicant or member, to ensure there are no errors.

1. Cheery’s year of birth of 1870 and year of marriage of 1881: It is highly doubtful she was eleven years old when she got married. The year of her birth or the year of marriage may be in error, but it is also possible the wrong woman is listed in this lineage. Both of these dates would need further research.
2. George’s date of birth of 1901 and the death of John in 1898 and the post-1900 date for Cheery in the absence of an actual date of death: John’s death two and a half years prior to the birth of George would indicate he is not the father. Always make sure the dates are correct and make sense. If the lineage goes through George and his dates are correct, then the applicant or member would need to continue her research to find the correct lineage. The post-1900 date of death for Cheery is listed because she was found on the 1900 census. However, 1900 is prior to the 1901 date of birth for George. Without a vital record naming her as the biological mother of George, a proven date of death after the birth of George in 1901 would be required.
3. Hope Floats, in generation four, would need to have either a date and place of birth and/or a date and place of death to meet the minimum requirement.

### Calendar Changes

In 1752 the British moved New Year’s Day from March 25 to January 1. By tradition March, not January, had been considered the first month of the year, but by 1752 the newer reckoning of dates had achieved a wide enough practice for British officials to accommodate it through a system of double dating. Many pre-1752 records give dual years for dates that fell between January 1 and March 24. For example, a date such as February 24, 1695 might be written as February 24, 1695/6. When the British Empire, including the American colonies, adopted its New Style Calendar in 1752, it ceased all double dating and adjudged to the Gregorian Calendar by dropping eleven days from the

year. Some Americans adapted to the calendar conversion by adding eleven days to their dates of birth. For example, George Washington was born on February 11, 1731/2 in Old Style, or February 22, 1732 in New Style.

Transcriptions of double dates can be misleading. Some copyists have omitted the final year; others omitted the first year. Errors can occur because of the change in the beginning of the year being moved from March 25 to January 1. In Quaker records, for instance, months were stated numerically. An unthinking copyist might fail to take the change in month numbering into account when converting Old Style numerical dates into New Style nominal dates: 9th mo., 1, 1741 might be translated as September 1, 1741, instead of November 1, 1741, Old Style. DAR applications do not require full conversion of Quaker dates to New Style, but *all months must be converted from numbers to the correct name*. It is a general requirement that dates on DAR applications, particularly for the Patriot's birth and death, must follow the original records as closely as practicable. This can be difficult because not all Quaker congregations made the change at the same time.

Therefore, there can be no automatic assumption regarding the correct dates represented. If the record submitted is a transcript, the DAR would need one of the following: the originals, to see how they were written for dates Jan-Feb prior to 1752 and if they were marked Old Style (OS) or New Style (NS) in the transcription; a forward in a book of transcriptions stating the dates are Julian or have already been adjusted to the Gregorian Calendar; or if the record is from New England, a letter from the Town Clerk stating whether or not the transcribed date was Old Style or New Style. In all instances, the final determination will be made by the staff genealogist.

### **Identifying Female Ancestors & Proving Maiden Names**

When researching an ancestry, a common issue and challenge for researchers is tracing the lineage through the female line. Proving the maiden name of a female can be one of the most misunderstood concepts of genealogy. The errors and inaccuracies arising when proving this information can make it a frustrating endeavor for researchers. Often overlooked is the importance of the maiden name, since in the end it can mean the difference between a correct lineage and an error in lineage. Successfully proving the name is made through a combination of research methods, which will be outlined in this section.

Maiden names are important when establishing the mother of a person in any lineage, and in establishing the daughter of a particular couple. They are desirable because they may help establish new lineages to new patriots. In an era of required vital records, it is easy to overlook the importance of the maiden name because most individuals have a vital record naming their parents (e.g., a birth record, death record, marriage license, etc.). The relationship of the informant to the persons identified in such records may not be apparent. The informant could have been a family member, a family friend, a witness to the decedent's death, a neighbor, a doctor, etc. If the informant was a child or grandchild, consider how much information the informant had of his or her grandparents or great-grandparents.

The simplest way to prove the maiden name of a woman is through a marriage record, whether it be the certificate, license, or other forms of marriage registration, such as a bond, intention, or bann. Modern marriage records will include a license or application with personal details, such as parents' names. This is not always true of older marriage records, so it may not always be apparent if the woman was single (or spinster), or if she was widowed or divorced. Other vital records such as birth and death records are also common ways to prove maiden names. Birth records can be more accurate, since the information was recorded shortly after the time of the event. Generally, the parent or witness supplied the information given for the record, except in the case of a delayed birth record.

Death records may sometimes be the only proof of an individual's biological parents. It is also common for death certificates to have incomplete and inaccurate information. As mentioned previously, it is important to consider who provided the information as well as the nature of that individual's relationship to and knowledge of the deceased. Identification of other family members and their records may provide more detailed information regarding the lineage.

When these options do not work or are not enough, deeper research of will and probate records, early county histories, family Bible records, pension records, deed and land records, court records, and a variety of other sources is required. Due to customs of the time, women did not frequently appear in legal records prior to the 20<sup>th</sup> century, and most women were unable to legally own or sell property (unless in their widowhood). The appearance of a woman in a legal record such as a deed, court record, or probate meant the right of the property was partially held by the woman as an heir-at-law or heir-apparent, but her spouse legally owned the right.

When using will and probate records, it is important to have proof of a woman's maiden

name and/or her relationship to the individual who wrote the will, or testator. Marriage records, vital records, and census records from 1880 onward are the best sources to prove this relationship. However, when these are not available, other sources such as estate records, letters of administration, and administrator's bonds can be useful in proving the relationships as well as providing information about the heirs of the deceased and possibly information about their spouses and children as well. If a person died intestate, the family members (e.g., wife, children) would legally be the next-of-kin to settle the decedent's estate. Probate records (e.g., administrator's bonds, petitions for letters of administration, etc., depending on the state) can be useful in proving heirs as well as in proving marriages of children.

### Proving Name Changes

A challenge to overcome in proving the maiden name is determining if there had been any prior marriages, and if the surname indicated on the marriage record, or another vital record, is the maiden name or a married name. Unfortunately, the answers to this question are not always clear and may require some additional research. The parents may be named on a birth record as Mr. and Mrs. Joseph Thomas, but if the only record submitted for the mother is her death certificate in which she is Susan Williams, further documentation is required to prove Susan Williams was married to Joseph Thomas and that she was the mother of the child in question. This is especially important with a female child of an ancestor. A will of the ancestor John Hill may name his daughter as Mary Smith, but if the marriage record of Thomas Smith names his bride as Mary Jones, further documentation is required to prove a prior marriage for Mary Hill to Mr. Jones. If there is not a marriage license, marriage application, or marriage register clearly providing the number of previous marriages (or asking if a party was previously married), sometimes the clue may be through means of address. While not always an accurate clue, if a woman is identified as "Mrs." on the marriage record, she may have been previously married. When marriage records do not answer the question, census records can be of assistance. The 1910 census, for instance, does contain a column identifying the number of marriages for each person (as M1, M2, etc.); the 1865 New York state census also has the same column.

*It is not required to prove the "name change" of the applicant as listed on page 1 as compared to page 2 of the application, or for any of her subsequent marriages.* The Staff Genealogists do not verify the information on page one.

## Name Variations & Identity

As a finding aid for Staff Genealogists in the verification process, Patriots with similar surnames are entered in DAR records under one spelling, which serves as the standard for DAR purposes. No other spellings may be entered on page 2 or page 4. A member may enter the spelling she prefers on page 1, which transfers to her membership certificate and her ancestor bar. On page 2, the standard spelling of the Patriot's surname is used mainly for the Patriot's generation, and for established children of other Patriots in the early part of the lineage.

Researchers should be aware surnames in their ancestry might have variants or origins in languages other than English. Researchers are known to have confused families by identifying as their ancestor persons bearing identical or translated surnames having the same meaning, but different origins. For instance, the Seeley family of upstate New York was originally the French Usilié; the Carpenter family of Philadelphia was the German Zimmerman, which means carpenter; and a number of Baker families translated their name from Becker (Bäcker, meaning baker). Some modern Louisiana families with French-sounding names actually have German origins. The German name Zweig, from the word for branch, translates to Labranche in French. The German Vogel can be vaguely recognized in the French Fauquel. British names have also undergone unusual transformations, such as the Scottish Stephenson which occasionally is Stebbins; Phimister-Phemister which is Feamster in Virginia; and the Welsh family Parry which is the contraction of Ap Harry (from son of Harry).

German and Dutch families, as well as Catholic families, often had names which were given at baptism and only used in the Church. However, these baptismal names were not used for legal purposes. For instance, many German sons were baptized with the pre-name "Johann" or "Hans," while many German daughters were baptized "Anna" or "Maria." These are *Vornamen*, or the spiritual names; these honored the family's favorite saint, but the names **only applied** in the church. These children would be called by their *Rufnamen*, or their secular name or call name, and would be the name the male or female would be formally called in legal records and daily communication. If a man was baptized as "Philip Jacob Engelhardt" or "Johann Jacob Engelhardt," then he would be found in legal records as "Jacob Engelhardt" and NOT "John Jacob Engelhardt." There are exceptions to this rule, but generally men were called by their secular name. The same was true for women, for example, "Anna Magdalena Hackler" would primarily be found as "Magdalena Hackler," although occasionally she may be found as "Anna" or "Anna Magdalena" in legal records.

Care must be taken to make sure several individuals of the same or similar names are not erroneously merged into one composite identity. Separating out these individuals, and proving a given lineage, often involves the use of various types of records: federal and state censuses, wills, estate records, deeds, tax lists, court records, church records, etc. It is wisest to work backwards in time, from the applicant's or member's generation back to the Patriot, starting with what is known and easily documented. This helps to place generations in given locales at different times throughout history and document the family's migration.

Researchers should always pay close attention to the names of the individuals with whom their ancestors were closely associated with in the historical record. Census records and tax lists often show unrelated families in proximity with one another. Neighbors also associated with one another in numerous ways: by joining the same church or serving as a witness to legal documents and deeds. When a landowner sold property in the community, the buyer was usually a neighbor, or soon to become a neighbor. When one family migrated, neighbors often followed. It is sometimes possible to track an ancestor's movement by comparing records in two different communities at different times.

Tax lists can help to determine parentage, differentiate persons by the same name, and serve as useful alternatives to missing census and deed records. More than merely a list of assessments, they may document when an ancestor moved into or left a county. In cases where no death records exist for an individual, they may also establish an approximate year of death. The year after a landowner has died, taxes on the same property may be charged to the landowner's heirs. Tax lists often include descriptions, such as the amount of acreage and a nearby watercourse, aiding in tracking the same property from one year to the next.

## SECTION V: FILLING OUT THE APPLICATION

**NOTE: Do *NOT* manipulate the form in any way by using a PDF editor. If the form has been altered *in any way*, an AIR will be sent requesting the submission of new unaltered pages.**

[New Member Applications & Member Supplemental Applications](#)

There are two different ways to apply for membership in the DAR: the PDF application form process and the Electronic Application (eAPP) process. Please note the following: if the prospective member is planning to apply for DAR membership and the ancestor is a NEW ANCESTOR, coded as Treat As New Ancestor (TRNWAN) or an analysis will be needed with the initial submission, the ONLY option will be to submit the PDF application. As discussed in other areas of this document, Electronic Applications are not eligible in these circumstances. New Child applications with a substantial amount of documentation should be submitted using the paper PDF application and not the electronic application. Member supplemental applications may only be submitted using the paper PDF application form.

In August 2022, an updated version of the [DAR PDF application](#) was made available on the Members' Website. **Please note: All recent versions of the PDF application – 2012 and later – are acceptable. No pre-letters to request a more recent version of the PDF will be mailed by Data Entry.** *Updated April 2023*

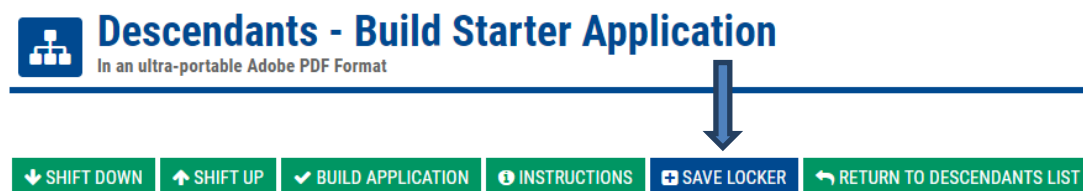
The goal of the Office of the Registrar General is to approve new member applications. If a prospective member has verified lineages through her mother, grandmother, or other relative, **the new application should use the verified line.**

As previously stated, before typing up a new member application, the [Descendants Database](#) in the GRS should always be checked to see if any part of the lineage has previously been verified. The most recent application for each generation must be used and cited. The new member application or member supplemental should be started by using the [Build-an-App](#) (BAA) utility.

The Build-an-App function is available for use with Electronic Applications. Instructions for using Build-An-App with electronic applications are located in e-Membership on the [eAPP Help Page](#), under [Instructions for Chapter Officers](#), as well as the instructions page when accessing the BAA utility through the Descendants listing in the GRS, and in [Genie Clips](#).

When using the Build-an-App functions for an electronic application, the BAA is saved to a Locker on the website, not downloaded to the registrar's personal computer. The BAA in the locker is then attached to the eAPP invitation to the prospective member. It is recommended that only ONE BAA be held in the Locker at one time. ONLY the person who creates and saves the BAA to their Locker will be able to send the invitation with the BAA attached. For example, if the chapter registrar

creates the BAA and saves it to her Locker, the chapter regent will not be able to send an eAPP invitation attaching that BAA. Once an invitation has been accepted and the prospective member has started their eAPP, it is safe to delete the BAA from the Locker.



If the verified application cited is too new to be available for BAA, the verified image of the record is available for viewing using Image Access. Enter information in the new application to match exactly as verified. Do not type in the dashes populated when using the BAA utility. Any changes or corrections made to the application must have supporting documentation submitted as proof.

The Genealogy Department has created some new webpages designed to assist with the application and supplemental submission process:

## Page One

Page 1 of the PDF application is the official record of DAR membership. The address information for the applicant or member must be complete. The Society's Handbook and Bylaws govern the placement of signatures on the application (Handbook, Chapter III p. 53; Bylaws, Section 2 paragraph a). The Office of the Registrar General uses page 1 to enter the name of the applicant and her patriot ancestor on the new membership certificate. The applicant's entry in e-Membership is based on the information provided on page 1.

Upon receipt in RG Data Entry, the staff processes the application. They verify the check amount is correct and the signatures meet the criteria as specified in the Handbook and Bylaws.

**NOTE:** Copies of this page are NOT provided to the public within purchased record copies.

## Address Information and Ancestor

Address information for the applicant or member must be complete. Applications without the complete address will be returned to the chapter for correction. There are several reasons for having

this information. If additional information is needed to process or verify the application, we need to be able to contact the applicant or member. When the application is verified and approved by the Board, a New Member Packet including the new member certificate is mailed to each new member.

In the address section, there are fields for the applicant or member and registrar's e-mail addresses. The use of e-mail makes communication between the Registrar General's offices and the applicant or member and chapter much easier in the event additional information is needed. **The Society does not share e-mail addresses with other entities, and the information is used only for official DAR business.**

- State—state in which the chapter is located.
- City—city or town in which the chapter is located.
- Name of Chapter—full name. For member-at-large, type Member-at-Large.
- Computer Chapter Code Number—assigned by the National Society. This can be found on the computer printout from the Treasurer General or on e-Membership.
- DAR National Number—leave blank for new member applications. The Office of the Registrar General will assign this after the National Board of Management has elected the applicant into membership. A national number, once granted to a member, is always reserved for that member, even if her chapter affiliation changes.
  - For member supplemental applications, the member must type in her own National Number. The Office of the Registrar General upon verification will assign the add-volume number. **Do not add “Supplemental” anywhere on the application.**
- Name—use full name, not initials (first, middle, maiden, last).
- Single–Wife–Widow–Divorced—check the appropriate square. Give the husband's full name, not initials. (Optional)
- Residence—give Post Office box number and street address if you have both.
- E-mail and Telephone Number—provide if available.
- Type the applicant or member's name **exactly** as she wishes it to appear on the DAR certificate. This name does not need to agree with the name above or with the applicant or member's signature. NSDAR is not responsible for typographical errors made by those preparing the application. It is the responsibility of the chapter and applicant or

member to proofread this information. NOTE: This is for the applicant or member's name only.

- Revolutionary War Ancestor—provide his or her complete name in the applicant's or member's preferred spelling. Do not use initials. Do not add titles, rank, or state of service on this line.

### Corrections to Page One Errors

Sometimes after an application is sent to National, the chapter registrar or pending member may realize there is a typographical error on page one, or an address or e-mail has changed. As soon as this error is noted, and before verification of the application, notify Data Entry at [rginfo@dar.org](mailto:rginfo@dar.org) to make any changes in the system.

### Signatures for New Member Applications

All signatures must be in black ink. There are **two** required groups of signatures and **one optional** group of signatures on every new member application submitted from a chapter. If any one of these groups is incorrect, the chapter will receive a pre-letter requesting a new page 1 with the correct signatures. Pre-letters are discussed in [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#). *Updated April 2023*

The first is the applicant's signature. All applicants must sign their application and their signature must be either attested by one current chapter officer or notarized. The officers who are authorized to sign are the Regent, the First Vice Regent (or Vice Regent), the Registrar, the Treasurer, and the Recording Secretary. No other officer(s) signatures will be accepted. Please make sure [Chapter Services](#) has your updated list of chapter officers. Although your chapter may have forwarded this information to your state, the states do not forward this information to National. Each chapter must submit its officer lists to Chapter Services. If Chapter Services does not have the list of your current officers, this most likely will lead to delays in processing new member applications and supplementals. The easiest way to check if Chapter Services has your up-to-date list is to use e-Membership to look up the information.

The second group of signatures is the chapter officers. These signatures are separate from attesting officers. If one of the chapter officers attested the applicant's signature, she may also have to sign as a chapter officer. Two current chapter officers must sign the application. The form specifies the Chapter Regent and the Chapter Registrar; however, if either is unavailable to sign the

First Vice Regent (or Vice Regent), the Treasurer, or the Recording Secretary may sign in their absence. Each should write her title next to her signature.

The third group of signatures is the endorsers and is now optional per Article III, Section 2 of the National Bylaws that was amended in August 2022 to remove the requirement for endorsers on new member applications. Sub-Section (a) now reads: "No chapter may discriminate against an eligible applicant for membership. The applicant shall submit all required documents, prepared in accordance with instructions established and distributed by the National Society, and accompanied by the prescribed fees and dues within one year, unless granted extension by the chapter. **Signatures of endorsement on applications are optional.**"

The application has been updated to reflect this amendment as follows:

**"If desired, recommended by the two undersigned members of the National Society, in good standing, to whom the applicant is personally known."** *Updated April 2023*

- Member-for-Member (OPTIONAL)—one member may receive member-for-member credit on new member applications only. The name and national number of the person eligible to receive this credit may be typed on the form. A chapter officer in e-Membership assigns credit after the application has been verified. There is no member-for-member credit for member supplemental applications. The Office of the Registrar General has **no** responsibility in assigning this credit.
- Residence—City or town and state. (Street address is not necessary)—PDF application only.
- Chapter—the full name of the chapter must be the same as above.

### Signatures for Electronic Applications

Signatures for electronic applications are created by the acceptance of the application by two chapter officers serving as the required signatures on the application. These signatures are electronic and "entered" as each chapter officer clicks "ACCEPT". The applicant electronically signs her application when she submits her payment, and the application is received at National.

## Signatures for Members-at-Large or Members from Organizing Chapters

Signatures for Member-At-Large applications are similar those for applications from chapters. Applicants joining an organizing chapter are treated as Members-At-Large until the chapter is officially organized.

- Two active members in good standing, to whom the applicant is personally known, may sign as endorsers; however, as of August 2022, endorsers' signatures are no longer a requirement.

*Updated April 2023*

- The papers shall be notarized and countersigned by the State Regent, who shall personally verify the acceptability of the applicant, or shall delegate the investigation to a DAR member living in the vicinity of the applicant. In lieu of a notary, the organizing regent and State Regent/Units Overseas Chair may sign under the applicant's signature. If joining in a country where no state society exists, the Application shall be obtained through the Units Overseas National Chair, countersigned by the President General and endorsed by the Units Overseas National Chair.

## Notarization – PDF New Member Application Only

If the applicant is unable to sign in the presence of the chapter officers, her signature must be notarized. The notary's signature may be signed in his/her standard color in this place only. Applications for membership in an organizing chapter must be notarized because the chapter has no elected officers.

## Eligibility Clause

Applicants should read the Eligibility Clause on page 1 of the application as quoted from the [DAR Bylaws, Article III, Section 1](#).

## Signatures for Supplemental Applications

Supplemental applications are submitted by members who wish to record lines of descent from patriots other than that of their original application. Supplemental applications are prepared in the same manner as new member applications and the requirements for documentation are identical.

They go through the same process of examinations as new member applications. The lineages and service they establish require the same care and research.

The member must sign her supplemental application. Her signature need not be notarized or attested to by a chapter officer.

Only the Chapter Registrar needs to sign the supplemental application. If the Registrar is not available to sign, another authorized officer may sign. See above for the list of authorized officers. If the member who is submitting the supplemental application is also the Chapter Registrar or other officer designated as a signer, she may sign as both member and as the officer. **Please remember that the chapter officer's signature indicates that she has reviewed and approved the submission. As such, if the officer signs her own supplemental, it is STRONGLY recommended that the officer have another trained chapter member also review the paper prior to submission.** *Updated April 2023*

There is no member-for-member credit for supplemental applications.

### *Signatures for Member-at-Large Supplemental Applications*

Supplemental applications submitted by members-at-large require the signature of the member and of the State Regent from the state in which they reside.

## **Page Two – Lineage**

Page 2 is the biological lineage section of the application. The procedures for completing this page are the same for new member applications (PDF or eAPP) and member supplementals. *Since we are a lineage society, each individual in the line of descent from the applicant to the patriot must be identified by name. In rare instances, we may use X as a placeholder for the first name with a surname when it is the non-line carrier. We absolutely do not do this if it is the line-carrier. Complete names, both first and surname, are required for the line-carrier.* *Updated April 2023*

**Both the male and female in each generation** must be identified and documented, either from a previously verified application and/or supplemental or by the submission of acceptable documentation for new lineages. Spouse names, if unknown, should be listed as X X. **Please Note: Staff reserves the right to determine if using XX more than twice in one application will be permitted.** *Updated April 2023* Maiden names of females, if unknown, should be listed as X: e.g., Mary X. When connecting to older DAR papers, check the most recent verified application or supplemental for more complete information.

The first three generations require complete dates and places. At least one date and place of birth or one date and place of death for each person in each generation must be documented from generation four to the patriot ancestor's generation. A marriage date and place does not qualify for this requirement. Use the [Genealogical Research System \(GRS\)](#) to search the Ancestor Database and the Descendants Database and use Build-an-App to fill in this page as available from the most recent paper for each verified generation.

**Applicants or members are required to complete all generations from herself to the Revolutionary War Ancestor's generation.** Please do not enter any information with parentheses or brackets around it, as the Staff Genealogist uses parentheses during the verification process. Fields for which information cannot be documented should be left blank. Please be advised: applications with a large number of blanks will cause either a pre-letter or letter requesting additional information (AIR) to be sent to the chapter and/or applicant or member for additional research and documentation. In addition, pen and ink changes, in any color, or the use of image editing software is not permitted. This includes striking out "died or divorced" in generation one, or "died" in any other generation when there is a burial record submitted. AIRs are discussed in detail in Genealogy Guidelines, Part One: Guide for Chapter Registrars.

**Documenting county names with places:** It is not required to list a county with each town or city on page 2 of the application. However, if the county name populates using Build-an-App or is on an application as verified when viewing in Image Access, do not delete the county. If a verified county is in error, you should correct the county on the application, cite the proof on page 3 of the application as "New Info," and submit a copy. If you add a new county to an existing place, or if you are adding the county to a new place in which no county is listed in the primary document, you will also need to provide acceptable proof of the county. Wikipedia is **not** an accepted source. If the county is listed in a vital record or other document, feel free to add it to page 2 of the application, along with the town (if known) and state.

## **Generation One**

This generation requires complete dates and places. Vital records are expected for this generation. The applicant is not required to list her spouse(s) if she so chooses. However, all information listed on page 2 for this generation must be proven by submitting and citing acceptable documentation.

If this generation has not previously been verified, the applicant must provide a copy of her birth certificate naming both biological parents, as well as her complete date and place of birth. <sup>Updated</sup>

<sup>April 2023</sup> Many states issue abstracted or shortened forms of birth registration, which may not name the parents. It is important to check the completeness of the birth record. A birth certificate giving the state of birth only may be accepted, but it is not preferred. In the case of older applicants who do not have an original birth certificate, a delayed birth certificate or baptism record may be accepted. Other records submitted to prove an applicant's birth and link to her parents are reviewed on a case-by-case basis. A census record cannot be used to prove the applicant to her parents. A member may use her most recent verified application or supplemental. Bible records or transcriptions are not permitted with this generation.

- **Applicant's/Member's Name**—Full name of applicant: first, middle, and maiden. (Do not type married name on this page.)
- **Born on**—Day month year (e.g., 1 Jan 1940); at—city/town/township, county, state (e.g. Sullivan Sullivan Co IN, not Sullivan Sullivan IN or Sullivan/Sullivan/IN). Please use postal abbreviations for states (e.g., VA, not Virginia). Use “Co” for counties, “Twp” for townships, “Dist” for districts and “Pct” for precincts. Commas are not required but removing them will save space for long place names.
- **Married on**—date in same format as above; at—place in same format as above. (Optional)
- **To**—Full name of spouse; **Born on**—date in same format as above; at—place of birth in same format as above; **died or divorced**—if either has occurred, type the word, and state the date and place. The terms Jr. and Sr., I, II, III, etc. are not to be used in this generation. (Optional)

**NOTE: Marriage(s) of the Applicant/Member:** The applicant or member has the option of listing her spouse(s) information, marriage(s), divorce(s), and deaths(s) if she desires, but she must provide acceptable documentation to prove the names, dates and places listed, if not previously verified. Spouses may be verified with complete dates and places or with circa dates and states only, depending on the documentation submitted. The applicant or member also has the option of *not* including information about her spouse and leaving the name off page two. Be aware: if documentation is not included for a marriage resulting in children, daughters or granddaughters wishing to join the DAR will be required to submit the documentation. If the spouse in question was previously verified with minimal dates and places as Generation one, the spouse will require complete

dates and places, with supporting documentation as Generations two or three. There is no field to denote the marriage number for the applicant or member. If the spouse and marriage information has been verified on a member's application, it should not be removed on subsequent supplemental submissions.

### Generations Two and Three

These generations require complete dates and places. If this generation has not previously been verified, vital records are expected if one or both persons are living. Additional documentation will be required if citing an older verified application or supplemental with incomplete dates and places for this generation. In the case of applicants in which one or both parents do not have an original birth certificate, a delayed birth certificate or baptism record may be accepted. Other records submitted to prove the birth information and the lineage link of the applicable person in this generation would be reviewed on a case-by-case basis. If the person is deceased, a death certificate or an obituary may be submitted to prove the dates and places of birth and death, provided the complete information is listed on the record. Both birth AND death certificates are not required if the person is deceased, but in rare instances may be needed if available. If both records are readily available, they should both be submitted. Members should use the information from their most recent verified application or supplemental. New information may be typed in, provided acceptable supporting documentation is submitted and cited.

In the case of older applicants, there may not be any vital records of the events for this generation. Please see "Documentation Requirements for the First Three Generations" for more information. The name of the person (male or female) the lineage is going through to the Patriot Ancestor should be listed on the following line for each subsequent generation. Bible records or transcriptions are not permitted for these two generations.

- **I am the biological daughter of**—Name of birth father, not adoptive father or stepfather. The male name is always on the first line throughout the lineage.
- **Born on**—date of father's birth: day, month, year (e.g., 1 Jan 1940); at—city/town/township, county, state (e.g., Sullivan Sullivan Co IN, not Sullivan Sullivan IN or Sullivan/Sullivan/IN). Commas are optional; however, for long place names, omitting them will save space. The terms Jr. and Sr., I, II, III, etc. are not to be used in this generation.

**NOTE:** In rare cases when the name of the birth father is unknown (as shown by no name of the

father listed on the birth certificate), the name of the father should be listed as X X, and the remaining fields for the male left blank. If the lineage is going through the biological father, this information needs to be provided with appropriate documentation.

- **Died at**—city/town/township, county, state (e.g., Sullivan Sullivan Co IN, not Sullivan Sullivan IN or Sullivan/Sullivan/IN). Commas are optional; however, for long place names, omitting them will save space. The location, county, and state should be accurate as of the time of the event; on—date of death (e.g., 1 Jan 2000). If the person is living, **leave this field BLANK**. Do not type in “Living” or any variation of the same.
- **In addition, his ( ) wife**—A number should be entered between the parentheses to designate the number of the husband’s marriage. The spouse number is required for the Patriot’s generation, and for the next generation for the children of the Patriot. It is encouraged, but not required for the remainder of the lineage. Do not type in “Only”.

**NOTE:** The application automatically defaults as the male’s first (1<sup>st</sup>) marriage on the verified form if this field is blank. There is no field to denote the marriage number for the female.

- **Name of applicant’s birth mother**—not adoptive mother or stepmother. Please use the maiden name, **not married name**.
- **Born on**—date of mother’s birth: day, month, year (e.g., 1 Jan 1940); at—city/town/township, county, state (e.g., Sullivan Sullivan Co IN, not Sullivan Sullivan IN or Sullivan/Sullivan/IN). Commas are optional; however, for long place names, omitting them will save space.
- **Died at**—city/town/township, county, state (e.g., Sullivan Sullivan Co IN, not Sullivan Sullivan IN or Sullivan/Sullivan/IN). Commas are optional; however, for long place names, omitting them will save space. The location, county, and state should be accurate as of the time of the event, on—date of death (e.g., 1 Jan 2000). If the person is living, **leave this field BLANK**. Do not type in “Living” or any variation of the same.
- **Married - Date**—day, month, year (e.g., 1 Jan 1940) at—city/town/township, county, state (e.g., Sullivan Sullivan Co IN, not Sullivan Sullivan IN or Sullivan/Sullivan/IN). Commas are optional; however, for long place names, omitting them will save space. The location, county, and state should be accurate as of the time of the event.

This procedure is followed for each succeeding generation, including the generation of the Revolutionary War ancestor. In the instance of a person in each generation (other than generation one) having **multiple** marriages or a name change which cannot be determined through a

birth or death certificate, it might be necessary to furnish proofs of said multiple marriages.

### **Documentation Requirements for the First Three Generations**

Vital records are expected for all persons listed in the first three generations. Applicants or other persons in the lineage who were born prior to the requirement of a birth record may submit an alternative birth document to be reviewed and evaluated on a case-by-case basis. A letter of explanation must be submitted to explain the absence of the birth record for the applicant, and any individual in the lineage who is still living. When a person is deceased, vital records or obituaries are preferred. In the rare cases when such proof truly cannot be obtained, a statement should accompany the application showing steps taken to acquire the data and the reason it is not provided. **Personal letters stating such records are “not available”, internet-only research, or citing the cost of such records, are not acceptable reasons for not providing the documents.**

Most states allow close family members access to recent vital records, and vital records are being made available daily on such websites as [Ancestry.com](https://www.ancestry.com) and [FamilySearch.org](https://www.familysearch.org). Newspaper announcements of births, marriages, and deaths; funeral home records; and church records are examples of alternative sources of information and are typically publicly available. For living individuals, the fields for the date of death and the place of death **must be left blank**. Submission of BOTH birth and death certificates is not required, however, both should be submitted if they are readily available. A death certificate submitted with dates and places of birth and death is usually acceptable.

If any of the first three generations have been verified on a previous application, no documentation is required to prove the information previously accepted. If new information is added to the new submission, such as a date and place of death, a copy of the death certificate, obituary or some other acceptable record must be submitted and cited on page three. Citing an older verified application with incomplete information will require the submission of acceptable documentation to bring these generations to current standards of dates and places. Documentation to prove a new lineage link must be provided, even if the record in question was previously accepted and may have been scanned in supporting documentation. Bible records and transcriptions are not accepted for these generations.

### **Generation Four to the Child of the Patriot Ancestor**

These generations require of a minimum one date and place of birth OR one date and place of

death per person in each generation; however, in many instances more complete information might be required to prove the lineage. If any of the generations from generation four to the patriot ancestor's generation have been verified on a previous submission, the most recent verified application or supplemental must be used for names, dates, and places. If the minimum requirement for dates and places has not been met in any of these generations, the information will be required to be updated on the new submission. Marriage date and place cannot be used as the sole "one date and place" requirement. If a person has been verified by name, they cannot be changed to X X to eliminate the need for the minimum date and place requirement.

Vital records are preferred when available for these generations. However, if a vital record is not available, alternative records may be used. An estimated date of birth or death, and a state only of birth or death meets the minimum requirements for these generations; however, it is not the preferred action. Death information must reflect the parents were **living** when their child was born. In the absence of exact dates, some birth information may be calculated using the earliest known acceptable record, such as a marriage record; or calculated if the exact marriage date is known (using the legal age of 21 years for men and 18 years for women). Census records can be used to calculate a circa date of birth, and the 1900, 1910 and 1930 censuses provide information regarding marriage, Census records may also be used for post-dates of deaths with the census place as the place of death.

Information for individuals from the fourth generation to the generation of the Revolutionary War Ancestor should be filled in, as **completely as possible**, and acceptable proof must be submitted for each name, date, and place given if not previously verified. When dates or places of birth, marriage, or death cannot be documented, leave the field provided BLANK; do not type "liv", "living", or "unknown." No application will be accepted with a large amount of data lacking for these generations. Professional and military titles such as **Dr.**, **Rev.**, and **Col.** are not permitted.

The terms Jr. and Sr., I, II, III, etc. are not to be used in these generations, with the exception of a Revolutionary War Ancestor's generation. The Society reserves these terms to distinguish between father and son of the same name when both were of an age to have provided service during the Revolution.

### **The Revolutionary War Ancestor**

The Revolutionary War Ancestor requires, at a **minimum**, a date of birth and a date and place of death. When exact dates cannot be given, approximate dates, such as those based upon the date

of marriage, the dates of wills, deeds, etc., should be provided. In all cases, it must be shown the Ancestor was of sufficient age to have performed the service claimed for him or her, and the Ancestor was

 **LEINBACH, SALOME HERMANN**

Ancestor #: A213036



Service: PENNSYLVANIA Rank(s): PATRIOTIC SERVICE

Birth: 3-16-1718 CONESTOGA TWP CHESTER CO PENNSYLVANIA

Death: POST 11-19-1782 PHILADELPHIA PHILADELPHIA CO PENNSYLVANIA

Service Source: PA ARCH, 3RD SER, VOL 18, PP 177, 179

Service Description: 1) PAID SUPPLY TAX, 1779

living at the time of the claimed service.

If the Patriot is already established by the Society, his or her information on page 2 must match the GRS profile EXACTLY. This is not referring to a verified application, but to the ancestor's listing in the GRS. The spelling of the name of the spouse of the ancestor should also match the entry in the GRS, not as spelled on any verified application.

Do not make any changes to the dates and places unless you are providing documentation to prove a new fact or to update an existing one. This applies to any person in the lineage who is an established Ancestor of the NSDAR. Professional and military titles such as **Dr.**, **Rev.**, and **Col.** are not used for this entry.

Proof of marriage and death will be required when proving the spouse of a new Patriot Ancestor, a new spouse of an established Ancestor, or linking an established Patriot Ancestor and spouse to a new child, to prove she was the mother of the child in the lineage and/or to prove her maiden name. If the *verified* spouse of the Patriot Ancestor does not have at least a date and place of birth OR a date and place of death, documentation proving the missing information is desired *but not required unless proving a new child*.

If the name of the spouse is not known or cannot be proven, the spouse is listed as X X; no dates or places are required.

The Revolutionary War Ancestor is always the last generation in the line of descent. Do not go beyond the Patriot in your lineage.

## Acceptable Abbreviations for Page Two

**Dates:** Months are to be in a three-letter format.

- 10 Mar 1850
- 9 Sep 1970
- a (for *ante* or *before*)
- c (for *circa* or *about*)
- p (for *post* or *after*)
- bapt (for *baptized*)
- int (for *intention*)
- lic (for *license*)
- bond (as in a *marriage bond*)

**Places:**

- bapt (for *baptized*)
- bur (for *buried*)
- Co (for *County*)
- Dist (for *District*)
- HD (for *Hundred*)
- Par (for *Parish*)
- Pct (for *Precinct*)
- Twp (for *Township*)
- Plt (for *Plantation*)
- near (for *Near*)
- prob (for *probably*)

**NOTE:** LIV for living is no longer used.

States are to be typed using standard two-letter postal abbreviations (e.g., VA for Virginia, NY for New York, etc.). No dates or places are to be entered in all capital letters. Do not use apostrophes or punctuation in place names. ***Please do not type the following:***

- “Borough of...”
- “Village of...”
- “Town of...”

- “Independent City”

## Special Considerations for Places on Page Two

### Independent Cities

Independent cities are entered solely with the city name and the state abbreviation. Please do not enter “City” in the name of the independent city, as this is the legal status of the city, not its legal name. This applies to all independent cities in the state of Virginia, as well as Baltimore (MD), and St. Louis (MO). There are instances where an independent city may appear with a county on a vital record; this indication with a county means the event took place in an unincorporated area of the county. Addresses in *unincorporated* locations are determined by the postal districts, and therefore, the address of the postal office for the location is the independent city. It is acceptable to include the county for an independent city *only when the vital record indicates the county*.

#### Examples of Acceptable Formats:

- Richmond, VA
- St Louis, MO

#### Examples of Non-Acceptable Formats:

- Richmond, Independent City, VA
- Baltimore City, MD
- Baltimore City, Baltimore Independent City, MD

#### Acceptable examples when a vital record proves the county:

- Richmond, Chesterfield Co, VA
- St Louis, St Louis Co, MO
- Falls Church, Fairfax Co, VA

If the word *City* is part of the official name of a place, such as Ellicott City, Carson City, or Oklahoma City, it is appropriate to use City in this instance with the name.

Any Record listing Washington, District of Columbia is to be cited as Washington, DC.

## New York City

New York City today is a single conglomeration of former counties, cities, villages, and towns. Today's New York City is the result of the municipal charter of "Greater New York," which went into effect on 1 January 1898, when the existing New York City, East Bronx, Brooklyn, Queens County, and Staten Island merged to form the city of New York (or simply "New York City"). Prior to 1 January 1898, Brooklyn had become an incorporated city by merging with Kings County (and all the villages and towns within) in 1874, while the area comprising the Bronx had been annexed from Westchester County to the City and County of New York in the same year. Under the Charter for Greater New York (ch.1, Chapter 378, Laws of 1897), the modern boroughs of Manhattan, The Bronx, Brooklyn, Queens, and Staten Island are defined as municipal corporations created when a county is merged with populated areas within its limits. Therefore, while politically these areas are boroughs, the entity of the counties within still exist; this definition of "borough" is specific only to the state of New York and is more similar to the definition of a "consolidated city-county" in other states than of the "borough" found in states such as Pennsylvania, New Jersey, and Alaska.

When using any place within New York City on page two, the county should be used; the term "borough" should not be typed at all. If the document or place simply shows "New York City," then, by default, the place should be entered as "New York City, New York Co, NY." While "Manhattan" is synonymous with the City and County of New York, "Manhattan" should only be used if the vital record shows the name of the borough for its registration or location. For Staten Island, The Bronx, Brooklyn, and Queens, for all events taking place after 1898, they should still be typed with their counties, for example, Brooklyn, Kings Co, NY, or Staten Island, Richmond Co, NY. Many of the former towns and villages in these boroughs still exist as neighborhoods to this day, but many of them do not have solid boundaries or identities. The use of these former towns and cities for events after 1898 should only be used if they are used as the location of the event on the vital record (e.g., Jamaica, Queens Co, NY, or Flatbush, Kings Co, NY).

### Correct Examples:

- New York City, New York Co, NY
- Manhattan, New York Co, NY
- Staten Island, Richmond Co, NY
- Queens Co, NY

#### Incorrect Examples:

- Manhattan, New York City, NY
- New York City, The Bronx, New York
- Borough of Brooklyn, NYC, NY
- Queens Bor., New York, NY
- Williamsburg, Brooklyn Bor., New York City, NY

### **Historical Accuracy**

The National Society recognizes the historical accuracy of most locations at the time of a given event. Some states were territories at the time of an event, while other areas may have been under the governmental jurisdictions of a different state. These are important at times when needing to research additional information regarding an event. For example, West Virginia was created on 20 June 1863 by splitting away from Virginia; therefore, all counties in West Virginia would be in Virginia prior to 20 June 1863. Maine was a district of the Commonwealth of Massachusetts prior to its admittance into the Union on 15 March 1820, thus all places in Maine will appear as “ME Dist, MA” when typed on an application for an event prior to 1820. Territories are indicated by the abbreviation “Terr” (example for Indiana Territory: IN Terr). Counties in South Carolina were all districts during the years 1800-1868, although some districts existed as early as 1769 during this period.

#### Examples of correct usage of historical accuracy:

- Gorham, Cumberland Co, ME Dist, MA (prior to March 1820)
- Gorham, Cumberland Co, ME (after March 1820)
- Columbia, Richland Dist, SC (for dates 1800-1868)
- Columbia, Richland Co, SC (after 1868)
- Springville Twp, Clark Co, IN Terr (for dates 1801-1818)
- Shepherdstown, Jefferson Co, VA (for dates 1801-1863)
- Shepherdstown, Jefferson Co, WV (from 1863)
- Louisville, Jefferson Co, KY Dist, VA (for dates 1780-1792)
- Louisville, Jefferson Co, KY (from 1792)
- Adams Co, MS Terr (for dates 1799-1817)
- Westmoreland Co, CT (for dates 1776-1782 before reverting to PA)
- Portsmouth, NH (note: New Hampshire had no counties prior to 1769)

- Pownal, Albany Co, NY (for dates 1764-1777; Vermont did not exist until 1777, and most of the towns in Vermont were established by New Hampshire before New York took control of the lands in July 1764)

The editor John H. Long has compiled and published many books documenting the historical accuracy of the counties of most states in the United States. There are also websites dedicated to tracking the virtual historical accuracy of the United States; these websites include:

- Historical US County Boundary Maps (<https://www.randymajors.org/maps>)
- Atlas of Historical County Boundaries (<https://publications.newberry.org/ahcbp/>)

## Example of a Correctly-Filled Page Two: Lineage Page (This is not an actual lineage)

LINEAGE			
1. (applicant's name) <u>Charlotte Agathe Haga</u> declare			
I was born on	<u>01 Jan 1960</u>	at	<u>Comers Rock, Grayson Co. VA</u>
married on	<u>25 Dec 1980</u>	at	<u>Comers Rock, Grayson Co. VA</u>
to	<u>William Irving Marks</u>	born on	<u>04 Jul 1955</u>
at	<u>Washington, DC</u>	died or divorced	
(2) married on		at	
to		born on	
at		died or divorced	
(3) married on		at	
to		born on	
at		died or divorced	
<i>I am the biological daughter of</i>			
2. <u>Byron Godfrey Haga</u>	born	<u>21 Dec 1934</u>	at <u>Grayson Co. VA</u>
died at			and his ( 1st ) wife
<u>Anne Shirley</u>	born	<u>12 Jul 1937</u>	at <u>Comers Rock, Grayson Co. VA</u>
died at			Married - Date <u>1 Jun 1956</u>
			at <u>Comers Rock, Grayson Co. VA</u>
3. The said <u>Byron Godfrey Haga</u> was the biological child of			
<u>Edward Karl Haga</u>	born	<u>6 Oct 1907</u>	at <u>VA</u>
died at <u>Rural Retreat, Wythe Co. VA</u>	on	<u>18 May 1998</u>	and his ( 1st ) wife
<u>Maybelle Alice Vaught</u>	born	<u>24 Jan 1912</u>	at <u>Grayson Co. VA</u>
died at <u>Rural Retreat, Wythe Co. VA</u>	on	<u>5 Jun 1986</u>	Married - Date <u>9 Nov 1932</u>
			at <u>Grayson Co. VA</u>
4. The said <u>Maybelle Alice Vaught</u> was the biological child of			
<u>Reece Edgar Vaught</u>	born	<u>c 1880</u>	at <u>Alleghany Co. NC</u>
died at <u>Marion, Smyth Co. VA</u>	on	<u>10 Mar 1957</u>	and his ( 1st ) wife
<u>Ollie Mave Thomas</u>	born	<u>11 Oct 1879</u>	at <u>VA</u>
died at <u>bur Wytheville, Wythe Co. VA</u>	on	<u>23 Jan 1961</u>	Married - Date <u>17 Dec 1906</u>
			at <u>Grayson Co. VA</u>
5. The said <u>Reece Edgar Vaught</u> was the biological child of			
<u>Alfred Jacob Vaught</u>	born	<u>1848</u>	at <u>VA</u>
died at <u>bur Grant, Grayson Co. VA</u>	on	<u>1920</u>	and his ( 1st ) wife
<u>Martha Jane Grubb</u>	born	<u>22 Apr 1856</u>	at <u>Grayson Co. VA</u>
died at <u>Grant, Grayson Co. VA</u>	on	<u>17 Sep 1938</u>	Married - Date <u>26 Feb 1871</u>
			at <u>Alleghany Co. NC</u>
6. The said <u>Alfred Jacob Vaught</u> was the biological child of			
<u>John Vaught</u>	born	<u>Dec 1818</u>	at <u>VA</u>
died at <u>bur Piney Creek, Alleghany Co. NC</u>	on	<u>1897</u>	and his ( 1st ) wife
<u>Mary Kirk</u>	born	<u>Dec 1819</u>	at <u>VA</u>
died at <u>Chestnut Hill Twp, Ashe Co. NC</u>	on	<u>p 1900</u>	Married - Date <u>2 Feb 1839</u>
			at <u>Smyth Co. VA</u>
7. The said <u>Mary Kirk</u> was the biological child of			
<u>Jacob Kirk</u>	born		at
died at <u>Wythe Co. VA</u>	on	<u>a 13 Dec 1825</u>	and his ( 2nd ) wife
<u>Elizabeth Pool</u>	born	<u>c 1798</u>	at <u>VA</u>
died at <u>bur Grayson Co. VA</u>	on	<u>26 Aug 1884</u>	Married - Date <u>6 Apr 1815</u>
			at <u>Wythe Co. VA</u>
8. The said <u>Elizabeth Pool</u> was the biological child of			
<u>Edward Pool</u>	born	<u>c 1776</u>	at <u>Rowan Co. NC</u>
died at <u>Grayson Co. VA</u>	on	<u>a 23 Jul 1822</u>	and his ( 1st ) wife
<u>Mary Baldwin</u>	born	<u>15 Jan 1776</u>	at <u>prob Bedford Co. VA</u>
died at <u>Grayson Co. VA</u>	on	<u>p 23 Aug 1825</u>	Married - Date <u>c 1797</u>
			at
9. The said <u>Mary Baldwin</u> was the biological child of			
<u>James Baldwin</u>	born	<u>a 1752</u>	at <u>Kilkenny IR</u>
died at <u>Wythe Co. VA</u>	on	<u>p 1793</u>	and his ( 1st ) wife
<u>Elizabeth Ferrell</u>	born		at <u>Dublin, IR</u>
died at <u>Sneedville, TN</u>	on	<u>1833</u>	Married - Date <u>1772</u>
			at
10. The said _____ was the biological child of			
died at	born		at
	on		and his ( ) wife
	born		at

- Dates and places are entered in the correct format.
- Names are in the correct order (female first, marriage, then male in generation one; male first, then female, then marriage for generations two-ancestor).
- The name entered in "the said..." field matches exactly as listed in the previous generation

and is the correct person.

- Abbreviations entered and used correctly.
- The minimum date requirement for each generation is met.

Example of an Incorrectly-Filled Page Two: Lineage Page (This is not an actual lineage)

LINEAGE			
1. (applicant's name) <u>Charlotte Agathe Haga</u> declare			
I was born on	<u>01 Jan 1960</u>	at	<u>Comers Rock, Grayson Co. VA</u>
married on		at	
to		born on	
at		died or divorced	
(2) married on		at	
to		born on	
at		died or divorced	
(3) married on		at	
to		born on	
at		died or divorced	
<i>I am the biological daughter of</i>			
2. <u>Byron Godfrey Haga</u>	born <u>21 December 1934</u>	at	<u>Grayson County VA</u>
died at	on	and his ( 1st ) wife	
<u>Anne Shirley</u>	born <u>12 Jul 1937</u>	at	<u>Comers Rock, Grayson County, VA</u>
died at <u>Daleville, Botetourt County, Virginia</u>	on	Married - Date <u>1 Jun 1956</u>	
		at <u>Comers Rock, Grayson County, VA</u>	
3. The said <u>Byron Godfrey Haga</u>			was the biological child of
<u>Edward Karl Haga</u>	born <u>6 October 1907</u>	at	<u>Virginia</u>
died at <u>Rural Retreat, Wythe County, Virginia</u>	on <u>18 May 1998</u>	and his ( 1st ) wife	
<u>Maybelle Alice Vaught</u>	born <u>1912</u>	at	<u>Grayson County, Virginia</u>
died at	on <u>p. 1986</u>	Married - Date	
		at	
4. The said <u>Maybelle Alice Vaught</u>			was the biological child of
<u>Reece Edgar Vaught</u>	born <u>c 1880</u>	at	<u>Alleghany CO, North Carolina</u>
died at <u>10 Jan 1957</u>	on <u>Marion Smyth CTY, South Caroline</u>	and his ( 1st ) wife	
<u>Ollie Mave Thomas</u>	born <u>11 October 1879</u>	at	<u>UNKNOWN</u>
died at <u>23 January 1961</u>	on <u>Wytheville, Wythe Co, Virginia</u>	Married - Date <u>17 Dec 1906</u>	
		at <u>Grayson County, Virginia</u>	
5. The said <u>Reece Edgar Vaught</u>			was the biological child of
<u>Alfred Jacob Vaught</u>	born <u>30 June 1848</u>	at	<u>Spring Valley, Grayson Co, Virginia</u>
died at <u>Grant, Grayson Co, Virginia</u>	on <u>20 October 1920</u>	and his ( 1st ) wife	
<u>Martha Jane Grubb</u>	born <u>22 April 1856</u>	at	<u>Grayson Co, Virginia</u>
died at <u>Grant, Grayson Co, Virginia</u>	on <u>17 September 1938</u>	Married - Date <u>26 Feb 1871</u>	
		at <u>Alleghany County, North Carolina</u>	
6. The said <u>Alfred Jacob Vaught</u>			was the biological child of
<u>John Vaught</u>	born <u>December 1818</u>	at	
died at	on <u>19 May 1897</u>	and his ( 1st ) wife	
<u>Mary Kirk</u>	born <u>8 December 1819</u>	at	
died at <u>"unknown"</u>	on <u>6 April 1901</u>	Married - Date	
		at	
7. The said <u>John Vaught</u>	<b>NEW CHILD</b>		was the biological child of
<u>Jacob Kirk</u>	born <u>c 1780</u>	at	<u>London, City of London, England, Britain</u>
died at <u>Wythe Cty, Virginia, USA</u>	on <u>before 13 December 1825</u>	and his ( 2nd ) wife	
<u>Elizabeth Pool</u>	born <u>19 May 1799</u>	at	<u>Grayson Cty, Virginia, USA</u>
died at <u>Grayson Cty, Virginia, USA</u>	on <u>26 August 1884</u>	Married - Date	
		at	
8. The said <u>Elizabeth Pool</u>	<b>National Number 4-----</b>		was the biological child of
<u>Edward Pool</u>	born <u>circa 1776</u>	at	<u>Rowan County, North Carolina</u>
died at	on	and his ( 1st ) wife	
<u>Mary Bagby</u>	born <u>15 January 1776</u>	at	
died at <u>Virginia</u>	on	Married - Date (circa) <u>1797</u>	
		at	
9. The said <u>Mary Bagby</u>	<b>National Number 9-----</b>		was the biological child of
<u>John Bagby</u>	born (before) <u>1752</u>	at	<u>Kilkenny IR</u>
died at <u>Wythe Cty, Virginia NEW</u>	on <u>AFTER 1793</u>	and his ( 1st ) wife	
<u>Elizabeth Ferrell</u>	born	at	
died at (unknown)	on (unknown)	Married - Date	
		at	
10. The said <u>John Bagby</u>			was the biological child of
<u>Oliver Bagby</u>	born <u>1710</u>	at	<u>Ireland, Great Britain</u>
died at <u>VA</u>	on <u>1770</u>	and his ( ) wife	
<u>Unknown</u>	born (unknown)	at	<u>unkown</u>
died at <u>probably in Ireland</u>	on <u>after the birth of John</u>	Married - Date	
		at	

What is wrong with the above scenario? Some of the generations clearly meet all the expectations, but in fact, the manner each generation entered is in error:

- All the dates in this example are entered with the months fully spelled out. The terms used in the dates are also either incorrect or spelled out, such as *circa*. "About" and "before" are

used. However, it is requested one term be used to refer to “about” or “before,” so circa and ante are to be used in their abbreviated forms. The same applies to the use of “after”: post is to be used in the accepted abbreviated form. See [Acceptable Abbreviations for Page Two](#).

- All the places on this paper are entered in different formats, and each one is incorrect. States should not be spelled out entirely; this is an issue for states with longer names since each line has a finite amount of character space. The same applies to city and town names and spelling out “county.” Additionally, standard abbreviations must be used when required, such as “Co” for county; “Cty” could be interpreted as either county or city. Additionally, “USA” is not to be used for any places in the United States, as it is implied, nor Great Britain.
- Do not enter information in capital letters. Capital lettering takes up more space in each line.
- If the information is unknown, the field should be left blank. Do not enter UNKNOWN, “unknown” or (unknown) in any space.
- The dates for Maybelle in the 3<sup>rd</sup> generation do not meet the guidelines for persons within the first three generations. Full dates of birth and death are required for this generation.
- The death information for both Reece and Ollie in the 4<sup>th</sup> generation are entered in the wrong columns. Please ensure all dates are entered in the middle column of the application, and
- d in the correct format
- Generation Six does not meet the minimum requirement for this generation as both place of birth and place of death for John are blank; and for Mary, the place of birth is blank and the place of death is noted as “unknown”, which is not permitted.
- Generation Eight does not meet the minimum requirement for Mary, as she has a date of birth, but no place of birth; and she has a place of death, but no date of death. These date requirements cannot be combined in this manner: there must be a date and place of birth OR a date and place of death.
- Generation Nine is the Patriot Ancestor: “(before) 1752” should be “a 1752”; “AFTER 1793” should be “p 1793”. NEW is also entered with the place of death; the notation of New Info is entered on page three of the application only.
- No generations beyond the Patriot Ancestor are to be entered.
- No information should be entered on “The Said...” lines, except for the name of the child for the following generation. Generations Six to Nine have the proof of the lineage link between each generation entered. These are only to be filled out by the verifying Staff Genealogist.

## Electronic Applications

All instructions regarding the completion, review and submission of an electronic application are available on e-Membership and on the [Genealogy Webpage](#) under [Electronic Applications](#) and [Genie Clips](#). In addition, two new GEP courses, “GEP 5-eAPPs: The Beginner’s Guide to Electronic Applications” and “Mid-Level Review Training Program” became available the end of June 2021. Careful review of these instructions will result in a more favorable experience for the applicant and the chapter and may prevent an AIR letter from the Staff Genealogist. **Do not automatically send invitations to all prospective members in your Prospective Member Database!**

Prospective Members who already have relatives in the DAR are great candidates for the eAPP, as long as the other criteria and skills are met. At this time, the electronic application process cannot support high volume documentation review; therefore, any application requiring an analysis or service study must be submitted using the [PDF application](#) software. This restriction also includes the use of DNA. In addition, Prospective Member who wish to join on a New Ancestor are not permitted to use the Electronic Application process and must instead use the PDF applications form. This restriction also applies to established ancestors coded as Treat As New Ancestor (TRNWAN). Established Ancestors coded as FAMPCS (Future Applicants Must Prove Correct Service), NT EST, (Not Established), ERROR and any application with lineage through a new child of an established ancestor are discouraged from using the eAPP process and requested to instead submit the application using the PDF application form. The same format for a PDF application is to be used with an electronic application.

Applicants may elect to switch from the electronic application to the PDF application while the application is still being created on the chapter level. However, once the electronic application is submitted with electronic payment to National, there is no option to change to the PDF form.

Checklists for the Applicant and for the Chapter Officer Reviewer are available on the [Genealogy Webpage](#) under [Electronic Applications](#) and [Forms & Checklists](#). Adherence to these checklists will ensure a greater chance of success with the submission. [Genie Clips](#) are also available for the eAPP process.

Detailed information regarding the process of submitting an [Electronic Application](#) may also be found on the Members’ Website.

## Page Three – Documenting The Lineage & Proof Citations

This section provides some basic guidelines for documenting the lineage on a new member application or member supplemental. The National Society reserves the right to determine the acceptability of all documentation submitted to verify lineage. Data submitted as proof is subject to the NSDAR's standards and interpretation.

### Cite What You Send and Send What You Cite! (And SAVE what you send!!)

Adherence to this principle will help the verification process go smoothly and quickly and ease the process even more in submitting future membership and supplemental applications on the same families. Incomplete citations on page 3 hamper these endeavors. When preparing page three, make sure to include all sources using the correct citations. Future researchers may want to locate the same documents, so it is important to cite them in a manner making it easier to locate the records again. It is not necessary to provide full bibliographic citations. Abbreviate as much as possible. Please do not enter any information with parentheses or brackets around it.

### Not Enough vs. Too much

The verification of applications and supplementals goes smoothly when they are well prepared and sufficiently documented. Submission of insufficient documentation slows the process down and may result in a letter (AIR) for the additional proofs. Conversely, if too much documentation is submitted, the verification process will also be slowed down. For example, there may be a birth certificate, hospital record, baptismal record and birth announcement from the local paper for one individual. The appropriate record to send is the one with the most complete information. In the event no one record proves the information, then it may be necessary to use a combination of records.

The more documentation submitted unnecessarily, the longer it will take the Staff Genealogist to review the material. If submitting multiple applications or supplementals for the same ancestor, only one set of proofs is needed. Please do not send a set for each application. In addition, when proving a divorce, it is not necessary to send every page of the divorce court record. Submit only the first page, which names the deponents, and the page which gives the date of the divorce decree, which may be the same page. Sometimes, a divorce record will provide the date of the marriage and may be provided if not proven by a marriage record.

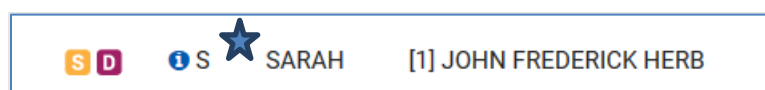
**NOTE:** There is a common misconception in that the purpose of the DAR GRS database is to serve as a repository for all records of a family's history. As such, there are instances in which additional documentation is submitted which is not required to prove the application in question; either because the lineage information was proven by other supporting documentation and the extra documentation is not required; or it does not pertain to the lineage being reviewed, but it may be referring to collateral lines. Extra documentation of this type will not be reviewed or retained. The DAR is unable to provide copies of unverified and pending applications and supplementals and their associated documentation, therefore please keep a copy of everything you send for your records.

### Using Verified DAR Applications & Supplementals

Appropriate documentation must accompany all applications and supplementals. When using a previously verified DAR application, cite the national number (and add volume, if a supplemental), on page three, with the Ancestor name ancestor number. If the application being cited is through an ancestor different from the new submission, also type in the name of the patriot ancestor and ancestor number from the Ancestor Database. Adding the add volume number is especially important when the member has several verified supplementals. Unless submitting new information, do not provide documentation for generations approved on a previous DAR application. If you are submitting additional documentation for a verified generation, you must also cite this on page three as New Info, and then add the citations for the submitted documentation. There is no date restriction regarding the use of verified applications. All verified applications may be used, as long as there are no errors noted in the lineage, and the national number is not restricted. Older verified applications will require additional documentation to add missing dates and places to meet the current standards for that generation. However, there is no need to "re-prove" information already verified. Please note: DAR will not accept verified applications from other lineage societies as "proof"; this includes SAR and C.A.R. Appropriate documentation is required.

### Using Verified DAR Short-Form Applications & Supplementals

Short-form applications may no longer be submitted. However, there are many verified short-form applications and supplementals in the GRS, identified by the letter **S** listed next to the child's name in the GRS:



These short forms may be used to prove the generations (from one to four) listed on the application in question, as long as there are no errors noted in the lineage. For example, a prospective member wants to join using her mother's short-form application. In this instance, the mother's application is the most recent verified application for this lineage. The daughter would submit her own birth certificate to link herself to her parents. Her mother's verified short-form application could then be used to populate generation two and possibly generations three, four and five, depending on how many generations were verified on the mother's short-form application. The remaining generations would need to be proven citing a long-form application or by submitting documentation. As with any verified application, it must be reviewed for completeness of dates and places.

A short-form application cannot be used for proof of the spouse of the ancestor or to link to the child of the ancestor. A long-form application must be cited.

### **New Generations**

Any portion of the lineage not previously verified on a DAR application must be documented. Dates and places for each person in each generation must be supported with documentation appropriate for the time and place of the event. In most cases it is not enough to prove the information on just the husband or wife through whom the applicant or member connects to the patriot ancestor. In most cases, the births or deaths of the first three generations fall within the time when most states kept vital statistics or when obituaries were more common. As a rule, these generations should be well documented. In the event the name of the husband or wife is not known or cannot be proven, then enter X X to indicate the name is unknown. The fields for the dates and places should be left blank. Never type in the word "unknown" in any of the fields. All generations between the applicant or member and the patriot ancestor's generation must be completed. If you are proving a new generation through the female line, proof of maiden name and that she was the mother of the previous generation is required. In some instances, proof of marriage may also be required.

### **Links Between Generations**

To verify the lineage, documentation must show the relationship between the child in one generation and the parents in the succeeding generation. Vital records and obituaries usually include the relationship for generations more recent. For earlier generations, it may be necessary to consult census, church, probate, and court records in order to prove the connection. County and town histories as well as genealogies published while the relevant individuals were alive might be

acceptable. Care should be given when relying on these types of published sources for documentation. If one or more generations has previously been verified, only the national number of the member needs to be cited.

**IMPORTANT! The absence or unavailability of acceptable sources is not a criterion for the DAR verification process. When appropriate evidence is unavailable or not extant, the lineage claimed on the new member application or member supplemental might be unverifiable. Data submitted as proof are subject to DAR standards and interpretation.**

**NOTES:**

1. Do not send in a record copy of the verified application.
2. Do not send in the documentation used to verify the application.
3. Do not enter the lineage link on page 2 or cite any particular record as the lineage link on page three. The Staff Genealogist has access to all verified applications and will determine the correct source citation as the lineage link.

**Documentation Relating to Multiple Generations**

In some cases, documentation may refer to two or more generations. Examples are family Bible records, census records, county or town histories, and family genealogies. Do not provide a copy for each generation; one copy is sufficient. Make one copy of each pertinent page and assemble them in order. When available, the title and publication date should be included. On page 3, cite the source in each generation for which it is to be used, with the exception of census records. Cite census records in the generation of the head of household. When citing a will or probate records to be used as a lineage link, cite the record in the generation of the individual the record is referring. For example, generation six has a will naming his son in generation five. Cite the will in generation six only.

**When Not to Send Documentation**

If the applicant or member is citing her daughter or granddaughter's application, it is not necessary for her to submit any documentation unless it is for new information.

Remember:

- Use previously verified applications as much as possible to reduce the amount of research and documentation needed to complete the application.
- Do not submit documentation for generations already verified, unless you are submitting new information.
- Document each person in each generation, not just the bloodline ancestor.
- Send just one copy of each of your relevant sources.

Documentation is required for all names, dates, places, and relationships shown on page 2 of any application. Any information not supported by documentation will have brackets or parentheses placed by the Staff Genealogist and/or may result in a letter written for additional proof.

If connecting to the lineage of a family member who joined the DAR, the applicant or member will need to furnish all records and documentation for generations connecting herself to the established lineage. **DO NOT SEND A COPY OF THE VERIFIED APPLICATION OR SUPPLEMENTAL.** Documentation for established DAR lineages is not required, unless there is a correction or update to a particular name, date, or place in a given generation, or to prove a new lineage link from the spouse in a verified generation. It is imperative to cite this information on page 3 as “New Information” or “New Info.” All individuals in the lineage must have at least one date and place verified, with documentation to prove the same. For older DAR applications, dates and/or places may not have been required at the time of its verification or may have been bracketed as unverified or incorrect. The applicant or member must supply documentation to prove dates and/or places required to meet the minimum standards for those individuals and generations. Proving a new lineage link for a previously verified generation must be submitted and cited, even if the record in question was submitted previously and is scanned in supporting documentation. See the next section, Citing Supporting Documentation for a DAR Application.

In the allotted space on page 3, in the References for Lineage section, list the documentation used in each generation, including documents used to prove the relationship between generations. If using another application paper to prove some generations, cite the national number, plus the add volume (if applicable) with the Patriot Ancestor’s name. Always use the Build-an-App utility when it is available, as the correct source citation will auto-fill on the new submission. For unpublished material, such as deeds, probate records, etc., note the source, such as county, state, and book with page number. Do not glue or staple a separate sheet onto the application.

Remember, page 3 is reserved for source citations only. It is not necessary to provide a summary of the information in a document. If an explanation is needed to aid in the interpretation of the source and analysis, it must be printed separately and filed in the supporting documentation. Please do not enter any information with parentheses or brackets around it.

### **Citing Supporting Documentation for a DAR Application**

Always use the Build-an-App utility for the most recent verified application or supplemental as the national number of the application used will auto-fill in the correct generation.

It is not necessary to enter the name of the person(s) in each record being submitted and cited, for example BC Mary Smith. BC only is sufficient. This includes all records.

The top of page three was updated in the 2019 DAR PDF application release:

#### **REFERENCES FOR LINEAGE**

Give below the citations of sources for proof of EACH statement of birth, marriage, and death dates and places; and the connection from the / applicant or member through the generation of the Revolutionary Ancestor. Vital records should be cited as BC, MC, DC, etc. Title, author, date of publication, volume and page should cite published authorities. Vital records and other sources found on the internet must have a complete citation, such as IN, Marriage Recs, Shelby, 1909 –1911 Vol 20, Ancestry; Death Register, Clarke Co, 1853–1896 FHL #2056978; TS Photo, Findagrave, Mem #12345678. Cite the National Number and the Ancestor Name and Number of the most recent verified paper for each proven generation of this lineage.

Do not enter Gen 1, G1, Gen 2, G2, Mr. or Mrs. etc., or any variation of the same on the source citation field for PDF paper applications, supplementals or electronic applications.

Example: Electronic Application with INCORRECT citations:

**Applicant Source Citation:** G1 BC

**Source Citation:** G2 BC, BC, MR

The correct citation for the applicant is BC; The correct citation for Generation 2 is BC, BC, MR

## Citing Vital Records

Certificates of birth, marriage, and death should be abbreviated respectively as BC, MC, and DC. Vital records that are not modern certificates, such as the early town registers in New England, should be abbreviated as BR, MR, and DR. If a birth certificate has been amended for any reason, or was delayed, this must be noted. A growing number of vital records are available in online collections, such as [Ancestry.com](https://www.ancestry.com) and [FamilySearch.org](https://www.familysearch.org). When the online record is virtually a photocopy of the original, the website where it was found must be cited. If multiple records are found in the same collection, it is only necessary to cite the collection once per generation. An acceptable reference for vital records should look like this:

BC; MC; DC

BR; MR; DR

Delayed BC

IN, **U.S.**, Birth Certificates, 1907-1940, Ancestry; IN, **U.S.**, Birth Certs, 1907-1940, Ancestry; BC, Ancestry; BC, FamilySearch, etc.

AZ Deaths, 1870-1951, FamilySearch

MR – wvculture.org

BR, DR, MR – MA, **U.S.**, Town & Vital Recs, 1620-1988, Ancestry *Updated April 2023*

**NOTE:** The C.A.R. Certificate of Good Standing is NOT cited on page three as proof of lineage on either a paper PDF application or on the Electronic Application form.

**NOTE:** Applicants and members may have vital records obtained from the State or local repository. If any of these vital records are now available online, they must be cited using the online source. Do not add- “personal copy” after the citation on page three or include a note stating the records are from a personal collection.

**NOTE:** When using a document other than a vital record to prove birth, marriage, or death, the citation does **not** include BC, MC, or DC. For example, do not enter “BC/DC- Tombstone photo”. A tombstone photo is neither a birth certificate nor a death certificate. In addition, when the citation includes the type of record it is, for example IN, Birth Certs, 1907-1940, Ancestry, do not cite it as BC- IN, Birth Certs, 1907-1940, Ancestry.

## Citing Online Sources

Databases on commercial and non-profit genealogical websites may be useful in establishing dates and locations of birth and death. The staff of the Office of the Registrar General are most likely to accept them when they clearly reflect the contents of original records. An acceptable reference for an online source should look like this:

U.S., WWI Draft Reg Card, 1917-1918, Ancestry

U.S., Passport Apps 1795-1925, Ancestry

KY, U.S., Death Recs, 1852-1953, Ancestry

U.S., SS Apps & Claims *Updated April 2023*

In September 2017, the Family History Library (FHL) began making its digitized microfilm collection available on [FamilySearch.org](https://www.familysearch.org), via Family History Centers and affiliate libraries throughout the U.S. These microfilm rolls contain a wide variety of original records. Many of these microfilms are not searchable and are only viewable through the FamilySearch.org catalog. If a document is located in the FHL catalog, and not in a searchable database, the collection title and microfilm number, with pertinent identifying information as applicable, such as book or page number should cite the record. An acceptable reference for a record found in the FamilySearch catalog should look like this:

Baltimore Co MD Wills 1666-1851, WB 7 pp 355-356, FHL **Roll**# 13593

Natchitoches Par LA Conveyance Recs 1738-1900, Bk 31 pp 209-210, #3141, FHL **Roll**  
#279075

GA Death Certs 1990-1996, Cert # 1776, 1990, FHL **Roll** # 4035813

VA Death Registers 1853-1906, New Kent Co 1864, FHL **Roll**# 2048578 *Updated April 2023*

## Citing Census Records

A census record must include more than the year and record type. In addition to the year, a census reference must list the state, county (or equivalent, such as parishes in Louisiana, and districts in South Carolina), township or other division if applicable, page number, and family number. From the 1880 census forward, the enumeration district should be included. As the federal census is widely available online, it is not necessary to cite the website where the census record was found. References to state census records should once again include the year, township

or other county division, county, and page number. An acceptable reference for a census record should look like this:

1870C, Robinson, Wise Co, VA, p 346B, #105

1900C, Huntington Twp, Sebastian Co, AR, Sheet 7A, ED 113, #152, or HH #152

1925 IA State Census, Manning, Carroll Co, IA, p 3

1850 Mortality Schedule, Salisbury, La Salle Co, IL, p 495

**NOTE:** For census records 1900 and later, page or sheet number may be cited. The addition of A or B is listed with the page number on Federal Census records. Household number and # are the same thing.

### Citing Newspapers

Cite obituaries, marriage announcements, and newspaper articles by publication title and date of issue. If an article was found online, its source should be noted. An acceptable reference for a newspaper article should look like this:

Obit, Baltimore Sun, 26 Apr 1981, p 5, Col 1

Obit, Houston Post, 14 May 1911, newspapers.com

Marr Announcement, Olean Democrat, 5 Sep 1889, nyhistoricnewspapers.org

### Citing Cemetery Records

Author/compiler, title, and page number should cite published cemetery records. If the applicant or member took a tombstone photo, then the cemetery name and location should be given. If the photo was found online, the website should be noted. In the case of Findagrave, please note the memorial number, however, the name and location of the cemetery is not needed. An acceptable reference for a cemetery record should look like this:

Bell & Scott, DeSoto Cemetery Inscriptions, p 123

Bur Rec, Forest Lawn Cemetery, Buffalo, NY

TS Photo, St. Mary's Cemetery, Trenton, NJ

TS Photo, Findagrave Mem #1234567

**NOTE:** Always spell out Findagrave citations. **Do not abbreviate Findagrave.**

## Citing Court Records & Deeds

The location, series name, and book, page, and file numbers must be cited. Books of wills, deeds, and court orders may be abbreviated respectively as WB#, DB#, and OB#, whether numbers or letters individually designate the books. The relevant pages from each book must also be cited. Some county records are not held in books, but as files of loose papers, some of which have been microfilmed by county or outside agencies. When citing such records, it is acceptable to cite the file series name and the number of the individual file. If such documents are cited only by the record type or file series name, it may be more difficult for researchers to locate the documentation of interest. An acceptable reference for a court record, probate record, or deed should look like this:

Logan Co KY Equity Case 25-606, Logan Co Hist Soc

Moore, TN Sumner Co Court Mins, Vol 3, p 231

NH Wills & Probate Recs 1643-1982 Ancestry

Abbeville Dist SC WB 1 p 139, [archivesindex.sc.gov](http://archivesindex.sc.gov)

Ashe Co NC DB R p 273, [ashencrod.org](http://ashencrod.org)

Eddleman & Jackson, Abstracts of Cape Girardeau Co Deeds, Vol 1, p 123

LVA Chancery Recs Index, Henrico Co, Index #1867-012, [lva.virginia.gov](http://lva.virginia.gov)

## Citing Pension & Bounty Land Records

Sources vary for pension records for conflicts after the Revolutionary War. The War of 1812 records are being digitized at [Fold3.com](http://Fold3.com), but pensions for Union veterans of the Civil War are generally available only at the National Archives. Confederate pension records are held at the state level, and not all are available online. If citing any records not available online, be sure to note the repository where the record was located. The citation should also indicate if the pension was granted to the soldier (S), widow (W), or heirs (H). Note: a pension record for a person other than the Revolutionary War patriot should only be submitted to prove life events, such as birth, marriage, death, spouse, and children. The NSDAR will not verify any service other than for the Revolutionary War Patriot. An acceptable reference for pension records should look like this:

1812 Pension W9740, Fold3

Civil War Pension W521461, NARA

Confederate Pension S10684, AR State Arch

## AL, TX & VA Confederate Pensions 1884-1958 Ancestry

NOTE: Citing a Rev War pension for service on page four of an application does not include Fold3.

### Citing Church Records

Author/compiler, title, and page number, or the complete online citation should cite published and online church records. An acceptable reference for a church record should look like this:

Bapt Rec, Old First Church, Huntington, NY  
Hollenbach, Recs of Lehigh Zion's Lutheran Church, p 8  
Hinshaw, Encyc of Amer Quaker Gen, Vol 1, p 1068  
CT Church Rec Abstracts 1630-1920 Ancestry

### Citing Bible Records & Unpublished Sources

Bible record citations should be short and concise. It is not necessary to include bibliographical information for the original publication on page 3. This should be reserved for a statement of provenance to accompany the documentation. An acceptable reference for a family Bible should look like this:

William Brown Family Bible  
John Acton Family Bible Transcription, GRC OH S1, Vol 239 p 38

### Citing Published Sources

Citations for published sources should include: The name of the author, compiler, or editor, where applicable; the title; the year of publication and edition, if other than the first; volume, where applicable; and page number(s). The edition is important, as information may have changed from one edition to another. Also, please note if the book is available through websites such as [Archive.org](https://archive.org) or [Google Books](https://books.google.com). An acceptable reference for a published source should look like this:

Thompson, Early Hist of Wabaunsee Co KS, 1901, pp 245-246  
Vedder, Hist of the City of Memphis & Shelby Co TN, 1888, Vol 2 part 3, pp 116-120  
Teeple & Smith, Jefferson Co & Birmingham AL Hist & Bio, 1887, p 372, [archive.org](https://archive.org)

## Citing DAR Applications/Supplementals and Documentation Files

Citations of a verified application or member supplemental as a source for lineage is automatically entered when using Build-an-App. If you need to enter the national number manually, it should be entered in the same manner as listed below. All variations are accepted:

NN 123456 A123456 John Doe; Nat'l. Num: 123456 Ancestor: A123456 JOHN DOE  
NN 123456 John Doe A123456

Supplemental Add Volume numbers must be added when appropriate. The Add Volume number is listed after the member number, as follows: Add Volume: 1234; +1234; +A1234

If new documentation is being submitted to any generation previously verified by a national number, the citation is the same, with the addition of the new documents being submitted:

NN 123456 A123456 John Doe; New Info: TN Will & Probate Recs, Ancestry  
NN 123456 John Doe A123456; New Info: TN, Will & Probate Recs, Ancestry.  
Nat'l. Num: 123456 Add Volume: 1234 Ancestor: A123456 JOHN DOE; New Info: TN,  
Will & Probate Recs, Ancestry

In some instances, it may be necessary to cite more than one verified application in a single generation. This is usually due to the spouse, the child, the child's spouse or the grandchild generation also being established Patriots.

8<sup>th</sup> Gen: Nat'l Num: 30000X Ancestor: A123456 JOHN DOE, SR; Nat'l Num: 90000X Ancestor A1234567 JOHN DOE, JR

9<sup>TH</sup> Gen: Nat'l Num: 80000X Ancestor: A123456 JOHN DOE, SR

When two national numbers from different ancestors are being cited to make up an entirely new lineage, such as for a supplemental, make sure the two lineages are linked, either from a verified paper, or by also submitting a document to prove the new link. For example, a member has submitted a supplemental. Her original application went through her grandmother's lineage. Her new supplemental is now going through her grandfather's line. The member uses and cites her own

application (or most recent supplemental) for Generations 1-3. The ancestor in question has a verified application for Generations 4- the Patriot. Proof of the lineage link between Generations 3 and 4 is required to be submitted, even if the proof document had been previously submitted and is in supporting documentation:

Gen 1: Nat'l Num: 90000X Ancestor: A123456 JOHN DOE

Gen 2: Nat'l Num: 90000X Ancestor: A123456 JOHN DOE

Gen 3: Nat'l Num: 90000X Ancestor: A123456 JOHN DOE; New Info: BC

Gen 4: Nat'l Num: 100000X Ancestor: A1234567 CHARLES NORTH

Gen 5 through the Patriot would be cited as above.

Sometimes, a short-form application is more recent than the linking application and has updated information. In this instance, both applications would be cited in that generation. However, a short-form application cannot be used and cited in the Patriot's generation.

This applies to both paper applications and supplementals and electronic applications.

If an applicant or member refers to a document in the GRS, then she must cite its document number on page 3 **and** submit a computer-printed paper copy. An acceptable reference for a DAR Document should look like this:

Will, National Number 123456, A123456, Doc #1234567

MADAR GRC, s1 v163, Vital Recs, Town of Southampton, 1740-1940, p 256

CTDAR GRC, s1 v055, One Hundred Bible Recs, p 4

NOTE: Some GRC records may be used as a source for service. In that instance, enter the citation on page four of the application.

### **Citing an Analysis**

An analysis may be required when there is no direct evidence of a lineage link. A PDF writable [form](#) is available on the Members' Website to assist in the correct procedure for writing and submitting an analysis. This form is optional but strongly encouraged. Any analysis submitted must be signed and dated by the person who wrote it. An acceptable reference for analysis should look like this:

## Analysis

### Citing DNA Evidence

The use of paternity tests has been accepted in DAR applications. In rare circumstances, an applicant or member may be able to use Y-DNA or atDNA to prove her all-male lineage to an established ancestor. An acceptable reference for the use of DNA to prove lineage should look like this:

Paternity Test; Statement; Affidavit

Analysis Y-DNA

Analysis atDNA

### Citations When Submitting Multiple Applications at the Same Time

It is not unusual for a chapter to submit multiple applications for family members at the same time. Regardless of whether the applicants are going through the same Patriot or through a different Patriot, page three of the application must be completely filled with all citations for each generation. Do not list in any generation “see pending application of Susie Homemaker, mother of applicant” or something similar. In the instance when a member submits multiple supplemental applications for herself at the same time, this requirement also applies. No **pending** application or supplemental may be cited as proof of lineage on page three of the application.

## Example of a Correctly-Filled Page Three: References Page (This is not an actual lineage)

### REFERENCES FOR LINEAGE

Give below the citations of sources for proof of EACH statement of birth, marriage, and death dates and places; and the connection from the applicant/member through the generation of the Revolutionary Ancestor. Vital records should be cited as BC, MC, DC, etc. Published authorities should be cited by title, author, date of publication, volume and page. Vital records and other sources found on the internet must have a complete citation, such as IN, Marriage Recs, Shelby, 1909-1911 Vol 20, Ancestry; Death Register, Clarke Co, 1853-1896 FHL #2056978; TS Photo, Findagrave, Mem #12345678. Cite the National Number and the Ancestor Name and Number of the most recent verified paper for each proven generation of this lineage.

#### 1st Gen.

BC; BC; MC

#### 2nd Gen.

BC; VA, Birth Recs, 1912-2014 & Delayed Birth Recs, 1854-1911, Ancestry; DC; VA, Marr Recs 1936-2014, Ancestry; US Soc Sec Apps & Claims Index 1936-2014, Ancestry

#### 3rd Gen.

VA, Death Recs, 1912-2014, Ancestry; MR

#### 4th Gen.

TS photo, Findagrave Mem #126808402; Obit, Smyth Sentinel, 15 Mar 1957, p 7; VA, Select Marr, 1785-1940, Ancestry

#### 5th Gen.

TS photo, Serenity Gardens Cem, Grant, VA; VA, Death Recs, 1912-2014, Ancestry; NC, Marr Recs, 1741-2011, Ancestry

#### 6th Gen.

TS photo, Findagrave Mem #87999488; VA, Comp Marr, 1740-1850, Ancestry; 1900c Chestnut Hill Twp, Ashe Co, NC, Sheet 8A, ED7, #140

#### 7th Gen.

TS photo, Findagrave Mem #55872098; 1850c 60th Dist, Smyth Co, VA, p 226A, #962; 1880c Grayson Co, VA, p 49A, ED38, #429; Wythe Co VA Wills, Vol 3, pp 245-251; Wythe Co VA Deeds Vol 10, p 265, FHL 10000; Kegley, Abstracts of Court Orders of Wythe Co VA 1821-1830, Vol 3, 1999, pp 79, 84; LVA, Chancery Recs Index, Smyth Co, Index No 1849-007; VA, Select Marr, 1786-1850, Ancestry; 1820c Grayson Co, VA, p 49

#### 8th Gen.

2nd MR, VA, Select Marr, 1785-1940, Ancestry; Grayson Co VA Deeds Vol 4, pp 368-369; Grayson Co, VA Deeds Vol 5, pp 87-88; James Baldwin Bible, NN 287368, A062460, Doc #5875778; Grayson Co VA Wills Vol 1, p 54; LVA, Chancery Recs Index, Grayson Co, Index No 1841-005

#### 9th Gen.

National Number 5\*\*\*\*\* Add Volume 1014, James Baldwin A005283

All citations are in the correct format. Please note no names are listed with the records. We do ask that citations such as these be consistent throughout the document.

## Example of an Incorrectly-Filled Page Three: References Page (This is not an actual lineage)

### REFERENCES FOR LINEAGE

Give below the citations of sources for proof of EACH statement of birth, marriage, and death dates and places; and the connection from the applicant/member through the generation of the Revolutionary Ancestor. Vital records should be cited as BC, MC, DC, etc. Published authorities should be cited by title, author, date of publication, volume and page. Vital records and other sources found on the internet must have a complete citation, such as IN, Marriage Recs, Shelby, 1909-1911 Vol 20, Ancestry; Death Register, Clarke Co, 1853-1896 FHL #2056978; TS Photo, Findagrave, Mem #12345678. Cite the National Number and the Ancestor Name and Number of the most recent verified paper for each proven generation of this lineage.

#### 1st Gen.

Birth certificate of Charlotte; Birth announcement in local newspaper; photo from baby book

#### 2nd Gen.

Birth certificate of Byron, State File #000-0000; Birth record of Anne, 12 July 1937, Grayson County, Virginia, from Ancestry.com; BC-Virginia, Birth Records, 191202914, Delay Birth Records, 1854-1911 [database on-line], Provo, UT, USA: Ancestry.com Operations, Inc., 2015; Death Certificate of Anne; marriage record from 1956; (Birth certificate of Charlotte in Gen 1 names her parents and proves the link between generations one and two)

#### 3rd Gen.

Shared tombstone of Edward Karl Haga and Maybelle Alice Vaught from Grant Community Cemetery in Grant, Grayson County, Virginia from FAG, each memorial with abstracts of their obituaries; Draft card showing both Edward and Maybelle, with his place of birth; marriage record from Ancestry.com [database on-line], Provo, UT, USA: Ancestry.com Operations, Inc., 2015. Death certificates for Edward Haga and Maybelle Vaught Haga, showing both of their parents, and their dates and places of birth and death. 1910 Census, Grayson Co, VA; 1920, 1930 & 1940 censuses. (Birth certificate of Byron in Gen 2 names his parents and proves the link between

#### 4th Gen.

DC- Tombstone photo of Reece Edgar Vaught and Ollie Maye Thomas in Grant Community Cemetery, in Grant, Grayson County, Virginia from FAG, with Ollie's memorial having her obituary; death certificates for Reece and Ollie from Ancestry.com [database on-line], Provo, UT, USA: Ancestry.com Operations, Inc., 2015; their marriage record from Ancestry.com showing their parents and POB

#### 5th Gen.

Shared TS photo for Alfred and Martha from FAG; marr license, bond and register showing his parents as John and Mary Vaught; 1850c in Grayson County Virginia; 1860c in Smyth County, Virginia; 1900c in North Carolina, 1910 & 1920 censuses in Grayson County, Virginia. Alfred often went by the nickname "Jake" or by his middle name.

#### 6th Gen.

Tombstone picture for John Vaught from FAG; dates for Mary from memorial on FAG; marriage record showing their place of marriage and her maiden name; 1900 United States Federal Census showing Mary as a widow with her son in Gen 5; 1850, 1860, 1870, 1880 censuses; This generation is proving a NEW CHILD for Generation 7 Jacob Kirk and Elizabeth Pool

#### 7th Gen.

FAG#5-----; 1850 Census, Smyth, VA; 1880 Census Grayson, VA, p.49, Jones M. Kirk; Probate; Deed; Court Rec; death certificate of daughter Emily from Washington to prove her maiden name, and prove her second marriage; court record from the Library of Virginia; 1820 Census, Grayson, VA, Jacob Kirk; No marriage record found for Jacob Kirk to Elizabeth Pool, but proven through court records, deeds, chancery records. Said to have remarried in Kentucky. This generation is also listed on Susie Twinkletoes application national number #4----- and is the lineage link to generation 8, but I couldn't see the supporting docs so I submitted them again.

#### 8th Gen.

Edward Pool Family tree, found with Susie Twinkletoes on Ancestry.com on the internet; Edward Pool and Allied Families, self-published by my grandmother in 1970; Analysis to prove the place of birth for Edward, using a schematic of census records Member numbers 2-----, 3-----, 5-----, 7-----Supp 890; 8-----, 9-----

#### 9th Gen.

Member number 2-----, my great-great aunt, who was the sister of my great-grandfather. Elizabeth's date and place of death is unknown. I searched for will and burial records but didn't find any

#### 10th Gen.

Oliver's will naming his children John, Mary, Susan, Charles, Edward, Zerviah and Jacob.

What is wrong with the above example? Every citation is incorrectly cited. The page is quite full of text, and it is difficult to identify a particular citation. The result of a well-formatted reference page is to allow the verification process to be completed quickly and to make it easier for

future genealogists to identify a source. Most of these citation formats, however, are incomplete and make such an effort very time consuming and difficult. Additionally, little room remains for the verifying genealogist to include notes, if necessary. Here is a rundown of the errors:

- Use standard abbreviations for vital records, such as BC for birth certificates, MC for marriage certificates, and DC for death certificates.
- Do not add the name of the person next to each vital record or other record.
- Do not add additional information to BC, MC, or DC records, such as the state file number, filing date, and repository. If the vital record was located on an online repository such as Ancestry or FamilySearch, then citing the collection (e.g., VA Death Recs, Ancestry) is necessary, but no other information. Please do not enter any information with parentheses or brackets. This indicates the information is in error or not proven.
- Do not enter additional information about any reference or citation on this page. Each generation has a defined amount of space, which will not expand if filled completely. Do not enter what each record shows, such as who is found in a census record, or if a particular record is used to calculate or prove a date of birth or death. If any document requires further explanation, please type out the notes on a separate sheet of paper and include it with the document. Only the verifying genealogist can make notes on any source on this page, if needed.
- Note the amount of space allotted in the generation has been maximized for the 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> generations. When too many references are cited, a “+” sign will appear in the print form; it will only expand in the online form. Please note only the most necessary references are needed for each generation. For example, do not cite every census record in which an individual can be found; the census record should only be submitted if it is being used to prove information such as a relationship, or a particular date or place.
- Many other citations are not cited properly. Census records should never be cited as “1900 Census” or “1900, 1910, and 1920 censuses.” The full location, page numbers, enumeration district (for censuses 1880 and after), and family number should be included with each census citation. Please refer to the citation formats in this guide for additional examples, such as citing deeds, wills, court records, and tombstone memorials from Findagrave. Please do not enter FAG.
- Documents presumed to be the lineage link should not be cited on page three as such; The Staff Genealogist will make the determination.
- Regarding older verified application that used little or no documentation, or

documentation that would be not accepted today- please do NOT submit new documentation simply to bring the application **documentation** “up to today’s standards” or to create a repository of family records.

- No citations are to be entered beyond the patriot ancestor’s generation.
- When citing a national number, the correct format is national number, ancestor name, ancestor number. Do not enter the member’s name or their relationship to you.

## **Electronic Applications**

Citations for the electronic application should follow the same criteria and format as for a PDF application; however, the citation fields on an eAPP are located at each generation, rather than on a separate page. Once the prospective member completes the application and sends it for chapter review, the electronic form converts to resemble the PDF application. The citations of these sources follow the same format as for PDF applications.

**NOTE:** Dashes will be seen in each of the date fields, whether the information was entered manually or by using BAA. Do not ask the applicant to remove the dashes; it is automatic.

Detailed information regarding the process of submitting an [Electronic Application](#) may also be found on the Members’ Website.

NOTE: Any technical issues with the electronic application should be reported via email to [eApplications@dar.org](mailto:eApplications@dar.org).

## **PAGE FOUR – REVOLUTIONARY WAR ANCESTOR’S RESIDENCE & SERVICE**

Always use the Build-an-App utility when available, as this will populate the fields on this page with the newest verified information from the Ancestor’s profile in the GRS. From your draft, you can determine which fields, if any, will require additional research. If any required fields are blank, additional research will be required. For a new Ancestor, complete all fields on page 4, and submit acceptable proofs. No field, except the Ancestor Number, may be left blank. A new Ancestor will not have a number to enter.

## Ancestor Name

**This must be listed exactly as it appears in the GRS Ancestor Database.**



The primary purpose for the creation of the Ancestor Database is to assist staff with the verification of membership applications and supplementals. As such, **the DAR assigns a single standard surname that covers variant spellings of similar surnames**. While the surname may appear incorrect, this does not mean it is in error. This spelling system ensures that patriots are not established under more than one spelling.

For a New Ancestor, perform a Soundex search on the surname of the Patriot by clicking on Advanced Search. Enter the Ancestor name as spelled in the GRS on pages 2 and 4. See [Genealogy Guidelines Part I: Guide for Chapter Registrars](#) regarding the spelling of the Ancestor's surname.

## Ancestor Residence

This is the residence of the Patriot Ancestor during the years 1775 to 1783. Service CANNOT be verified until a place of residence at the time of the Revolution is proved. The place of residence during the Revolution must be given as fully as possible. Sources used to prove his/her residence may not be the same source as used to prove service, with few exceptions such as pension applications in which this information is stated. If, for instance, civil service is claimed, the individual must have resided in the town or county in which the civil service was performed. In the case of military service, it should be demonstrated the man lived in the locality from which the military unit was recruited. Residence for service must be shown to be consistent with other life events for the person. **If a Patriot's service occurred in a geographical area other than their residence, evidence is needed to connect that individual with the service.** This field cannot be left blank. Do not list any source citations in this field.

## Ancestor Rank or Capacity

This will either be the highest rank held in the military (such as Private, Soldier, Captain, General, Staff Officer, etc.), or will be Signer of the Declaration of Independence (SDI), Patriotic Service (PS), or Civil Service (CS). Only one military rank is permitted in this field, but the Patriot may have other types of service in addition to military, for example: LT, CS, PS, or SDI.

The military rank listed is always the highest rank cited in the source. Abbreviate all ranks, such as PVT, ENS, SGT, LT, CAPT, MAJ, COL, GEN, etc. When an Ancestor is listed as having 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup>, or Brevet with the rank (such as 1<sup>st</sup> Lt, Brevet Capt), LT or Capt is listed in the rank field

and 1LT is listed in the service description field. There are several functions associated with the military that have other designations:

- **NONCOM** — Drill Sergeant, Drummer, Drum Major, Fifer, Fife Major, Musician, Quartermaster Sergeant, Trumpeter, Trumpeter Major.
- **STAFFOF** — Aide de Camp, Adjutant, Advocate General, Brigade Major, Brigade Quartermaster, Boatswain, Chaplain, Dep Quartermaster Gen, Physician/Surgeon/DR, Engineer, Master, Naval Gunner, Paymaster, Paymaster General, Prize Master, Quartermaster, Quartermaster General, Surgeon's Mate, Staff Officer.
- **PS** — Assistant Commissary, Cadet, Court Martial Man, Court Martial Officer, Commissary, Commissary General, Dep Commissary General, Express Rider, Forage Master, Guide, Nurse, Ostler, Orderly Sergeant, Prisoner, Recruiting Officer, Scout, Spy, Tailor, Teamster, Volunteer, Wagon Master, Wagoneer, Waiter.

As with the military rank, list the actual position or job cited in the source in the Service Description field. **Do not enter any description of the service or the service source in the Rank field.**

**Note about Substitutes: The Patriot who provided the substitute has Patriotic Service. The Patriot who substituted has the military rank listed in the record if provided, otherwise is listed as SOL.**

### **Ancestor State of Service**

This refers to the state for which the service was performed, as in the case of civil or patriotic service; where the unit was raised for military service; or the residence for signer of the Declaration of Independence, as previously verified or proven with new acceptable documentation. The service must be consistent with the proven residence. Do not list every state the ancestor may have fought in a battle. Do not add US, USA, or United States.

### **Ancestor Number**

This must match the ancestor number found in the profile for the Patriot in the GRS Ancestor Database. *If proving a new ancestor, this field is left blank. Do not enter New Ancestor.*

## Ancestor's Service

This must match the service description found in the profile for the Patriot in the GRS Ancestor Database. All new service listed in this section, not found on the Patriot's GRS profile, must be supported by documentation. The Build-an-App utility will auto-fill all verified service into this field. *This field cannot be left blank. If no information auto-fills when using BAA, or the paper you are typing from has no description of the ancestor's service, this information must be entered, and acceptable documentation submitted as proof of the service claimed.*

Some standard descriptions include:

- Militia, Capt John Smith (example)
- Paid Supply Tax, 1783
- Juror
- Took Oath to Make Land Entry, 1781
- Furnished Supplies
- Member of Committee of Safety
- Signed Oath of Allegiance, 1777

**NOTE:** It is a good idea to also list the year of service, but it is not required, unless the Patriot died during the Rev War. If the Patriot died during the war and the service is not listed in the GRS with a date, the source of service will need to be submitted to add the date of service to the Patriot.

## Source for Service

This must match the service source(s) found in the profile for the Patriot in the GRS Ancestor Database, just above the service description. On the application, the service source field is located below the service description field. Submit any new service sources listed in this section, not found on the Patriot's GRS profile. The Build-an-App utility will auto-fill all verified service into this field. If BAA is not yet available or not used, it is easiest to copy and paste the description from the profile into this field. IF BAA does NOT enter a source for service in this field, you must type in the correct citation and provide a copy of the acceptable source for service. Do not enter Ancestor numbers, member numbers, family genealogies, memorial markers or DAR Lineage Book citations in this field. *This field cannot be left blank.*

In proving service for a new ancestor, or for an established ancestor requiring proof of

residence and service, after a place of residence has been determined, it must be shown:

1. The individual was living at the time the service was performed.
2. S/he was of an age suitable to have performed the claimed service.
3. It is reasonable to assume this individual, and not someone else of the same name, performed the service.

For references in published records for service, give the title, author, volume, and page of the source you are citing. If using the Build-An-App utility, the information available in the GRS will automatically be included on the PDF application. If the source for service is listed in the GRS, it is not necessary to include a copy with the new application.

It must be demonstrated the ancestor acted with unfailing loyalty to further the cause of American Independence, as a sailor, soldier, civil officer or for rendering acceptable patriotic service. It must also be proven the service claimed belonged to the ancestor named. Service is determined by the last known act of service to the American cause. Therefore, if a soldier was fined for failing to attend muster in 1779, services prior to the date of the fine are not accepted. If a person took an oath to the king in 1778, all services prior to the date of the oath are negated, and acceptable service must be proven as having occurred **after** that date.

The best evidence possible should be used to prove Revolutionary War service. Federal records, such as the compiled military service records and Papers of the Continental Congress, are acceptable when it can be demonstrated the referenced sources pertain to the ancestor claimed. Original petitions are often available in the courthouse of the counties in which they were made. Records of military and other service may be obtained from state and county accounts.

If there is more than one person of the same name, living in the same place, it must be proven beyond a doubt that the service belongs to the ancestor claimed.

Contemporary letters from the persons serving, or from someone receiving the information directly from the person who performed the service, may be proof of service; however, these types of records are evaluated on a case-by-case basis. If unpublished sources are used, photocopies of the original record should be submitted and must contain the date and place of record, e.g., town or county and state.

Reference to published records must give the name of the author, title of the book, date of publication, volume, and page number. To expedite the review of the application, include copies of references for service if not already listed in the Patriot's record in the GRS. Failure to do so may result in delays in the verification of the application. Keep in mind: the DAR Library may not have a copy of the source you are citing. Include a copy of the title page, which shows the copyright date, and pages containing pertinent information. Examples of works often used as proof of Revolutionary War service are:

- Lists of Revolutionary War soldiers or accounts compiled entirely from official sources
- Records of the various states, or of the Federal Government
- Records taken from a town or county giving the exact entry for service as it appears in the record of that town or county

Family genealogies stating a person performed Revolutionary War service are not acceptable as proof and should not be submitted or cited. Such claims must be documented using acceptable records. A grave marked as a Revolutionary soldier is NOT proof of service. **Do not cite the DAR Patriot Index or a national number as the source for service.** If the service source is not listed in the GRS, proof of service **must** be submitted with the application. ***The source of service field cannot be left blank.*** Failure to cite the source for service and/or provide the source if required will result in the Staff Genealogist sending an Additional Information Request (AIR) to the applicant or member. In the event service cannot be verified, the line will be closed to membership. It is the responsibility of the applicant or member to provide proof of her ancestor's service. Prior to any submission, it is in the best interest of applicants and members to review the GRS for other individuals of the same name who may have been credited with the same service. In this event, conclusive evidence must prove which person performed the service claimed. For expanded discussion of acceptable sources for Revolutionary War service, see [Genealogy Guidelines, Part Three: Service](#).

Revolutionary War pension records are available online from both [Fold3.com](#) and [Ancestry.com](#). DAR references differ slightly from the National Archives. The DAR denotes all the parties who collected a pension—soldier (S), widow (W), and heirs (H)—and denotes the last pension recipient with an asterisk (\*). *Acceptable references for a Revolutionary War pension*

record should look like this:

Abbreviation	When Used
*S1234	Only soldier applied, & he received pension
*W1234	Only widow applied, & she received pension
S*W1234	Both soldier & widow were pensioned
R1234	Pension rejected for lack of proof of service, and service claimed in pension cannot be verified with other sources
R1234V	Pension rejected, and either: 1. The reason for rejection is not related to lack or proof of any service; or 2. The service claimed in pension can be verified with other sources
*SR1234	Soldier received pension, but widow or heirs were rejected
*WR1234	Widow received pension, but heirs were rejected
*H1234	Only heirs applied for and received pension
*IP	Soldier received invalid pension with no number
*NP	Soldier pensioned; no papers

### Spouses of Revolutionary War Ancestor

All information on page 4 pertaining to the names of the Revolutionary War ancestor's spouses and children may be included for informational purposes, however, ***as of the 2019 version, is optional.*** Such information does not constitute proof of any lineal descent except for the spouse and child who carry the lineage forward on page 2.

The applicant or member may name the spouse(s) of the Revolutionary War ancestor with date and place of marriage, if known. The listing of spouses should agree with information found in the GRS, unless new documentation is being provided. When citing a spouse of a New Ancestor as the 2<sup>nd</sup>, 3<sup>rd</sup>, etc., proof of all known spouses is required. A spouse whose name is unknown is listed as X X, or Mary X.

## Children of Revolutionary War Ancestor

*This section is optional.* If desired, name all children, if known, with dates of birth and the name of the child's spouse(s). When the Revolutionary War Ancestor's children are from more than one marriage, please indicate the mother of each child. The list of the Patriot's children may be helpful as a guide; however, it is not necessary to prove children of the Ancestor other than the one through whom the applicant or member descends. Acceptable documentation is required to prove lineal descent through a different child who has not already been verified.

The sections on page 4 for the description and citations for the Ancestor's service, and the last two sections on the Spouse and Children of the Revolutionary Ancestor, were updated on the 2019 DAR PDF application release to clarify what is required in these fields:

- “A description of my ancestor's services during the Revolutionary War were as follows:  
(THIS FIELD CANNOT BE LEFT BLANK)”
- “Give source citation(s) of acceptable proof for Military, Civil or Patriotic Service. When proving new service, or updating current service, a copy of the proof **must** be submitted.  
(THIS FIELD CANNOT BE LEFT BLANK)”

The last two sections on page 4 were updated in the 2019 DAR app PDF release:

- Spouse(s) of the Revolutionary Ancestor: *This field is Optional.*
- Children of the Revolutionary Ancestor: *This field is Optional.*

**The Staff Genealogist will not verify the information in these two Spouse and Children sections.**

### Example of a Correctly Filled Page Four: Service Page

#### ANCESTOR'S SERVICE

The said JOHN CALVERT who resided during the  
American Revolution at CHARLESTON, CHARLESTON DIST, SC

assisted in establishing American Independence while acting in the capacity of CS, PS  
for the state/country of SC Ancestor Number A018441

A description of my ancestor's services during the Revolutionary War were as follows: *(THIS FIELD CANNOT BE LEFT BLANK)*

CLERK OF THE NAVY BOARD, 1776-1779; COMMISSARY OF PURCHASES; GRAND JUROR, PETIT JUROR & SPECIAL  
JUROR, 1778-1779; INQUIRER, ASSESSOR & COLLECTOR, ST PHILIP & ST MICHAEL PAR, 1783

Give source citation(s) of acceptable proof for Military, Civil or Patriotic Service. When proving new service, or updating  
current service, a copy of the proof must be submitted. *(THIS FIELD CANNOT BE LEFT BLANK)*

SALLEY, JOURNAL OF THE COMMISSIONERS OF THE NAVY OF SC, PP 6, 253; HENDRIX & LINDSAY, JURY LISTS OF  
SC, 1778-1779, PP 3,10,24; COOPER, STATUTES AT LARGE OF SC, VOL 4, P 532; SC ARCH, ACCTS AUD #1007, ROLL #18

Application Verified \_\_\_\_\_ Accepted by the National Board \_\_\_\_\_

Registrar General \_\_\_\_\_

Recording Secretary General \_\_\_\_\_

Example of an Incorrectly Filled Page Four: Service Page

ANCESTOR'S SERVICE

The said ABIEZER PERKINS who resided during the  
American Revolution at DEERFIELD, FRANKLIN CO, MA

assisted in establishing American Independence while acting in the capacity of Private in the Continental Line in Capt Bartle  
for the state/country of Massachusetts, USA Ancestor Number A#088704

A description of my ancestor's services during the Revolutionary War were as follows: *(THIS FIELD CANNOT BE LEFT BLANK)*

Abiezer Perkins enlisted in Massachusetts, place not stated, about January 1, 1776, served as private in Captain Samuel Bartlett's company, Colonel Jonathan Ward's Massachusetts Regiment; was in the battles of Long Island and York Island and discharged about February 1, 1777. He was allowed a pension on his application executed April 13, 1818 at which time he was sixty-three years old and a resident of Cazenovia, Madison County, New York. In 1820 soldier referred to two children, aged thirteen years, their names not stated.

Give source citation(s) of acceptable proof for Military, Civil or Patriotic Service. When proving new service, or updating current service, a copy of the proof must be submitted. *(THIS FIELD CANNOT BE LEFT BLANK)*

Pension of Abiezer Perkins S.43835, National Archives, M804, National Archives Catalog ID 300022, Record Group 15, Revolutionary War Pension and Bounty-Land Warrant Applications Files, Roll No. 1910, fold3.com  
Refer to NSDAR #394247 Add Vol. 430, Member: Pauline G Ottinger  
See NSDAR #745891 (5th cousin once removed)  
DAR Patriot Index

Application Verified \_\_\_\_\_ Accepted by the National Board \_\_\_\_\_

Registrar General \_\_\_\_\_

Recording Secretary General \_\_\_\_\_

In this example, the information for Abiezer Perkins does not match the information shown in his GRS profile. His residence is not historically accurate (Franklin County was created in 1811).

The rank description is too lengthy (it should just say PVT), the state should simply be an abbreviation (“MA”, and “USA” is not to be included), and the ancestor number should be A088704. The service description, while accurate, is too lengthy. Should there be a reason for the Staff Genealogist to make any notes regarding updates or corrections, there is less space for the Genealogist to do so.

Lastly, the service sources are inadequate. The source should simply be the pension number, as it appears on the GRS profile (\*S43835). It is not acceptable to cite or refer to other DAR applications for services and service sources, as well as the DAR Patriot Index. Please keep in mind services or sources may have been updated over time due to new or inaccurate information.

Some acceptable citations for commonly used service sources include, but are not limited to:

- JOHNSTON, CT MEN IN THE REV, P \_\_\_\_
- CANDLER, REV RECS OF GA, VOL \_\_\_, P \_\_\_\_
- CLEMENTS & WRIGHT, MD MIL IN THE REV, P \_\_\_\_
- MA SOLS & SAILS, VOL \_\_\_, P \_\_\_\_
- HAMMOND, ROLLS OF THE SOLS IN THE REV WAR, NH STATE PAPERS, VOL \_\_\_, P \_\_\_\_
- NJ, REV WAR: COMP OF REV WAR SLIPS & DOCUMENTED MATERIALS FROM OTHER SOURCES, FHL ROLL #, MSS #
- FERNOW, DOCS REL TO THE COL HIST OF STATE OF NY, “NY IN THE REV,” VOL 15, P \_\_\_\_
- CLARK, STATE RECS OF NC, VOL \_\_\_ P \_\_\_\_
- PA ARCH, \_\_\_ SER, VOL \_\_\_, P \_\_\_\_
- SC ARCH, ACCTS AUD # \_\_\_, ROLL # \_\_\_\_
- GOODRICH, ROLLS OF THE SOLS IN THE REV WAR 1775-1783, P \_\_\_\_
- ABERCROMBIE & SLATTEN, VA REV PUB CLAIMS, VOL \_\_\_, P \_\_\_\_
- NARA, M881, COMP MIL SERV RECS, ROLL # \_\_\_\_

**NOTE:** Some sources of service, although previously accepted, can no longer be used or may only be used as a secondary source. For more information on acceptable sources of service, please visit the [Genealogy Guidelines, Part Three: Service](#).

## SECTION VI: ARRANGING THE DOCUMENTATION & PREPARING THE APPLICATION FOR SUBMISSION

### Final Review of the Application or Supplemental

The application is the Society's permanent record of membership. It must be computer-generated, using the [DAR Application Software](#). A [conversion utility](#) for the old DAR application software is available on the Genealogy page on the Members' Website, as this software is no longer supported.

Checklists are provided in the National Information Packet (NIP) on the Members' Website to ensure the application or supplemental has been completed according to the guidelines and standards of the Office of the Registrar General, and to assist in the submission process. These checklists are to be used by the chapter and not submitted with the application:

[Application Checklist](#)

[Supplemental Application Checklist](#)

A listing of all available checklists can be found on the [Forms and Checklists](#) webpage.

The Chapter Registrar will make sure all information given on page 2 of the application can be supported by documentation. **Provide photocopies** of any printed sources in the DAR Library or supporting documentation being cited as proof. If a previously accepted application is to be used, cite the national number, Patriot ancestor name and number from the DAR Genealogical Research System (GRS). A copy of the verified application is not required and should not be included.

If acceptable documentation does not support the lineage listed on the application, the Chapter Registrar will make specific suggestions to the applicant or member regarding the changes and/or additional documentation, which may be required. After the Chapter Registrar finds the application acceptable, submit to the National Society for official verification.

Page 3 citations must conform to these Guidelines, and no additional text entered after the generation of the ancestor. There are no instructions, explanations, or editorial comments added.

The Chapter Registrar will examine the service claimed for the Patriot. The dates on which

the service was rendered must fall within the guidelines set by the Society. The type of service and the source must be acceptable to the Society. Service is discussed in more detail in the [Genealogy Guidelines, Part Three: Service](#).

### Signing, Printing & Mailing the PDF Application

A new member application or member supplemental using the DAR Application software must be printed on **acid-free, 25% rag content, watermarked legal size paper** as specified by the DAR. Blank paper may be purchased from the DAR Store. When buying paper from a vendor other than the DAR Store, it is imperative the paper is acid-free, watermarked and contains at least 25% rag content. An accepted vendor is Southworth; Hammermill is not accepted. **If one page of the four-page application contains the watermark and the remaining pages appear to be from the same production run, it may be accepted.** Take care to ensure computer-generated applications have the same spacing and printed appearance as the standard blank forms. The pages must also be in the correct order.

The application must be four pages in length, **printed in 8 ½ x 14 (legal) format**. All pages may be printed on separate sheets of approved paper, or pages 1 and 2 may be printed back-to-back, and pages 3 and 4 may be printed back-to-back. Printing on all four pages separately is encouraged in case a new page is required to be submitted. If printing back-to-back, ensure both pages are legible without ink bleed-through. **Handwritten notations are not permitted on pages two, three or four.**

One copy of the application is to be prepared. The applicant or member must sign her own application. Officers signing an application must be current officers of the same chapter. **As of August 2023, endorsers' signatures are no longer required; however, if included, the two endorsers must be active members in good standing, as of the date of the applicant's signature, and personally know the applicant.** All signatures must be inscribed with a black ink pen, *not photocopied*. The applicant's signature may be notarized or attested to by one of the following chapter officers: Regent, First Vice Regent (or Vice Regent), Recording Secretary, Treasurer, or Registrar. *Updated April 2023*

After examining the completeness of the application, the Chapter Regent and Registrar must sign on page 1 of the application. If one or both of the above officers are not available to sign the application, the chapter First Vice Regent, Recording Secretary, or Treasurer may sign the application, followed by her official title. If her signature is not legible, her name may be typed or

printed below the signature line.

If applying for Member-for-Member credit, with new member applications only, enter the name of the *one* person who is to receive the Member-for-Member credit in the correct field. This name can then be used as a reference by the chapter registrar once the application is verified. The Member-for-Member program is optional however and the Office of the Registrar General does not administer any of the details. Please see the DAR Handbook, Chapter VII, page 153. Contact the Office of the Organizing Secretary General and Membership Committee on the Members' Website for more information. Member for Member credit is not given for supplementals.

### Arranging the Supporting Documentation

Submit copies of the relevant pages for all documents cited with the application, with the pertinent facts underlined in red. Failure to do so may result in a request for the documentation. Only submit one copy of each document. When submitting abstracts of records from online sources, if an image of the record is available, please furnish a copy of the abstract **and** a copy of the image of the record. Abstracts commonly contain transcription errors. Submit copies of documents within the DAR Library and DAR databases as the Staff Genealogist will **not** locate these records. Copy the pertinent pages, as well as the title page and the page containing the copyright date.

**Do not send original documents.** Certified copies are not required. All documentation becomes the property of the DAR and is not returned to the applicant, member or chapter. File all pages of a multi-page document together. Please keep a copy of everything you send for your records. Vital records and documents with personal information within the past 100 years are shredded. **NOTE:** There is a common misconception in that the purpose of the DAR GRS database is to serve as a repository for all records of a family's history. As such, there are instances in which additional documentation is submitted which is not required to prove the application in question; either because the lineage information was proven by other supporting documentation and the extra documentation is not required; or it does not pertain to the lineage being reviewed, but it may be referring to collateral lines. Extra documentation of this type will not be reviewed or retained. The DAR is unable to provide copies of documentation or unverified applications, for pending applications and supplementals, therefore please keep a copy of everything you send for your records.

Photocopies or scans of the documents are preferred. If taking a picture of a document with a camera or phone, please be sure the photo is not at an angle, the entire document is visible

in the photo, and the document is clear and legible. Please provide the best copy of the document and do not alter the copy. When an original document cannot be photocopied due to its fragile condition, or when a repository does not allow for photocopies or digital copies to be made, provide a transcript of the original. Be sure to copy the record exactly, using spelling and punctuation identical to the original. For this type of document to be used for a DAR application, a statement on letterhead by the repository attesting to the validity of the document is required.

On the reverse side of each piece of documentation, it is recommended to write or print the name of the applicant or member, chapter and chapter computer code number, ancestor's name, generation(s) and date of submission. Black ink is preferred.

**NOTE:** The Staff do not review the reverse side of each piece of documentation for content or accuracy. A pre-letter or AIR will **NOT** be sent based on what is or is not on the back.

**DO NOT USE LABELS OR ANY OTHER ATTACHMENTS TO THE DOCUMENTS.** Do not send multiple copies of any documentation applying to more than one generation of the lineage. Instead, list all the appropriate generations on the back of a single copy. Photographs of tombstones should include a transcription of the information on the tombstone, as well as the name and location of the cemetery where the grave is located.

Arrange all documents by generation from the applicant or member to the Revolutionary War ancestor. Please ensure the documents are legible and clear. Do not send pixelated or blurry digital photographs, as the genealogists cannot read or interpret them. Do not mark documents with highlighter. Highlighted text often cannot be reproduced when filmed or scanned. You may underline the pertinent information with a red pen or pencil. Do not staple or tape any pages.

Upon receipt, all applications and supplementals are scanned into the electronic system along with some of the supporting documentation. (Data Entry does not scan documents clearly from the internet or pages from books in our Library.) High-speed scanners with automatic document feeders are used for large volumes of paper every day. Faster processing at this initial stage will get the application to the Genealogy Office much more quickly. Here are some guidelines and tips to help keep the paper flowing quickly and efficiently:

- No fasteners of any kind. Do not place documentation in sleeve protectors or envelopes. Removing fasteners or removing documents from sleeve protectors or envelopes may lead to delays in processing the application.
- Use standard size paper. If a document cannot be copied onto standard size paper, do not tape the separate sheets together.
- Submit supporting documentation on regular, white copy paper. The paper for supporting documentation does not need to be acid-free.
- No labels of any kind may be placed on the application or supporting documentation.
- Do not scan or copy multiple (more than one) records onto the same piece of paper. Submit each document on its own page. In other words, do not copy a birth record and marriage record onto the same piece of paper.
- Arrange the documentation in order by generation, with the most recent generation at the top of the pile. Generational cover sheets are not necessary for verification and should not be included. Instead, properly cite all sources on page 3.
- Documentation must be legible. If you cannot read it, the Staff Genealogist will not be able to read it either.

### Submitting a Single Application Only

After arranging the documentation, lay the application paper on top. If possible, avoid folding the application and the documentation. Place the payment check (Chapter check only, made payable to **Treasurer General, NSDAR**) on top of the application where it is easily visible. It is acceptable to paperclip the check to the application and supporting documentation, but this should be the only paperclip included. If the stack is too thick for a paperclip, use a binder clip.

### Submitting Multiple Applications at the Same Time

#### *Applications*

When submitting more than one new member application on the same ancestor, the Staff Genealogist will verify the application for the oldest applicant or member first. Place the oldest prospective member's application, and the accompanying documentation needed to verify it, on top. The next oldest applicant will connect to the first applicant. Attach only documentation needed to connect her to the first applicant to this application. For example, if a mother and daughter are joining on the same ancestor, the mother's application is reviewed first; place all documentation for

the mother's application behind this application. Only the documentation pertaining to generation one on the daughter's application is included following this application and submit the applications at the same time in one mailing. One chapter check, made payable to Treasurer General NSDAR, is sufficient for the total amount due depending on the number of applications. Once the mother's application is verified, the daughter's will be verified using her mother's reviewed and verified application, and then any additional documentation submitted for the daughter's generation. When received in Data Entry, the applications are placed together in a file folder, requiring one set of shared documentation. The same procedure applies to eAPPs being submitted for more than one family member.

*The Office of the Registrar General strongly discourages family members from joining on different lines at the same time.*

**NOTE:** There is no guarantee of consecutive national numbers when applications of family groups do not use the same patriot ancestor. Multiple applications on the same patriot ancestor are processed more quickly.

### ***Supplementals***

The same principle applies to supplementals. Only the member and the chapter registrar sign page one. If the member submitting the supplemental is the chapter registrar, she signs in both places. If the chapter registrar is not available to sign, one of the other eligible officers may sign, adding their office next to their signature. If two or more members submit supplementals on the same ancestor(s), the older member's papers will be verified first. A chapter check or personal check for payment of all supplementals submitted is made payable to **Treasurer General, NSDAR**. The Staff Genealogist will determine which ancestor to verify first, depending on the lineage. Submit only one set of documentation for shared generations on the different supplemental applications. Attach any documents needed for only one lineage or Patriot with that application. **Page three for each supplemental must cite all sources submitted; the supplemental applications cannot cite each other.**

### ***Mailing The PDF Application***

The new member application must be submitted with a chapter check in the appropriate

amount for fees and dues payable to the Treasurer General, NSDAR, and mailed together with acceptable supporting documentation to Data Entry, NSDAR, 1776 D Street NW, Washington, DC 20006. For member supplemental applications, a chapter check (preferred) or a personal check for the application fee only is made payable to the Treasurer General, NSDAR.

### **Submitting Additional Documentation After Mailing**

Occasionally, additional records may be found after a new member application or supplemental application has been mailed to Headquarters. If the application or supplemental has not yet been reviewed, the additional documentation may be mailed to the National Headquarters, Attention: Data Entry, which must include a cover letter giving the name and ID number of the applicant or the name and National Number of the member; chapter name and chapter code number; the ancestor name and ancestor number; and an explanation for the new documents being submitted, with the correct citations. Please keep in mind that it cannot be guaranteed the new documentation will be added to the initial submission.

### **Final Chapter Review of the Electronic Application (eAPP)**

An electronic application (eAPP) submission requires uploading all documentation, as individual, .jpg or .png files. for review with the electronic application. These documents require the same standards as those submitted with PDF applications. Do not scan duplicates, and ensure the scans are legible and correctly indexed before referring the eAPP to the next review stage. Errors with the upload of documents will cause delays in the verification process. Underline in red prior to scanning or add a digital red line to any pertinent information. The electronic application form may permit the upload of documents in other formats such as .pdf. This is NOT acceptable, and all documents must be uploaded in .jpg or .png format in order to be received at National.

A chapter officer is responsible for ensuring the completed application meets the requirements of the Society before sending to the next review by member volunteers known as a Mid-Level Reviewer (MLR). The Office of the Registrar General selects these volunteers after meeting certain testing and skills requirements. All Mid-Level Reviewers are anonymous and held to a confidentiality agreement, ensuring the privacy of our member's records.

The MLR returns the eAPP to the prospective member to make changes or corrections if necessary. The prospective member must notify her chapter of the return of the

eAPP for further work. The review process by two chapter officers is then repeated before an MLR again reviews the eAPP, which may not be the same person as before. The applicant, and both chapter officers must review and submit the eAPP to move to the next stage. Once the MLR approves the eAPP, the prospective member is notified by e-mail with instructions regarding the payment of fees. There is no deadline regarding the payment of the fees after notification. Family members submitting eAPPs through the same ancestor should submit their payments at the same time to ensure they will all be reviewed at the same time. Any technical issues with the review or payment process should be reported by email to [eApplications@dar.org](mailto:eApplications@dar.org). After the fees have been paid with a credit card using our secure online payment system, a record is created for each applicant in the membership database, known as iMIS, and the application is assigned a category, as is done with all paper submissions. The eAPP is then entered in the “Verification Queue” to await review by a Staff Genealogist. Electronic Applications and PDF (paper) Applications are placed in the same queue, and each are reviewed in the order received. Electronic Applications are not automatically expedited under normal circumstances.

### **The Mid-Level Reviewer**

The MLR is selected by the Office of the Registrar General, based on a set of criteria. The MLR uses a checklist provided in the Mid-Level Review Manual, which is provided after passing the GEP Course: “Mid-Level Review Training Program”. The MLR will also have Image Access and access to many of the resources used by staff genealogists. The MLR reviews are monitored, and the staff are available for consults regarding uncertainty about an eAPP. The MLR is anonymous to the prospective member and to the chapter; and the prospective member and the chapter are anonymous to the MLR. There are NO State MLR teams.

The availability of an MLR to review an eAPP submitted for Mid-Level review is totally dependent on the availability of the volunteer. Any technical issues regarding the review process should be addressed by sending an email to [eApplications@dar.org](mailto:eApplications@dar.org).

**NOTE:** The prospective member or Chapter Registrar may decide to change from the electronic application format to the PDF paper application format at any time PRIOR to payment of the fees to NSDAR. Once the payment has been submitted, no change to the application type is permitted.

**The prospective member and/or Chapter Registrar must download and save a copy of the original electronic application submission, for their records, and to compare to the final verified application. There will be no brackets on the verified eAPP, only the accepted data.**

More detailed information regarding the process of submitting an [Electronic Application](#) may be found on the Members' Website.

## **SECTION VII: APPLICATION REVIEW & VERIFICATION**

### **Review at National Headquarters**

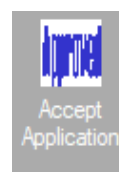
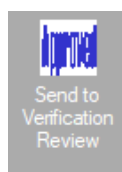
Upon receipt of the new member application, new member electronic application, or member supplemental application, each goes into an electronic review queue. All applications (new member and member supplementals) are reviewed in the order received at National, with a few exceptions. See [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#) for more information.

Data Entry categorizes all submissions, and the Staff Genealogists are assigned to review according to the category. For example, all Staff Genealogists review applications categorized as Established Ancestor. However, only a small number of staff review applications categorized as Coded, or Spanish/French. There are dedicated Staff who only review new member applications, new member electronic applications, and member supplemental applications.

Each Staff Genealogist “claims” an application or supplemental for review and obtains the file containing the PDF submission. The Staff Genealogist reviews one application at a time. For electronic applications, there is no physical record; the application and all supporting documentation are scanned into the system and reviewed online, using up to three monitors.

The Staff Genealogist will compare the lineage portion of the application with the documentation submitted by the applicant or member to ensure there are no typographical or factual errors. Reviewed first are all previously verified generations on an accepted DAR application, followed by the new lineage and the submitted documentation. Each reference given on the submission is checked to ensure all names, dates, and places are correct, and documentation is presented to show the persons listed in each generation actually were the biological parents of the child through whom the applicant or member claims descent.

If the application is verified, it is sent to the Verification Review Queue, where a second Staff Genealogist reviews the first Staff Genealogist's work. The second Genealogist does NOT look at the documentation again. This is just a cursory review to help ensure department procedures are being followed. Once the second review is complete, the application is sent to the Accept Application Queue, and is returned to Data Entry for final processing and assignment of the National Number or add-volume.



For security reasons, vital records and other sensitive materials are shredded. Non-sensitive materials, (census records, wills, deeds, etc.) are recycled. Vital records and any document containing private or personal information, less than 100 years old, are automatically indexed as restricted and will not be available for viewing on Image Access, nor available for purchase through Library Copy Services. Documents and records from such sites as Ancestry and FamilySearch are not scanned and retained, as these records are Copyright-protected.

### **Additional Information Request (Air) Letters**

If it is determined additional documentation is required, or an error (or possible error) has been made, the Staff Genealogist will notify the applicant or member of the problem and will request further documentation. A letter from a Staff Genealogist is known as an AIR—Additional Information Request. On new member applications, the AIR letter is sent to both the applicant and to the Chapter Registrar. For supplemental applications, the AIR letter is sent only to the member. In both instances, the AIRs are available on e-Membership for the Chapter Registrar to view. For Member-at-large new member applications or member supplementals, the AIR letter is sent to the applicant or member and the State Regent of the state in which they are residing. AIRs are discussed in detail in [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#). **Make sure the applicant or member understands a request for further documentation does not mean the National Society disapproves or rejects her application.**

The applicant may be asked to apply using a substitute patriot ancestor. Substitute

applications are permitted with new member applications, including electronic applications, but **NOT** on supplemental applications. There is no additional fee for a substitute application. Refer to the [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#), for additional information on these procedures.

In addition to submitting the required documentation to resolve the questions asked by the Staff Genealogist, for either a new member application or a member supplemental, a copy of the AIR letter must be included to ensure it is connected to the correct new member application or member's supplemental. Documentation received without the letter cannot be processed. E-mail attachments are not accepted due to threat of computer viruses to the network. AIR letter responses are returned to the Staff Genealogist who initially reviewed the application or supplemental; they do not go back into the general review queue. If that Staff Genealogist is no longer working in the department or is on extended leave, the letter response and application review will be assigned to another Staff Genealogist.

Again, important points when responding to an AIR letter:

- Provide a copy of the AIR letter.
- Provide copies of all new documentation requested to resolve the issue.
- Send all documents with the AIR letter at one time: do not send in a response every time you obtain one of the documents needed.
- If new pages of the application are required, the most recent application form must be used, even if the application or supplemental was originally created using an older PDF form.
- **Do not send original documents.** Certified copies are not required. All documentation becomes the property of the DAR and is not returned to the applicant, member or chapter. File all pages of a multi-page document together. Please keep a copy of everything you send for your records. Vital records and documents with personal information within the past 100 years are shredded. **NOTE:** There is a common misconception in that the purpose of the DAR GRS database is to serve as a repository for all records of a family's history. As such, there are instances in which additional documentation is submitted which is not required to prove the application in question; either because the lineage information was proven by other supporting documentation and the extra documentation is not required; or it does not pertain to the lineage being reviewed, but it may be referring to collateral lines. Extra

documentation of this type will not be reviewed or retained.

- The DAR is unable to provide copies of documentation or unverified applications, for pending applications and supplementals, therefore please keep a copy of everything you send for your records.

The allotted time for verification of applications is two years from the date of initial review by the Staff Genealogist, even when an AIR is sent and new information is gathered and submitted. Within the two-year review period, there is no limit on the number of AIR letters sent to the applicant. If the application is not verified within this period, it will be returned to the applicant. The supporting documentation will not be returned, and all vital records will be shredded. The application fee is nonrefundable.

Per a ruling of the Executive Committee in February 2023, the review period for supplemental applications is one year from the date of initial review by the Staff Genealogist, even when an AIR is sent and new information is gathered and submitted. If the supplemental application is not verified within this period, it will be returned to the member.

As of June 2015, per a ruling of the Executive Committee, the Staff Genealogist is limited to writing three formal AIR letters requesting additional evidence for a supplemental application. A Supervisor will also review the documentation before the third letter is sent. After the third AIR, the Staff Genealogist is not obligated to make any further written communication, via either mail or e-mail. Any new documentation submitted before the end of the one-year period will be reviewed.

*Updated April 2023*

NOTE: In very rare circumstances, an issue may be detected that was not reported in the first AIR, prompting a subsequent AIR letter to be written. This can be due to many factors, and while this can be frustrating to the applicant and chapter, it still must be answered and dealt with accordingly. No application or supplemental will be verified with a lineage or service error because the issue was not brought up in the first letter.

**Coding of Ancestors during the Verification Review process:** There are instances when an error in lineage or service is discovered during the review of a new member application or member supplemental. The verifying genealogist will attempt to resolve the issue before sending an AIR. If the error cannot be resolved or if other acceptable service cannot be found for the Ancestor,

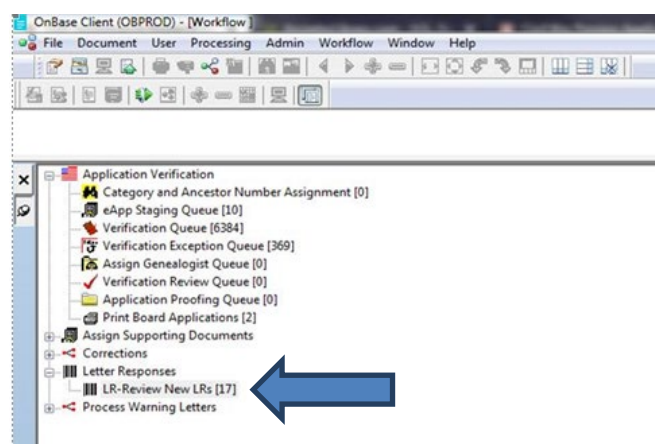
the genealogist will create a DATA CF, explaining the issue or issues. This DATA CF is then reviewed by two members of the Corrections Team or a member of the Corrections Team and a Manager. If the result is agreed upon, the senior staff will both sign the DATA CF in approval, and the Ancestor will be coded. The same process occurs when re-opening a line previously closed for lineage or service.

For more information about AIRs, see [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#).

## Air Letter Responses

Upon receipt in Data Entry, the AIR letter responses for both applications and supplementals are taken to the Administrative Assistants in both areas. The letter responses are then entered into a Letter Response Queue for the Staff Genealogist who wrote the letter.

**DO NOT SEND THE LETTER RESPONSE AND DOCUMENTATION TO THE STAFF GENEALOGIST VIA EMAIL. Staff are not permitted to open email attachments due to the threat of computer viruses and malware.**



The letter responses are reviewed based on the workload of the Staff Genealogist. If an additional letter is required, the same process is followed. If the paper can be verified based on the documentation received in the letter response, the paper will be sent for the second review.

Letter responses for eAPPS are currently sent directly to the verifying Staff Genealogist assigned to the application via e-mail.

An extension may be requested if a new member application is nearing the end of its two-year review period, or if a supplemental application is nearing the end of its one-year review period. Please note, an extension for a supplemental application will only be granted under exceptional circumstances. One extension of up to six months may be granted. Additional extensions are not permitted. The extension may be requested via e-mail to the Director of Genealogy at [genealogy@dar.org](mailto:genealogy@dar.org). Per rulings of the Executive Committee in October 2018 and February 2023, no extensions are permitted on supplemental applications which received AIR letters prior to 11 February 2023. *Updated April 2023*

## Verification Check Marks, Brackets & Lineage Links

During the review process, the Staff Genealogist will mark the PDF application or supplemental application to indicate if data has been previously verified, is new information, or if the information cited is in error or not proven. These marks help the Staff Genealogist to ensure name, date, place, citation, and service information has been reviewed, and accepted or not accepted. These marks also help the Genealogist stay on track through the verifying process, in case of interruptions. Please do not type, and/or enter by hand, any check marks, brackets, or lineage links with any new member applications or member supplemental submissions.

6. The said Alfred Jacob Vaught		was the biological child of
John Vaught	born Dec 1818	at Knob Fork, Grayson Co, VA
died at Piney Creek, Alleghany Co, NC	on 19 May 1897	and his (1st) wife
Mary Kirk	born 8 Dec 1819	at Wythe Co, VA
died at Chestnut Hill Twp, Ashe Co, NC	on 6 Apr 1901	Married - Date 2 Feb 1839
		at Smyth Co, VA
7. The said Mary Kirk		was the biological child of
Jacob Kirk	born c 1780	at VA
died at Wythe Co, VA	on a 13 Dec 1825	and his (2nd) wife
Elizabeth Pool	born 19 May 1799	at Grayson Co VA
died at Grayson Co, VA	on 26 Aug 1884	Married - Date
		at

Probate Rec

This is an example of two generations on an application in which all information is new. The Staff Genealogist reviews each name, date, and place with the documentation submitted, and places a check mark above each to show a particular entry has been verified. The Staff Genealogist will also write in the source used to prove the lineage between the two generations.

6. The said Alfred Jacob Vaught		was the biological child of
John Vaught	born Dec 1818	at Knob Fork, Grayson Co, VA
died at Piney Creek, Alleghany Co, NC	on 19 May 1897	and his ( 1st ) wife
Mary Kirk	born 8 Dec 1819	at Wythe Co, VA
died at Chestnut Hill Twp, Ashe Co, NC	on 6 Apr 1901	Married - Date 2 Feb 1839
		at Smyth Co, VA
7. The said Mary Kirk		was the biological child of
Jacob Kirk	born c 1780	at VA
died at Wythe Co, VA	on a 13 Dec 1825	and his ( 2nd ) wife
Elizabeth Pool	born 19 May 1799	at Grayson Co, VA
died at Grayson Co, VA	on 26 Aug 1884	Married - Date
		at

This is an example of two generations on an application in which all information entered is from a previously verified application or supplemental, indicated by the center checks made by the Staff Genealogist, over the words “born”, “on”, “born”, “on”, and a check by “Married”.

The Staff Genealogist will then compare the new submission with the most recent verified application or supplemental for these generations. In this instance, all data typed matches the most recent verified application for these generations, which is cited as the lineage link and written in by the Staff Genealogist.

6. The said Alfred Jacob Vaught		was the biological child of
John Vaught	born Dec 1818	at (Knob Fork,) Grayson Co, VA
died at (Piney Creek,) Alleghany Co, NC	on (19 May) 1897	and his ( 1st ) wife
Mary Kirk	born 8 Dec 1819	at (Wythe Co,) VA
died at Chestnut Hill Twp, Ashe Co, NC	on 6 Apr 1901	Married - Date 2 Feb 1839
		at Smyth Co, VA
7. The said Mary Kirk		was the biological child of
Jacob Kirk	born c 1780	at VA
died at Wythe Co, VA	on a 13 Dec 1825	and his ( 2nd ) wife
Elizabeth Pool	born 19 May 1799	at (Grayson Co,) VA
died at Grayson Co, VA	on 26 Aug 1884	Married - Date
		at

This is an example of one generation in which all information entered is from a previously verified application or supplemental, and one generation in which all information is used. Generation 7 has been previously verified, as indicated by the center checks.

In this example, the information typed on the new submission did not match the most recent verified application or supplemental for this generation. Therefore, in addition to the center checks, the Staff Genealogist placed brackets or parentheses around the data not previously verified and for

which no new documentation was submitted: Elizabeth Pool, (Grayson Co), (26 Aug 1884). The Staff Genealogist also wrote in the verified information for Elizabeth's date of death, in this instance "p 1880". (Quotation marks are for emphasis only and not permitted to be entered on the form).

Generation 6 is new information. The Staff Genealogist reviews each name, date, and place with the documentation submitted, and places a check mark above each to show that particular entry has been verified. In this example, some of the data is verified with a check mark based on the documentation submitted. Some of the data is placed in brackets or parentheses, because the documentation submitted did not prove that particular entry- John Vaught died (Piney Creek) Alleghany Co, NC, or the entry as typed is in error, and the Staff Genealogist wrote in the correct information: Mary Kirk born at (Wythe Co) Grayson Co, VA.,

Since generation 6 is new information, the Staff Genealogist will also write in the source used to prove the lineage between the two generations.

This last example is for a submission in which two generations have been verified on an older paper. The paper in question is in the 20000-range. These applications have names only listed on the papers. Therefore, additional documentation is necessary to prove, as new information, the required dates and places for both people in each generation.

6. The said Alfred Jacob Vaught		was the biological child of
John Vaught	born (Dec) 1818	at (Knob Fork, Grayson Co) VA
died at Piney Creek, Alleghany Co, NC	on 19 May 1897	and his (1st) wife
Mary Kirk	born (8) Dec 1819	at Wythe Co, VA
died at Chestnut Hill Twp, Ashe Co, NC	on (6 Apr 1901) p 1900	Married - Date 2 Feb 1839
		at Smyth Co, VA
7. The said Mary Kirk		was the biological child of
Jacob Kirk	born c 1780	at VA
died at Wythe Co, VA	on a 13 Dec 1825	and his (2nd) wife
Elizabeth Pool	born (19 May) 1799	at (Grayson Co) VA
died at Grayson Co, VA Bur	on (26 Aug) 1884	Married - Date
		at

The Staff Genealogist places center checks to show the two generations as previously verified. The only data listed as verified are the names of the four individuals, and the marriage number, which are unmarked. All new entries of dates and places are then verified (check mark), not verified (bracket or parentheses), or corrected (bracket or parentheses, correct data written in, check mark).

In this example, the older application is the most recent verified paper for these two generations, and the Staff Genealogist cites it as the lineage link. For more information regarding the use of older applications with new submissions, please see [“A Hot Genealogy Topic From Facebook”](#).

For electronic applications, the process is quite different. Since the form is “live” during the verification process, all information in error or not proven is removed from the form. The Staff Genealogist will enter any changes or corrections to the submission at the time of review. Thus, the final verified version without markings will be viewable in e-Membership. **The prospective member and/or Chapter Registrar must download and save a copy of the original electronic application submission in order to review the actual changes made to the document.** The Staff Genealogist may enter additional text on page three of the application to explain the removal of a particular source, or why a certain date or place was or was not verified. Such notations are brief.

### Notification Of Membership

In January 2014, the National Board of Management began accepting verified applications on a monthly basis. On the 5<sup>th</sup> of each month, newly approved members are admitted. Also admitted to membership at this time are women joining by Reinstatements. Depending on which day of the week the 5<sup>th</sup> falls, the list of new members and their National Numbers are available in e-Membership on either the 5<sup>th</sup> or the next business day. This applies to both verified traditional paper applications and eAPPs.

The Office of the Registrar General mails the New Member packets as soon as possible after the date of admission. It is not necessary to contact the Office of the Registrar General concerning non-receipt of certificates until one month after acceptance by the National Board of Management. If a member certificate is in error, please contact the Office of the Registrar General directly, by sending an e-mail to [rginfo@dar.org](mailto:rginfo@dar.org) for a replacement. Information for member certificates is taken primarily from page 1 of the application. If Data Entry Staff made the error, the certificate is replaced. If the person who prepared the application incorrectly typed the information, the new member may purchase a replacement certificate.

One New Member Certificate is provided to each new member free of cost. Members requesting [replacement copies](#) must pay a \$10.00 processing fee. This fee includes the cost of reprinting the certificate and mailing to the member. The check must be payable to “Treasurer

General, NSDAR”. A chapter check is not required.

No notification of verification will be sent to chapters or applicants, other than the New Member Packet. Chapter Registrars or other Officers with e-Membership access may monitor e-Membership to check for the status of applications and supplementals and notify the applicant and/or member of any status updates.

A copy of the verified application is available on e-Membership for chapter members and prospective Organizing Members-at-Large. Chapter Registrars may print copies of the verified papers or keep them in electronic form for the chapter’s records. Because copies are no longer mailed, the Registrar is strongly encouraged to share a copy with the member to make sure there are no errors found. A copy of an application or supplemental for a Member-at-Large is mailed directly to the member.

### **Corrections To Newly Verified Applications & Supplementals**

A request for corrections to a verified application or supplemental can only be done under certain circumstances. First, the request for the correction must be within six months of verification. Second, the verifying Genealogist must have made the error. Entry errors not corrected during the verification process are not eligible for correction. While the Genealogy Staff strive toward accuracy, errors are made on rare occasions. It is the responsibility of the Chapter Registrar and member to review the verified application or supplemental upon receipt from National. In the event an error was made on the application during the verification process, the Corrections Genealogist must be notified within six months of the National Board date admitting the new member, or the date of verification for a member supplemental. After six months, changes cannot be made to the verified submissions.

NSDAR does not retroactively change information on new or previously accepted applications or supplementals when new information is found. There are a number of reasons for this, the chief of which is these are the historical records of DAR membership. In addition, we do not accept new supporting documentation for scanning after verification. When there is an error on the paper, it will only be reviewed by the Corrections Team and the verifying genealogist in context with the original documentation submitted.

Review [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#) and the Corrections webpage for further information regarding the Corrections process.

## Additional Application & Supplemental Resources

The following links will provide additional information and assist with the application process:

- [Genealogy Webpage](#)
- [Application and Supplementals Resources](#)
- [Application Task Force -NEW](#)
- [Lineage Research Committee](#)
- [Specialty Research Committee - NEW](#)
- [Membership Committee](#)
- [Volunteer Genealogists Committee](#) *Updated April 2023*

## DAR ACRONYMS AND USEFUL TERMS

**Add Volume**- ADDitional VOLUME. Number assigned to a member's verified supplemental(s).

**AIR**- Additional Information Requested. This term refers to a letter or other communication from the verifying DAR Staff Genealogist requesting additional documentation and/or clarification of the names, dates, places, relationships, and/or Revolutionary War service listed on the application.

**Ancestor**: For the purposes of the DAR, the term ancestor is most often used to refer to the patriot ancestor—the individual in the applicant's lineage who served in the Revolutionary War. In some cases, the term is also used to indicate a direct, biological relative in a previous generation (i.e.: mother, father, grandmother, grandfather, great-grandfather, etc.).

**Ancestor Number**: The unique identifying alphanumeric number given to each ancestor listed in the Ancestor Database of the GRS. All ancestor numbers begin with the letter A. For example, A121962.

**APP**- APPLIcation. Refers to new member and member supplemental PDF application form and the electronic application.

**Applicant**- A woman who has submitted an application to National for membership.

**BAA**- Build An Application. Available in the GRS for use with all verified submissions with a Descendants listing.

**Biological Lineage**: All DAR applications must depict the biological lineage from the applicant to a Revolutionary War patriot. No adoptive parents or stepparents can be included on a DAR application.

**C.A.R.** - Children of the American Revolution. The Children of the American Revolution is a separate (but affiliated) lineage organization. Members of the C.A.R. who can produce a certificate of good standing and who submit their application to the DAR prior to the applicant's twenty-second birthday can have the DAR application fee waived.

**CN-** CorrectionN Sheet. Seen in the GRS with a member listing. The Patriot Ancestor's information was corrected or updated with that member's submission. Only staff may view corrections sheets.

**DAR-** Daughters of the American Revolution.

**DATA CF-** DATA in Corrections File. Ancestor code. An electronic file available to Staff only, providing additional information on the Ancestor, the service, and/or the lineage. Ancestors coded as DATA CF are considered open and available for new member and member supplemental submissions.

**Descendants List-** Member volunteer project through DAR Genealogy Preservation Committee. Database in the GRS listing names, dates and places as verified on applications and member supplementals.

**eAPP-** Electronic APPlication. Available for New Member applications only.

**e-Membership-** Electronic Membership. e-Membership is a membership management tool available to Chapter Regents, Chapter Vice Regents, Treasurers and Registrars, as well as State Regents, State Vice Regents, Chaplains, Organizing Secretaries, Treasurers and Registrars. With e-Membership these officers are able to log into a password protected site to view current chapter information, update their chapter member's addresses, phone numbers, and e-mail addresses, view reports and search the membership database. As changes are made, the system automatically updates the National database. To use e-Membership you must have a user id and password.

**FAMP/C-** Future Applicants Must Prove lineage of Child--- Ancestor code.

**FAMPCL-** Future Applicants Must Prove Correct Lineage. Child code. At least one previously verified child of an ancestor is in question and needs additional proof.

**EL-** Error in Lineage. Child code. At least one previously verified child of an ancestor is in error. No future submissions will be accepted through that child.

**FAMPCS-** Future Applicants Must Prove Correct Service. Ancestor code. No acceptable proof of service found for a Patriot Ancestor. Acceptable proof required to open for new submissions.

**GEP-** Genealogical Education Program. Genealogy training programs offered by the Office of the Registrar General.

**GRC**- Genealogical Research Committee. Digital collections of books from the Library compiled and donated by members and chapters.

**GRS**- Genealogical Research System. Working database of the Staff Genealogists. The GRS is a collection of databases that provide access to the many materials amassed by the DAR since its founding in 1890. It is comprised of the Ancestor Database, Membership Database, Descendants Database, and Library Catalog.

**IA**- Image Access. The privilege of Image Access allows the Chapter Registrar and other designated positions to view the scanned images of verified applications and supporting documentation. Strict rules apply.

**JPG**- A JPG file is an image saved in a compressed image format standardized by the Joint Photographic Experts Group (JPEG). All supporting documentation for electronic applications must be saved and uploaded in this format.

**LINY**- Long Island New York. Ancestor code indicating this patriot has residence in Long Island and/or New York City, New York. This code is given to all patriots from these areas due to the political and economic climate of Long Island during the American Revolution. It does **not** mean the patriot cannot be used for membership. It is an indicator the patriot's service record may require inspection to ensure he/she is free of Loyalist activity; applicants must inspect sources for both Loyalists and patriotic service to ensure the patriot did not partake in any Loyalist activities, such as taking an oath to the king. Once an application is received and the patriotic record is reviewed and deemed clear of Loyalist activity, the LINY code will be removed by the verifying genealogist.

**MAL**- Member At Large.

**MLR**- Mid-Level Reviewer. Specially selected members who volunteer to review electronic application prior to the submission to the Office of the Registrar General. Testing and invitation required.

**MOB**- More On Back. ~~Ancestor~~ **Child** code indicating more information is available on the ancestor, usually noted in the comments. Before the GRS, all ancestors were documented and filed on 3 x 5 index cards, or hard cards. When issues were discovered or additional information was considered necessary, the information was written on the back of the hard card: more on back. Old hard cards are viewable in the GRS with Image Access. *Updated April 2023*

**NSDAR**- National Society Daughters of the American Revolution.

**PDF**- Portable Document Format.

**PM**- Prospective Member. A woman interested in joining the DAR.

**RG**- Registrar General.

**Supplemental-** A Supplemental Application is an application submitted by an individual who is already a DAR member. Supplementals are used to record lines of descent from patriots other than the ancestor listed on her original application.

**Verification:** Verification is the name for the process by which the DAR Staff Genealogists review the lineage on an application and the supporting documentation submitted with that application. During this process, the Staff Genealogists make sure that each name, date, place and relationship on the application form are accurate and supported by acceptable documentary sources. They also make sure that the application is complete and that there are no perceived errors with the lineage or Revolutionary War service.

We hope you have found **Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage** to be a helpful resource.

[Genealogy Guidelines, Part One: Guide for Chapter Registrars](#) is an in-depth review of the duties of the chapter registrar and includes an in-depth explanation of processes within the Department of the Registrar General as well as useful tools and guides.

[Genealogy Guidelines, Part Three: Service](#) is a comprehensive discussion of the requirement for proving service for a Patriot Ancestor.