

HOW TO PROPERLY COMPLETE AN APPLICATION

[REFER TO THE BLANK APPLICATION THAT FOLLOWS]

1. Check the application type (Regular, Junior, Memorial, Supplemental).
2. Enter the chapter name (if applicable) and state society name.
3. "I hereby apply for membership in this society by the right of bloodline descent from"...

NOTE: ENTER THE NAME OF THE PATRIOT [NAME ONLY!]

- DO *NOT* ENTER A MILITARY RANK OR ANY OTHER DESIGNATION (such as Sgt., Col., Dr., Rev., Squire, etc.)
 - DO *NOT* ENTER AN SAR OR DAR NATIONAL NUMBER OR PATRIOT NUMBER.
 - MAKE SURE THE PATRIOT'S NAME MATCHES THE SPELLING OF HIS/HER NAME ENTERED IN THE LINEAGE SECTION.
4. Enter the generation # for the patriot. NOTE: Do NOT enter data in any generations *past* the patriot's generation in the Lineage section of the application.
 5. "...who assisted in establishing American Independence while acting in the capacity of..."

NOTE: ENTER THE *DESCRIPTION* OF THE PATRIOT'S SERVICE HERE!

This is the field that helps to distinguish the patriot from others of the same name.

- DO *NOT* ENTER THE *PROOF* OF SERVICE IN THIS FIELD. [Proof of service is entered elsewhere. Refer to #10 below.]
 - DO *NOT* ENTER THE ABBREVIATED DESIGNATION FOR SERVICE HERE.
 - ENTER RANK (IF APPLICABLE), COMMANDING OFFICER(S) (IF APPLICABLE), STATE(S) OF SERVICE, REGIMENT #S, ETC. EXAMPLE:
Private, Capt. John Smith, Col. Robert Thompson, 6th Dutchess Co., NY, Regt.
 - THE SPECIFICS OF PATRIOTIC OR CIVIL SERVICE (IF APPLICABLE) SHOULD BE DETAILED HERE, EXAMPLES: "Signed Association Test, 1778" "Petit Juror, Hartford, CT, 1779" "Committee of Safety, 1781" "Paid Supply Tax, 1781-1782, Bedford Co., VA."
6. NAME OF APPLICANT: Please enter the first name, middle name, and last name in the corresponding fields. Do not type the entire name in one field. Again, list applicants' *full* names, and check for accuracy.
 7. ADDRESS FIELDS: This data is entered in the SAR database and will be used to mail notifications to the applicant, so once again, make sure to check for accuracy.
 8. STATEMENT OF BLOODLINE TO PATRIOT ANCESTOR: **Remember, applicants must be *bloodline descendants*.** Adoptees may only apply on a *bloodline-parent's* lineage.
 9. NSSAR AND NSDAR #s: List the national numbers for any person in the lineage who is, or was, a member of either organization. This is NOT for listing the SAR or DAR #s upon which proof is based. *It is only to designate a member of one of those organizations in the applicant's bloodline.*
 10. REFERENCES for service. **Enter the source that proves the service being claimed for the patriot.** This is critical for proving the correct service for the patriot, particularly when there are patriots of the same name who might be confused with one another.
 - A. NOTE: If you are not submitting an actual, original proof-of-service document with an application because the service has been approved on a DAR or SAR record copy being used as proof, list the proof of service as [example] "DAR# 123456 cites _____." [Cite the actual proof of service approved on that DAR or SAR application.] This proof of service should

“follow” the patriot on each application filed on that patriot so that issues of patriots of the same name can be sorted out if those issues arise later. [Note: the DAR GRS printout does NOT prove service. The DAR record copy must be submitted if you are proving service approved by the DAR.]

- B. When submitting a proof of service (*not* previously proven, as in “A.” above), cite that service proof in the same manner other proofs are cited. If from a book, cite the author, title of book, page number(s), etc. If proof of service is from a pension, cite “Rev War Pension # ____.” Proof may be from other sources, such as a muster roll or pay card, which should be listed as such.

A. Remember, proof of service is *NOT* accepted from:

- a. Family histories.
 - b. County histories, unless from original records (not from family genealogies within the book). Sometimes original records (“records of the day”), such as town and/or county court minutes, are included in town or county histories, and are usually acceptable.
 - c. Tombstones or grave markers, including ones ordered from the VA.
 - d. Memorial plaques.
 - e. DAR and SAR patriot indexes, or from online GRS pages.
- B. Proof of service, specific to such issues as Revolutionary Taxes and Point Pleasant service, is outlined in the Genealogy section of the SAR website.

SIGNATURES:

11. **Signature of Applicant.** *This is required for all applications.* If the applicant does not sign his application, it will be returned to the state secretary for the signature, and the application will not be processed until the signed application is received.
12. **Signature of State Registrar.** *This is required for all applications* and will be returned if missing this signature.
13. **Signature of State Secretary.** *This is required for new-member applications only* and will be returned if missing this signature.
14. & 15. **Sponsor and Co-Sponsor signatures are required on new-member applications only.**

IMPORTANT:

- APPLICATIONS MUST BE PRINTED ON TWO SIDES OF THE SAME PIECE OF LEGAL-SIZED, SAR-WATERMARKED PAPER, WITH THE TOPS OF BOTH PAGES ON THE SAME EDGE.**
- APPLICATIONS MUST BE PRINTED *LEGAL-SIZED*, SO PRINTER SETTINGS MAY NEED TO BE CHANGED.** Do *not* send applications that have been printed to fit on 8 ½ x 11-inch paper.
- CHECK APPLICATIONS AFTER PRINTING TO ENSURE THE INK OR TONER DOES NOT RUB OFF OF THE PAPER.** [If ink rubs off of the paper, they will need to be reprinted.]
- WHEN USING AN SAR OR DAR RECORD COPY AS PROOF, *INCORPORATE THE CHANGES NOTED BY THE REVIEWING GENEALOGIST ON THOSE PREVIOUS APPLICATIONS. OMIT ANY BRACKETED DATA, AS () INDICATES THAT THE DATA WAS EITHER INCORRECT OR NOT PROVEN.***
- DOCUMENTATION IS REQUIRED FOR ALL DATA ENTERED IN THE LINEAGE SECTION OF THE APPLICATION. DO NOT REMOVE DOCUMENTATION PRIOR TO SUBMITTING BECAUSE IT APPLIES TO “NON-BLOODLINE” SPOUSES.**

ENTERING LINEAGE DATA CORRECTLY ON APPLICATIONS

1. NAMES:

- a. **Enter full names** when provided by documentation. **Do not omit or abbreviate middle names** when the full names are proven. **Do not include titles, ranks, or professional designations.**
- b. **Place nicknames in quotation marks**, i.e. Mary “Polly” Smith -- *do not put nicknames in parentheses.*
- c. **Use a forward slash to separate different spellings of the same name**, i.e. “Mary/Maria Browne/Brown” and “Johann/John Smith/Smythe.” *Do not put alternate spellings in parentheses.* A slash represents the word “or.”
- d. **State a previously married woman’s name as “Mrs. First Middle Maiden Former-Married-Surname,”** i.e. “Mrs. Mary Ann Smith Jones.” Her name should be stated to reflect her name at the time of her marriage to the husband in that generation. NOTE: Do *NOT* include a *subsequent* married surname if the wife remarries *AFTER* the death of, or divorce from, her husband in the lineage. It may be necessary, however, to prove with documentation that she is the same woman on, for instance, her death certificate that shows her with that subsequent married surname.

2. DATES:

Dates should be entered as “day month year,” i.e. “08 Sep 2001.” **Enter only the first three letters of each month (with no periods).** Do not use dashes or slashes. Allow one space between the day and the month and the year. If only a year is known, simply type the year without slashes before it. Note: a slash can be used between two dates or months or years to indicate “or,” such as when two different dates are provided by secondary sources, when no primary source is available. **Example: 20 Mar 1922/23**

3. LOCATIONS:

- a. **For state names, enter ONLY the standard two-letter, uppercase abbreviations with no periods; do not spell out state names.**
- b. To indicate a county name, use “Co.” after the name of the county *or* you can follow the format stated on the application form (city/county/state).
 - i. If you are only entering a county and state, but no city, enter “/county/state.”
Example: /Jefferson/KY
 - ii. If you are entering a city and state, but no county, that location should be listed as “city/ /state.” **Example: Louisville/ /KY**
 - iii. If entering only a state, simply enter the standard two-letter abbreviation in that field (no slashes are needed).
- c. **NOTE: If both a city (or town) AND a county are stated on documentation, enter BOTH, not just one or the other. Example: Louisville/Jefferson/KY**

4. MISCELLANEOUS TIPS:

- a. **Leave all unknown or non-applicable fields completely BLANK.**
 - i. Do not enter “living” in the death date field for those who are not deceased.
 - ii. Do not enter “N/A,” “unknown” or “unk” or “??” in any unknown fields.
- b. **Cite all sources in the Reference Section for each generation. There is no need to explain what proof or connections the documentation provides. Feel free to use abbreviations, such as BC (birth certificate), DC (death certificate), MC (marriage certificate). When referring to an SAR or DAR application for proof, cite the national number AND patriot name.**
- c. **Proof all applications for accuracy -- compare side-by-side with supporting documentation.**
- d. **Remember, documentation is required for all data entered in the lineage section. [See Genealogy Policy #3.5001]**

HOW TO REVIEW APPLICATIONS TO ENSURE THEY ARE “APPROVAL-READY”

First and foremost, **ALWAYS construct applications from the documentation assembled.** The application data will then always match the data proved on the documentation.

Underline each name, date, place, and other pertinent data, such as ages and relationships, on each page of documentation. Use a fine-point red-ink pen or pencil – no felt-tip pens and no highlighters – plus indicate the generations in the margins that correspond with the data underlined. Obscure all Social Security Numbers.

Assemble the documentation in generational order, beginning with generation 1 on top, preferably beginning with the applicant’s birth certificate (for new-member applications). As a Registrar, you should **make a plain-paper copy of the application** you are about to review – *do not mark on the original application!* You may want to use a red pen or pencil to make your marks on the application copy so that you know if there are changes to be made before printing and/or submitting a final copy.

You are now ready to review the application for accuracy and completeness.

Page by page, target the pertinent names, dates, and locations on the documentation, and check off each one on the application. Pay special attention to spellings of names and locations. Also, zero in on locations on vital records to make sure the actual *location* of the event is reflected on the application. For instance, on a birth certificate, did the applicant type the *residence* of the parents as the location of birth, rather than the actual location of the birth, as listed on the birth certificate? This is a common error on birth and death certificates. Did a marriage take place in a town and county that differed from the county where the record originated? Both should be listed on the application, such as “Shelbyville/Shelby/KY -- Jefferson Co. rec.” [The marriage took place in Shelby County, KY, but the license was obtained in Jefferson County, which is where the record will be found.]

As you go through the documentation, immediately indicate between generations when a link between child and parent(s) was made. Bear in mind that this will sometimes involve more than one piece of documentation, particularly when switching to the female line where her maiden surname must be proved. The Genealogy staff puts a vertical line *between* generations to indicate that connection was proven at the moment we have verified that proof of linkage. At DAR, they jot a “note” between generations that indicates which piece or pieces of documentation proved each connection. On DAR record copies, between generations, you will see such notes as BC, DC, MC, Will, History of Luzerne County, p. 33, etc. Or, in cases where the proof was submitted with one or more earlier applications, you will see a DAR # between generations based on that earlier application.

At some point, you will need to verify that all the documentation being submitted is listed in the References section for each corresponding generation.

Once all the generational connections have been proven by the documentation submitted, it will then be necessary to verify the Revolutionary War service of the patriot, making sure the service being claimed coincides with where the patriot lived during the Revolutionary War and that he was old enough to have performed the service – and was still living at the time of the service claimed.

NOTE: It is advisable to check DAR’s patriot search pages to make sure that neither lineage nor service has been flagged. If DAR has flagged an application for an error in lineage, and your applicant’s lineage shares that same error, we will not approve it. If DAR has flagged a patriot’s service, or has changed the service of a patriot from what was previously approved to what later records and analyses have proven differently, we will accept what DAR has ultimately proven.

APPLICATION CHECKLIST

- Is the application printed on 8 ½ x 14-inch, SAR-watermarked paper, printed two-sided, legal-size?
- Are all generations completed from the applicant to the Revolutionary War patriot, with the last generation being the patriot? **Do not extend lineage beyond the patriot's generation.**
- Has the applicant signed the application?
- For new-member applications, have the State Registrar, State Secretary, and two Sponsors signed the application?
- For supplemental applications, have the member and the State Registrar (or other designated officer) signed on the back?
- If submitting multiple applications for the same patriot, has only one set of documentation for shared generations been submitted? Are they attached to the "primary" family member (usually the oldest)? Are all family members applying together listed on one transmittal sheet?
- Have photocopies been made of all supporting documentation? Do not send original documents, as they will not be returned. Do not alter photocopies; submit a note of explanation if there is an error on a document.
- Have all pertinent names, dates, etc., been underlined in red on the documentation? Do not use highlighters or felt-tip pens. Have the pertinent generations been noted in the margins?
- Is each piece of documentation **complete** (are any parts cut off?) and **legible**? Is each piece of documentation printed as a full-page image? (It is not recommended or necessary, though, to enlarge already-readable images of, for instance, a 4" x 6" original document.) *Remember, if you can't read it, we can't read it.* Transcriptions may be included, along with the corresponding full-sized originals, such as for handwritten wills.
- Are English translations included for foreign-language documents?
- Does the applicant's birth certificate reflect the spelling of his name as he currently spells it? If there is a difference, an explanation must be included; otherwise, his membership certificate will reflect the spelling on his birth certificate.
- Is the documentation in generational order, with the applicant's generation on top, and without staples or paperclips and without adhesive tape or sticky notes? Do not submit documentation in binders or folders. Use one suitably sized paperclip or binder clip to contain the entire set of documentation.
- If connecting to a DAR or an SAR application, has the national number(s) and patriot name associated with that specific application (very important for supplementals) been cited in the References section? Do not use DAR ancestor numbers or SAR "P" numbers; neither of those numbers conveys any usable data.
- When submitting a DAR application as proof, it must: 1. be a record copy, and 2. include all four pages, printed in their entirety. *Printer settings may need adjusting to print a legal-sized DAR application on standard-sized paper.*
- Has the applicant proofread his entire application?
- Has the chapter (if applicable) and state society been entered at the top of the application?
- Have dates been entered as "01 Jan 1900," using only the *first three letters* of each month (with one space between the day, month, and year, and with no hyphens, slash marks, or periods)?
- Have locations been entered as "city/county/state," using the standard, uppercase, two-letter, "post-office" abbreviations for each state? **Do not spell out state names.** Include *both* the city and county names, if stated by documentation. For most foreign countries, the first three letters (uppercase) can be entered.
- Have names been entered in full, when proven by documentation? *Do not use initials when complete names are proven.*
- Has the patriot's name been entered in the field at the top of the first page of the application? (Do *not* include a patriot's title or military rank or any type of patriot/SAR/DAR numbers; only his/her *name* is to be entered in that field.) Does his/her name spelling match his/her name spelling in the lineage section?
- Has the patriot's service been *described* in the field toward the top of the first page of the application where it asks in what capacity the patriot served?
- Has the reference for the ancestor's service been entered in the designated field on the back of the application? This must be the record-of-the-day "authority" for proof of service. The *proof-of-service citation* is entered on the back, **not** the *description* of service.

Note: Please leave all unknown or non-applicable fields on the application BLANK. Do not enter "N/A", "unk", "???", etc.

- Is the check amount correct? Verify costs for membership categories and supplementals at <http://www.sar.org/Membership/Costs>.

State and Chapter Registrars and sponsors/application preparers are strongly urged to refer to the Application Preparation Manual and Genealogy Policies Manual on the SAR website:
<http://www.sar.org/Committees/Genealogy/Policies>.