



North Carolina Society

Sons of the American Revolution

Registrar's Handbook

Taken from the NSSAR Secretary's Helper CD, Version 2.0

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Sons of the American Revolution

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Why Should You Join the SAR?

As in any organization, you get out as much as or more than you put into it. We are an organization of people who make good things happen.

- What can compare to the thrill of hearing a young child at a parade saying "There goes George Washington!" when he sees your SAR Color Guard marching by with their flags flying?
- How do you measure the value of reading essays in the Knight Historical Essay Contest and then hearing the winner read the essay at a meeting?
- What about participating in an Eagle Scout award ceremony and giving him an award representing the best wishes for continued success from several hundred members of your state society? Or making parents and cadets proud by presenting a JROTC or ROTC award?
- Wouldn't you be proud to help build a fine national library dedicated to providing comprehensive documentation and analysis of the thoughts and deeds that played critical roles in the founding of our nation?
- Would you like to praise some people in your community for civic contributions for which they have never received public acknowledgement?

You can help make the dream of our patriot ancestors a reality by joining and participating in our programs to sustain the system of representative government and participatory democracy that they fought with words and weapons to create.

Costs and Benefits

While you can give and get significantly more from the SAR than the basic costs and benefits of membership, we list them here because they are where most of us start.

Application Fees (typical): National \$60, State \$5, Chapter \$zero; Total: \$40

Benefits of Joining (typical):

National: review, registration, and archival storage of lineage and documentation; membership certificate

State or Chapter: membership insignia (rosette); booklet with constitution, bylaws, officers, membership list

Annual Dues (typical): National \$25, State \$15, Chapter \$8; Total: (typical) \$43

Annual Benefits (typical):

National: four issues of *The SAR Magazine*; access to SARTalk (on-line discussion group); opportunities to participate in the District Meeting, Trustee meetings, and the Annual Congress

State: several newsletters, opportunities to participate in several state events

Chapter: several newsletters, opportunities to participate in several

Membership Information

- [Who can Join?](#)
- [Where to Start?](#)
- [New Member Helper](#)
- [Society Websites](#)
- [Application Worksheet](#)

Google Search

[WWW](#)

www.sar.org



The National Society
of the
Sons of the
American Revolution

[Contact NSSAR](#)

chapter activities

Members are encouraged to participate in a number of activities:

- come to meetings, pay dues on time, read the newsletters
- recommend good people for awards, help present the awards
- encourage youth to enter contests, sponsor their awards
- help with an activity, join a committee, become an officer
- get information on patriot graves, mark a grave site
- learn about local historical markers, tell your friends
- volunteer to talk at a local school or civic association
- join or start or support a color guard with Rev. War uniforms
- support local historical research, get it published or on the Web
- fly the flag of our nation correctly and often at your home

THE NATIONAL SOCIETY, SAR

Information about our Society is provided on our Web site at www.sar.org/about.htm and in Form 911 "To Help Preserve a Precious Heritage".

CATEGORIES OF MEMBERSHIP

Membership in a State Society is mandatory, so all applications are made through State Societies. Many states require membership in a Chapter.

Regular: A member age 18 or older who pays annual dues. Only regular members may vote and hold office in the SAR and receive the *SAR Magazine* for free. Life membership dues may be prepaid.

Junior: A member under age 18 who pays annual dues. He will be jointly enrolled in the CAR (Children of the American Revolution). His CAR dues are paid from part of his SAR dues.

Memorial: A male who is a deceased close relative of an SAR member and whose application is based on (most of) the same lineage as that SAR member. There are no dues and a portion of the application fee goes to the Society's Permanent Fund.

Youth Registrant: A youth under the age of 18 for whom a fully documented application has been accepted and held in escrow. He is not a member and receives no member benefits but he can become a member (Junior or Regular) at any time before age 29, by activating his escrowed application through a State Society and paying annual dues.

QUALIFICATIONS FOR MEMBERSHIP

To be eligible for membership in the SAR you must be a citizen of good repute in the community and the **lineal descendant** of an ancestor who was at all times unflinching in loyalty to the cause of American independence and rendered acceptable service (see list in the next column) **by overt acts** of resistance to the authority of Great Britain. The patriotic service and line of descent must be documented through acceptable references. **Family tradition in regard to the service of an ancestor or the line of descent is not acceptable as documentation.**

The applicant must also be personally acceptable to the Society. SAR members may provide informal assistance to the applicant, but the NSSAR will not give a preliminary decision on a line of descent, service, or the evidentiary value of proposed evidence. If the complete and documented application has been submitted and is found to be inadequate, the applicant may be advised of possible ways to secure better documentation.

ACCEPTABLE SERVICE

Signer of Declaration of Independence.

Battle of Point Pleasant, October 10, 1774.

Ft. William and Mary, December 14 / 15, 1774

Military or naval service from April 19, 1775, to November 26, 1783

Civil service under the Colonies from April 19, 1775, to November 26, 1783, inclusive.

Patriotic service by men or women during the Revolutionary period, including —

Member of committees made necessary by the war; such as Committee of Correspondence, Inspection and Safety; Committee to care for soldiers' families; including Committees from six months before the Battle of Point Pleasant which furthered the cause of the Colonies.

Any pledge to support the cause of the Colonies, such as signing the Oath of Fidelity and Support, the Oath of Allegiance, Articles of Association, or the Association Test.

Members of all Continental Congress.

Furnishing a substitute for military service.

Signers of Mecklenburg Declaration, 1775; Albemarle, Virginia, Declaration; and similar declarations. Signers of petitions addressed to and recognizing the authority of the provisional and new state governments. Persons accepting obligations or acting under direction of the provisional and new state governments, such as persons directed to hold elections, to oversee road construction, to collect provisions, etc.

Members of Boston Tea Party; Kaskaskia Campaign; Galvez Expedition; Cherokee Expedition; Edenton Tea Party

Physician, surgeon, nurse, or others rendering aid to the wounded, and ministers known to be in sympathy with the Colonies, either by sermon, speech, or action.

Defenders of forts and frontiers; rangers.

Prisoners of war, including those on the British ship, "Old Jersey," and other prison ships.

Rendering material aid, such as furnishing supplies with or without remuneration; lending money to the Colonies, munitions makers, and gunsmiths; or anything which furthered the Cause.

APPLICATION FOR MEMBERSHIP

See Form 0912 "Documentation of an Application" for suggested sources of documentation and methods of marking it. The only application forms that will be accepted are those printed on special watermarked paper authorized by the National Society. These forms may be purchased from the National Society and completed using a **black** typewriter ribbon or produced by a properly-authorized computer program. **Do not submit a photocopy.** Handwritten applications and application forms printed before 1990 are not accepted.

The applicant must be sponsored by two members. Each signature should be clearly legible and accompanied by each sponsor's National SAR number.

The completed application must be submitted in duplicate to the Chapter or State Society. Both copies of the application must bear the signatures of the applicant and his sponsors. One set of marked-up documentation, checks covering the National, State, and Chapter application fees, and first year dues must accompany the application. On acceptance by the State Registrar and the governing board of the State Society, one of the duplicate applications, the documentation, and a suitable check must be sent to National Headquarters for review, acceptance, and registration by the National Society. The guidelines and requirements for documentation are the same for all applications.

What form should you use? All categories of membership may use the same regular membership application form. If the category of membership you are applying for is not listed on the application form, you may write that category name in the upper left hand corner of the front of the application, next to the word "Membership."

TRANSFERS FROM THE CAR

Male members of the Children of the American Revolution (CAR) may become a member by transfer into the SAR. If the transfer occurs before the age of 18, he will become a Junior Member. A transfer card — available from the National Society CAR — will be accepted in lieu of the usual admission fee, provided that the application is submitted not later than his twenty-second birthday. If you are a present or former member of the CAR you need only submit as documentation, a birth certificate and **record copy** of your CAR application and / or the DAR **record copy** which follows the same line. **Short forms are not acceptable**; all generations back to the patriot ancestor must be shown on the CAR or DAR application. Older forms may require updating.

RELATIVES IN THE SAR AND DAR

If you are the son, grandson, brother, nephew, or grandnephew of an SAR or DAR member then the application fee is \$30.00 if you are under the age of 25, provided that the relative is a member in good standing or — if deceased — was in good standing at the time of death; **and further provided that you are applying using the same established lineage.**

Applicants whose lineage goes back to the lineage of an SAR member or former member must furnish documentation only back to an ancestor on the accepted application of that relative, provided that documents satisfactory to the Genealogist General are in NSSAR files to establish the line of descent from the ancestor to that relative. However, all generations back to the Revolutionary War ancestor and the references shown on the SAR papers should be typed onto the current application.

Applicants whose lineage goes back to the lineage of a DAR must furnish documentation only back to an ancestor on the accepted application of that relative and must provide a **record copy** of that approved application. If the relative used a short form application, then the current applicant must also submit the **record copy** of the long form application which was cited on the short form. Some older approved applications lack documentation that is acceptable under current standards. In such cases, these papers will be judged on their merit and the applicant may be asked to furnish additional data or documentation.

SAR *may* accept **record copies** of papers from: **Founders and Patriots, The Mayflower Society, and The Society of Colonial Wars.** Applications from these Societies will be reviewed on a case by case basis to determine if they can be used as proof of lineage for SAR.

SUPPLEMENTAL APPLICATIONS

Members having more than one qualifying ancestor are strongly urged to prepare and file supplemental applications.

Supplemental applications must be submitted using the regular application form in exactly the same way as original applications except sponsoring signatures are not required. Forms prior to 1990 will not be accepted.

REINSTATEMENT OF MEMBERSHIP

Inactive SAR members may apply for reinstatement through a State Society, subject to the acceptance of that Society. The cost is set by the State Society, but the National Society requires only dues for the current year.

PHOTOCOPIES OF APPLICATIONS

Photocopies of SAR membership applications are available from National Headquarters at \$10.00 per application. Be sure to provide the member's full name and, if possible, the SAR National Number.

MEMBERSHIP APPLICATION FEES

Applications must be accompanied by both the appropriate application fees **and** the annual dues for the year in which the application is approved. National fees and dues are listed below. State and chapter fees and dues vary, and must also be included with the application.

NSSAR application fee..... \$ 60.00

Exceptions:

Additional family members filing at the same time using the same lineage..... \$ 30.00
Applicant under 25 who is the son, grandson, brother, nephew or grand-nephew of an SAR or DAR member \$ 30.00
CAR member 18 to 22 with good standing card. \$zero
C.A.R. member 0 to 18 becoming a Junior SAR member, with good standing Card.....\$ 30.00
Memorial Membership (\$60.00 App. Fee +) \$ 250.00

ANNUAL DUES

NSSAR Dues \$ 25.00

SUPPLEMENTAL APPLICATION FEE

NSSAR Supplemental Fee..... \$ 40.00

Supplementals do not incur any additional annual dues.

All applications must be received at the National Society through a State Society. Applicants must submit their application to the State Society with the correct National, State and Chapter Fees.

National Society Sons of the American Revolution



Requirements for Membership and for Applications

**National Headquarters
1000 S. Fourth Street
Louisville, Kentucky 40203
(502) 589-1776**

<http://www.sar.org>

Youth Life Membership

Life memberships may be purchased for Youth Registrants that will pay their National Society SAR dues subject to the same rules that apply to Regular SAR Life Memberships. The program is designed to start payment of dues at age 18. State and Chapter dues must be paid separately. Should a Youth Registrant who has purchased such a life membership become a Junior Member, he would have to pay annual NSSAR dues until becoming a Regular Member at age 18, at which time his life membership would become effective. No NSSAR life membership program is available for the Junior Membership category. Youth Life Registrants are issued Life Membership Certificates.

The Youth Life Membership fee is not refundable under any circumstances just as is the case of a Regular Life Membership fee.



The National Society
of the Sons of the American Revolution
1000 South Fourth Street
Louisville, Kentucky 40203
(502) 589-1776

NSSAR Fees

Photocopies of record copies of SAR membership applications are available from National Headquarters at \$10.00 per application. Be sure to provide the member's full name and, if possible, his SAR National Number. An order form may be found on the Society's web site - www.sar.org.

Applications must be accompanied by both the applicable application fees and the annual dues for the year in which the application is approved. The NSSAR application fee is not refundable. National fees and dues are listed below. State and Chapter fees and dues vary, and must also be included with the application.

NSSAR application fee.....\$60.00

Exceptions:

- Additional family members filing at the same time using the same lineage\$30.00

- Applicant under 25 who is the son, grandson, brother, nephew or grand-nephew of an SAR or DAR member who is active now or was active at the time of death.....\$30.00

C.A.R. member 0 to 18 becoming a Junior SAR member, with Good Standing Card.....\$30.00

C.A.R. member 18 to 22 transferring to full SAR membership, with Good Standing Card.....\$zero

NSSAR Dues

Annual dues\$25.00

Youth Life Membership.....\$750.00

(Form XXX, Revised February 2007)

National Society Sons of the American Revolution



Junior Membership

Youth Registration Program

Youth Life Membership

National Headquarters SAR
1000 South Fourth Street
Louisville, KY 40203
502-589-1776

www.sar.org

Background and General Information

The National Society has removed the age requirement for membership. Now males of any age may apply. Members less than 18 years old are classified as *Junior Members*.

The National Society has also established *Youth Registration* - a system that escrows genealogically approved applications of minors. They may activate their application by joining a State Society and paying dues.

The goal of these programs is to allow and encourage States and Chapters to become more active in advancing America's heritage among youths, i.e., in sponsoring Children of the American Revolution (C.A.R.) chapters or establishing new and innovative youth programs.

Application Procedures

Application procedures and requirements are the same as those for Regular Membership. For example, application is made to a local Chapter/State using the same application form. The type of application should be indicated in the check boxes at the top of the application form.

Please consult NSSAR pamphlet 0910, *Requirements for Membership and for Applications*, and NSSAR pamphlet 0912, *Preparation of Application Requirements*, which are available online and in Merchandise, for details.

Junior Membership

Junior membership is for males less than 18 years old. The admission requirements for Junior Membership are the same as those for Regular Membership except that a Junior Member must also become a member of the C.A.R. Junior Members do not have voting privileges nor can they hold office in the SAR. Upon reaching 18 years of age, they automatically become Regular Members. Junior Members pay SAR dues, a portion of which is used by NSSAR to pay their National Society C.A.R. dues. When they reach 18, automatic dues transfers to the C.A.R. cease and they start receiving the SAR Magazine. However, they may continue their C.A.R. membership by paying dues directly to the C.A.R.

Youths desiring to become Junior Members of the SAR should submit their application to a State Society of the SAR. Existing C.A.R. members may transfer. Others must submit both SAR and C.A.R. applications. The applications are sent through SAR channels accompanied with SAR dues and application fees.

Regular membership certificates will be sent to the State Societies for presentation to Junior Members.



Youth Registration

A Youth Registrant is a male under the age of 18 for whom a fully documented application has been accepted and held in escrow. This program allows mentors to ensure that youths at some later date will be accepted into membership in the SAR with no further documentation required. Youth Registrants are not members, receive no publications, and do not pay dues until they activate regular membership by joining a State Society and paying dues. If they join before they reach the age of 18, they become Junior Members.

A youth desiring to become a Youth Registrant should submit their application to a State Society of the SAR. Later, when he becomes 18 years old, he should submit a "membership activation" letter noting his wish to activate his membership, citing his Youth Registrant number and enclosing Chapter, State and National dues. A Youth Registrant must activate his membership before the age of 29 or lose all benefits of the program.

NSSAR will provide a special certificate and Youth Registrant pin to Youth Registrants. They will be sent to the State Society for presentation.



PART I

APPLICATION FOR MEMBERSHIP

GENERAL

Applications **must be in a typed format** with a good black ribbon. **No hand-written applications.** Computer generated applications must conform to the same standards as the pre-printed application available from the National Society, which is a one page double-sided form on 8 1/2 x 14 SAR watermarked paper. No other format is acceptable.

Submit **only one copy** of each piece of evidence with the original application. Attach no papers to the application form by staple, glue, tape, thread, pin, or other means.

INITIAL INSTRUCTIONS FOR THE SPONSOR, CHAPTER MEMBERSHIP CHAIRMAN AND CHAPTER REGISTRAR-GENEALOGIST.

It is suggested that the applicant's Sponsor or the Chapter Membership Chairman give one copy of the worksheet for membership and this folder to the applicant.

After the applicant returns the worksheet and a copy of each piece of evidence, the Chairman of the Membership Committee or the Chapter Registrar / Genealogist checks to ensure that the worksheet is completed correctly and documented thoroughly before the application is typed in final form. (Only current forms printed 1990, or later, will be accepted.)

INSTRUCTIONS FOR APPLICANT

1. Give Chapter, if applicable, and name of State Society.
2. List only one Revolutionary War ancestor; give his complete name after "descent from"; indicate his Generation Number.
3. Give a brief record of service of the patriot ancestor after "capacity of" (eg. Capt., Washington County Militia, Pennsylvania Troops)
4. Give Applicant's complete name, no initials.
5. Give Applicant's place of residence (for mailing address). Give telephone number.
6. List living and deceased children by bloodline and not adoption. Give middle names, son or daughter, date and place of birth, and mother of each if more than one wife had children.
7. Give all dates by **day, month, and year (e.g. 01 Jan 1900)**. Use three letter abbreviation for month without period (e.g. Jan, Feb, May, Jun, Sep, Dec).
8. Generation 1. (Applicant's) note space for two wives. Complete section if applicable.
9. Complete "CITY/COUNTY/STATE" column as completely as possible in order to provide added value of application for record purposes. Space is limited. Use two letter state abbreviation and slashes only to divide without periods or commas.

Examples: Boston/Suffolk/MA or
/Suffolk/MA or (if city not given)
Boston/ /MA (if county not given)

10. Use full names, not initials, and the maiden names of wives. If a widow, show her maiden name in parentheses.

11. A copy of the applicant's birth certificate showing parentage shall be furnished. If not available, a hospital or church baptismal certificate showing parentage, date of birth, and certification may be furnished.

12. In accordance with By Law No. 1, Section 5, an applicant who is a lineal descendant of a member or former member of the SAR need only establish his descent from that member; however, he must copy the complete lineage to the patriot ancestor and the references listed on the former member's application.

Direct descendants of current or former SAR members, including sons, grandsons, nephews and great nephews only, may apply using only a copy of their ancestor's SAR membership approved application and no additional proof may be required of the applicant to be approved for membership provided the ancestor's patriotic service is not in question and is fully documented. When his membership certificate is sent to him, he may be requested to submit additional information about those ancestors listed on his SAR ancestor's application form.

Until and unless any requested additional proofs deemed necessary by the Genealogist General are provided, the line will be acceptable to direct descendants, including sons, grandsons, nephews and great nephews only, of the original SAR member, and will not be useable by third parties for either original applications or supplemental applications.

13. When applications are based on old SAR or DAR papers which did not provide spaces for dates and places, the applicant shall complete those spaces and provide acceptable documentation. **All** such applications are subject to review and updating of proofs, if necessary.

14. An applicant who is a lineal descendant of a DAR Member or former member must complete his application back to the Patriot Ancestor's generation. An approved DAR application may also be used as proof of the Patriot Ancestor's service. Check the approved DAR paper to be sure acceptable proofs are cited. **Only copies of DAR papers requested from the Registrar General NSDAR, 1776 D Street, NW, Washington, DC 20006 are acceptable for consideration.** Only those items verified by the DAR on Record Copy applications will be considered as proof. **Please note: State copies of the same paper are not acceptable.**

15. Proofs (documentation) must be furnished with the application to prove the **bloodline** parent to child relationship of each generation and also the service of the patriot ancestor.

16. The lineage should **not** be completed beyond the Patriot Ancestor generation.

17. After completing the lineage, repeat the generation number of the patriot ancestor and burial place, if known, in space shown on the form.

STATEMENT OF BLOODLINE TO PATRIOT ANCESTOR

Submit and mark evidence for each generation by underlining in red and placing the generation number in the margin next to the pertinent data. Do not use highlighter or attach notes.

Full birth or baptismal records showing the names of the parents should be submitted whenever possible. If the town or church records have not been published, a certified transcript or photocopy must be obtained.

An applicant who is a blood descendant of a qualifying ancestor, but who has been adopted by another family, must provide proof of the adoption procedure.

Where birth or baptismal certificates are not available, a combination may be submitted of the following:

Photocopy of actual full page census records.

Marriage records showing the parents of the parties being married.

Death records showing the names and birth of the parents of the deceased.

Wills, probate records, etc., mentioning the children of the descendant by full names.

Land records, court records, etc., in which relationship of parent and child is explicitly mentioned.

Bible records, either certified transcript or photocopies of the title page and of the family records. The relationship of the parent to the child must be explicit.

Family Group Sheets, Family Tree Charts, LDS IGI or Family Search records, Broderbunds World Family Tree Records, and items attributed to oral or family tradition, **will not** be accepted.

Properly annotated family histories and genealogies may be accepted as evidence.

When the family history or genealogy is authored by the applicant or any member of his immediate family, copies of the sources used for the compilation **must** be furnished.

When the reference is to a published record, the author, title, date of publication, volume number and page must be given. Photocopies of the title page and pages cited **must be supplied**, (e.g. Edwin Emery, History of Sanford, Maine 1661-1900 (1901), p. 69.

Massachusetts, Massachusetts Soldiers and Sailors of the Revolutionary War, Vol. 9 (1898) p. 530).

When the reference is to an unpublished record, it is to be listed in the references space and a photocopy furnished. (e.g. Texas. Birth record of James N. Smith, (e.g. Texas. Birth record of James N. Smith, or Inscriptions, Old Public Cemetery, Madison, NH).

(Proof of the Line of Descent from the Patriot Ancestor)
(continued)

A certified copy of a record / document must be an exact transcript of the complete text.

No preliminary decision will be given on a line of descent, service or evidentiary value of proposed evidence. When examined with all available evidence, such preliminary decision might prove to be incorrect and the National Society cannot accept responsibility for such a decision.

If you are the son or grandson of an SAR or DAR member or former member, include the National Number of your SAR or DAR ancestor after NSSAR ... or NSDAR, as appropriate.

PATRIOT ANCESTOR AND HIS WAR SERVICE

The date of birth should be given if it can be obtained. If it is impossible or impracticable to ascertain the date of birth, some fact shall be furnished, with proof, to show the ancestor was living at the time of claimed service and of an age for the service claimed.

The date of marriage, with place of marriage, if known, need be furnished only as to the marriage from which the applicant is descended. When the marriage date cannot be furnished, but the date of birth of the oldest child of the marriage can be proved, the marriage date may be approximated from such birth date, and so stated.

The date of death is to be given. If it cannot be secured, some proved date identified with the ancestor and after the date of service may be used as a substitute (e.g. "After 1795 when he signed deed." Proof. A copy of the deed.).

When two or more persons with the same name are living in the same area, the applicant must prove **conclusively** that the service applies to the person for whom it is being claimed.

As complete information as it is possible to secure should be furnished supported by proof. The child through whom descent is claimed must be proved. Un-supported data entered **may not** be verifiable.

Sources of information as to Revolutionary War Service:

Published Revolutionary records of the various Colonies.

Unpublished records (e.g. muster rolls and payrolls) now reposing in State Archives, Adjutant Generals' Offices, State Libraries, and the National Archives.

Minutes of Town Meetings, and similar records of State and County governments, listing those who were appointed to various Committees of Safety; those who voluntarily took the Oath of Allegiance, etc.

Account books of State, County, and Town Treasurers, showing payment for various services directly connected with the Revolutionary War effort.

In any event, the service must be found in the official records of the day, and the Revolutionary ancestor must be mentioned by full name. Unsupported statements in town and county histories, biographical dictionaries, family histories and genealogies, and prior applications may not be accepted.

The DAR and SAR Patriot Index are NOT acceptable as proof of Patriotic Service.

APPLICANT'S STATEMENT

After application is completed with documentation, the applicant should read the attestation statement and sign it.

FINAL INSTRUCTIONS FOR SPONSOR

Help the applicant; check his papers for completeness and correctness. Make sure that he has signed and read the statement of attestation.

Type in your name, address, and National Number in the space provided under "Recommended by the undersigned members."

INSTRUCTIONS FOR CO-SPONSOR

Type your name and give your National Number; sign on the next line.

SUPPLEMENTAL APPLICATIONS

Members having more than one qualifying ancestor are urged to prepare and file supplemental applications.

Supplemental applications must be submitted in exactly the same way as original applications. Forms must be dated 1990 or later. **No supplemental application can be submitted BEFORE the initial application for membership has been approved.**

Documentation already on file as proof with the original application should not be submitted again for generations which are the same on the supplemental application. Evidence must be supplied which connects the previously approved generation to the new line.

National Society Sons of the American Revolution



Preparation of

Application Requirements

**National Headquarters
1000 S. Fourth Street
Louisville, Kentucky 40203
(502) 589-1776**

<http://www.sar.org>

Introduction

What is a Chapter Registrar and what does he do? The answers to these questions vary with each Chapter and each Chapter Registrar. Some Registrars do everything and some Registrars just hold the title. The purpose of this handbook is to provide some guidelines and standards for Chapter Registrars in the State Societies of the Sons of the American Revolution.

Everything stated in this handbook is in accordance with the policies of the National Society Sons of the American Revolution (NSSAR), commonly referred to as the SAR. (When used herein, SAR refers to the organization as a whole, while NSSAR refers to the national organization specifically.)

Most Chapter, State and National Officers have very little contact with the general public in their capacity as officers. The Registrars and Secretaries of the SAR are the only officers whose principle duties require contact with the general public. You represent the SAR!

If you are currently a Chapter Registrar or Secretary, you are encouraged to read this handbook. Your duties and obligations are outlined. It includes some suggestions about what you should be doing and some things that you should **not** be doing. Please pass this handbook on to your successor.

If you are considering having your name placed in nomination to become a Chapter Registrar or Secretary, you are encouraged to read this handbook. It will give you an idea of what you will be expected to do and some things you will be expected not to do.

Chapter Registrar

There is one hard and fast rule for all Chapter Registrars (and for all other SAR members as well). You can never state that any person or his "Application for Membership" will be approved for membership in the SAR. No Chapter Registrar has this authority.

You may state that a particular application might be approved. You may also state that a particular application might not be approved in its present form. No Chapter Registrar has the final approval of any application. Only the NSSAR has the final approval of any and all "Applications for Membership." The same applies to any and all "Supplemental Applications." (Anytime you see "application" it refers to both membership and supplemental applications unless otherwise noted.)

Think back to the time when you first became interested in joining the SAR. You might be one of those whose father or grandfather was an SAR member. In that case, your application was practically a carbon copy of your father's Record Copy.

Definition: A "**Record Copy**" is a photocopy of an original "Application for Membership" or an original "Supplemental Application" made after the final approval, with all the required signatures and numbers affixed.

You, however, might not have had a father or grandfather who was an SAR member. In that case, you were given an 8½" by 14" form, printed on both sides, resulting in 28 inches of required information (238 square inches). Your initial impression might have been, "They want me to enter my great-great-great grandmother's maiden name? Where will I ever find that?" Your next reaction might have been, "Forget this. It's too much work and possibly not worth the effort."

What a golden opportunity for the Chapter Registrar! Jump in and help this potential member. You may not be the first in your Chapter to show an interest in that person becoming a member, but you could be the one who does the most to get this applicant admitted to the SAR.

Let this potential member know that there is at least one SAR member who cares about him by offering to work with him. Your efforts might result in a future President General, or your lack of effort might result in an 'SAR eligible' who never filled out the application.

Nothing speaks more about the SAR and its three components (National, State and Chapter) than our magazines and newsletters. Consider sending a copy of one, two or all three to the prospect or, better yet, handing them to him when you meet. Ask your chapter members to pass on their copies to you instead of throwing them away.

You should also give the SAR web site address, <<http://www.sar.org>>, to the prospective member and encourage him to visit. There is a world of information about the Sons of the American Revolution available there.

What you should not do:

Do not send the prospect the "General Information and Application Requirements" pamphlet by itself. The process and requirements for becoming a member of the SAR are not that complex, but they do need explaining. That pamphlet, as good as it is, is not for someone with little or no knowledge of our organization and its membership requirements. When it comes time to start filling out the application form, then give him that pamphlet.

You cannot and should not do it all yourself. It is very time consuming to start from scratch and find eight, nine, ten or more generations of data. It is especially difficult to find that data on a family that is not yours. Offer to help, but do not do it all yourself.

What you should do:

Keep the applicant active in the pursuit of his goal of becoming a member of the NSSAR. Encourage him, guide him and advise him. Get him and keep him involved in the application process.

At the same time, do not make a pest of yourself. You are 'selling' membership in one of the world's most prestigious organizations. You are not selling used cars.

Things you must know or have:

1. It helps to have a burning passion for the SAR and what it stands for, but you don't have to be a fanatic about it.

2. Being a Chapter Registrar is time consuming. Being or becoming a Chapter Registrar involves a commitment in both time and effort. You must do your best and produce quality applications in every situation. Half- hearted attempts will be returned for correction.

3. You must have a working knowledge of genealogy (more later). The SAR application is a pedigree chart. The applicant and his 'Patriot Ancestor' (defined later) need more information than their vital records provide.

Definition: The "**Vital Records**" are birth, marriage and death records including the date and place of the event. These are State or County government records, but substitutes might be available from other sources.

4. You must know what resources are available in your local area.

Start with your local library. Does it have a Genealogy Section? If it is a branch, and it does not have such a section, then check with the main library. Inquire about their genealogical holdings. In addition, what college and university libraries are in the area? Do they have Genealogy Sections? Are those libraries open to the public?

Is there a local or county Genealogical Society? (Ask the Reference Librarian at your local library.) Do they have a library available to the public?

Is there a Family History Center nearby? These are operated and maintained by the Church of Jesus Christ of Latter Day Saints (Mormons). They are excellent places to do genealogical research. There is no obligation involved and no admission fee is charged to use their facilities.

The Family History Library in Salt Lake City has the largest collection of genealogical material in the world, and their collection is getting larger every day. Most of what they have is available on microfilm that you may rent for a nominal fee. There are thousands and thousands of rolls of film available from The Family History Library. If it has to do with genealogy, check with your local Family History Center.

Where are the best places to do research within a day's drive? What is the street address and best way to get there? Most important, what is the telephone number? It pays to verify that where you want to go will be open when you want to go there.

Go to these places yourself before sending any applicant. Look it over and discover what they have available. Research your own family. You never know, you might locate the information needed for a new Supplemental Application.

If possible, offer to meet a potential member at a research facility. There is no substitute for a face to face meeting, and no better place to meet. (Hint: Have something else to research, or your time will be spent doing the applicant's research instead of his doing it himself.)

5. You also become the 'expert' on Applications and Supplementals. You will get questions from potential members and from twenty year members. Some of these questions will seem to be very elemental.

Remember that the person asking the question is looking for guidance. Each question asked indicates an interest. Answer each and every question no matter how many times you have been asked for the same information.

If you do not know the answer when a question is asked, don't guess. Either refer them to someone who does know the answer, or seek out the answer yourself. Be sure to get back to them even if the question has no answer.

One question you will be asked, sooner or later, is about Collateral Lines. A Collateral Line is a bloodline based not on an ancestor but on a sibling (brother or sister) of an ancestor or the sibling's descendants. There were a great many people who were killed in the Revolutionary War before having children. Therefore, they cannot be anybody's ancestor. A Collateral Line might come through that person's brother or sister.

Only an Ancestral Line is accepted by the SAR. No Collateral Line qualifies for membership in the SAR. It must be the applicant's Patriot Ancestor who qualifies the applicant for membership, not his ancestor's brother or sister.

Two of your best resources for information are the Genealogist and the Registrar at SAR's National Headquarters. These two individuals are experts in their respective fields.

For questions about the forms, both Applications and Supplementals, and how to complete them, refer first to the Registrar of your state. Each and every application must pass the scrutiny of this officer before it is passed on to the NSSAR for final approval. If anyone in the state knows how to fill out the form so that it will be accepted by the NSSAR, it is the State Registrar.

For questions about genealogy, refer to the State Genealogist. This officer was selected because of his knowledge of genealogy. He works with the Genealogist General and with the NSSAR Staff Genealogist. Any questions you might have about proving the bloodline or the service of a Patriot Ancestor, including what type documents are required and/or acceptable, ask the State Genealogist.

6. You, the applicant, or a member of your chapter must have access to a typewriter or a computer. No handwritten or hand printed applications are acceptable! Every "Application for Membership" and every "Supplemental Application" must be either typewritten or computer printed.

Genealogy

Don't let this word scare you or a potential SAR member. Genealogy is the study of families. That's what the word means. Nothing should be more familiar to you than your own family. Genealogy as a hobby is rapidly becoming more and more popular. The research facilities are increasing at an almost geometric rate.

Except for the applicant, his spouse, and children, all the people listed on the SAR application are ancestors of the applicant.

Definition: An "**Ancestor**" is anyone you can call father, mother, or parent. Grandfather, great grandmother, fifth great grandparents, etc. are all ancestors. They are also 'relatives', but so are Aunts, Grand Uncles, and cousins.

Everyone has ancestors going back many generations. Some have traced their families back twenty or more generations. We don't have to go back that far. In fact, we rarely enter the name of a person born before 1700. Most current applications will include between seven and ten generations. We start with the applicant and include all of his ancestors on the bloodline back to the Patriot Ancestor, but not beyond.

Definition: The "**Patriot Ancestor**" is the applicant's ancestor who qualifies that applicant for membership in the SAR. (More about this later- including what types of activity and lineage qualify.)

We are mainly concerned with ancestors making up the 'bloodline' from the applicant to the Patriot Ancestor.

Definition: A “**Bloodline**” is the parent to child relationship between generations. A bloodline across several generations goes through only one parent in each generation. (See the attached “Bloodline Chart” on page 18.)

When genealogists look at the SAR application form, they see a pedigree chart, but in a different framework. (To be technically correct, the application is a ‘single line’ pedigree chart since it does not include all of the applicant’s ancestors.) The information is the same. It is arranged differently than on the pedigree charts genealogists normally work with, but it is the same information.

That is what genealogists work with—information. There are four very important pieces of information they search for: Names, Events, Dates, and Places.

Names: Every one has a name. Their first name is sometimes called a given name or a Christian name. Most people today have a middle name that is also a given or Christian name. These names are given at or near birth. The last name is the family name or birth name. In genealogy it is called the ‘surname.’ Surnames continue from generation to generation. In genealogy, women are not listed by their married name. Women are always listed by their birth surname, (sometimes called their “maiden” name) on SAR applications. There is one exception that is explained later (see “Exception:” on page 14).

Events: Events are things that happen to a person. The two events we are most interested in are birth and marriage. Military service is also an event. Buying and selling property, writing a will and burial are also events. We need to record only those events printed on the form (“born,” “died” and “married”).

Dates: Every event happens on a specific date or between two dates. Everyone was born on a specific date. Military service occurs between two dates. Genealogists use the ‘European’ method for entering dates. Example: 04 Jul 1776. This is the format to be used on all applications.

Places: Every event happens at a specific place or in a given area. Everyone is born at a specific place. Of course, there are exceptions. Perhaps, an individual was born at sea or “en route”. (For example: in a covered wagon rolling across unknown countryside.) Military service takes place in a given area. Genealogists always start with the smallest area and end with the largest. This is the format used on the applications: Chicago/Cook County /IL, for example.

There are several good (and some not so good) books available on genealogy. One of the best is probably in your local library. It is Greenwood’s The Researchers Guide to American Genealogy.

If it is not there, you might suggest it to your librarian, since it is on the American Library Association’s list of reference books.

Documentation

More and more genealogical information is becoming available and easier to find. Some of the information available is wrong. It is very simple to invent a family tree, but it is another matter altogether to prove that a family tree is correct.

An application can be filled in showing that George Washington is your Patriot Ancestor. (Good luck trying to get that one approved!) This is one reason that the SAR requires proof that the information entered on all applications is correct and true.

This proof is in the form of 'documentation' which is a word used by genealogists. (Documentation refers to all the individual documents sent with the application.) 'Evidence' is another word which, for our purposes, means the same thing. It is the evidence, the proof, the documentation that verifies the information: names, events, dates and places.

The forms use the term, "References" which is about the same as the word, 'citation' used by genealogists. A citation or reference states where the original document may be found. It refers to the attached copy of that original.

Be careful to separate proof, evidence, and documentation from references and citations. You enter references on the forms and attach the proof, or you enter citations on the form and attach the documentation.

First rule of documentation: Never, never send an original document. There is one and only one original. It can never be replaced. Always photocopy original documents, then send the copy. If the documentation is lost, it can be replaced only if you sent copies, but not if you sent originals. Store all originals in safe and secure places.

What do we need to prove?

Two things must be stated on the application. These are to be proved with the submitted documentation. Citations to all the submitted documentation must be listed on the back of the application form.

First, the Patriot Ancestor's Revolutionary War service must be proven beyond all doubt! Three lines on the application form are devoted to the citations. Include a citation for each submitted document. Do not enter a quotation from any document in the citation space. Let the documents speak for themselves. A 'brief' entry of the Patriot's Revolutionary War service goes on the front page.

Second, and equally important, the bloodline between the applicant and the Patriot Ancestor must be proven beyond all doubt! There are two lines devoted to citations for each generation. (You may also enter citations in the unused space below the Patriot Ancestor's generation. Be sure to identify which generation or generations that citation is for.)

What is acceptable documentation?

In order to answer the above question, the difference between what genealogists call 'primary' and 'secondary' sources must be determined.

Definition: A "**Primary Source**" of information was made at or near the time of the event, or was made by someone who had knowledge of the event. A primary source is often called an "Original Source."

Definition: A "**Secondary Source**" is any source of information that is not a primary source. All indexes are secondary sources. Most books and family histories are secondary sources, even though, they were derived from primary sources.

There are two types of primary sources. The first was "made at or near the time of the event," such as a birth certificate or a military record. The other type was "made by someone who had knowledge of the event," but not necessarily at or near the time of the event. Most Affidavits would be this type. Both are equally primary sources.

As a general rule, most primary sources are acceptable as documentation - but only a few secondary sources are acceptable as documentation. There are exceptions. A lot of secondary sources are accepted, because they include citations to primary sources. That is a key to acceptance of a secondary source: does it cite a primary source?

Example: Daughters of the American Revolution (DAR) Record Copies are generally accepted by the NSSAR. Record Copies are secondary sources, but they cite primary sources.

Fortunately, each application with its documentation is judged separately and on its own merits. It is, therefore, important that both the qualifying service and the bloodline be documented on each and every application.

Revolutionary War Service

One of the first places to look for the service of a potential Patriot Ancestor is in the "DAR Patriot Index." Most libraries with a Genealogy Section will have all three volumes. They might also have copies of the previous two editions. This is an index and an undocumented secondary source. Therefore, it is not acceptable as documentation. However, if the Patriot Ancestor is listed, you will be able to find the required documentation. (A typical entry is found on page 1366):

HAYES : HAYS

Samuel: b 3-26-1730 CT d 12-25-1801 CT m Rosanna Holcombe Capt CT

With this information, you can order the Record Copy of a DAR member who used Samuel Hayes as her Patriot Ancestor. That Record Copy will give citations for the documentation. (The DAR and SAR application forms are very similar.) Order forms for both DAR and SAR Record Copies are included in this handbook. (See pages 21 and 22.)

Just because the person you are looking for is not in the “DAR Patriot Index” does not mean that they did not have patriotic service during the Revolutionary War. It only means that no DAR member has ever used that person as her Patriot Ancestor.

If the Patriot Ancestor served in either the Militia or the Continental Line, that service is probably recorded in a book somewhere. The first place to look is in the Adjutant General's records for the State or Colony where the Patriot Ancestor lived. This book is a secondary source, but it is usually acceptable as documentation since it cites the primary source from which it was compiled.

A greatly overlooked primary source for military service is the National Archives in Washington, D C. There are two ways to obtain a copy of a Revolutionary War military record. First, copy the record from a National Archives microfilm. Second, order a copy from the National Archives using their NATF-80 form. There are indexes available for the records they have. They are difficult to get, but they are usually well worth the effort. (If you get a chance, go visit the National Archives in DC and see what they have. It is well worth the trip!)

There are several volumes of indexes to the Revolutionary War Pensions and Bounty Land Warrants. Most genealogical libraries have these indexes available. They are secondary sources, but, once again, they refer to primary sources. Libraries with a good history section may also have these indexes.

For service other than in the military, refer to the pamphlet “General Information and Application Requirements” for a discussion about “Acceptable Service.” The Patriot Ancestor did not have to wear a uniform during the Revolutionary War.

If your Patriot Ancestor did not have military service during the Revolutionary War, the documentation is more difficult to find, but not impossible. The first place to look is in a county history. These sources might or might not be documented. They should lead you to some primary source material. Check the county records for public office holders. Also, check the State records for State officers.

Keep this in mind while searching (quoted from one of the NSSAR pamphlets): “... or as a recognized patriot who performed actual service by overt acts of resistance to the authority of Great Britain.” Also remember that your great ... great grandmother may qualify you for SAR membership. Your Patriot Ancestor did not have to be a man. Betsy Ross is an acceptable Patriot Ancestor, if you can prove your bloodline to her.

Bloodline

Several documents are acceptable as proof of a bloodline. Remember that you are looking for parent to child relationships. You need documents that show both names and state, or strongly indicate their relationship.

Birth Certificates are excellent primary sources. They should be included as documentation whenever possible. It is practically a requirement that the applicant's Birth Certificate be included. Birth Certificates not only prove that someone was born but they establish the

bloodline between that person and their parents.

One problem with Birth Certificates and all 'Vital Records' is that the various State and County governments did not require them until about 1900. This date varies from State to State and from County to County. There are several reference books that give the approximate dates when Vital Records were first required to be kept. The footnotes list two of the best. Look in the Genealogy or Reference Section of your local library.

There are substitutes for Birth Certificates. Many people living today do not have a Birth Certificate. Their birth was never recorded, even after it was required. Until Social Security, there were very few reasons to have a Birth Certificate. (Obtaining a Passport was one such reason.) Look for a "Delayed Entry." That is a Birth Certificate issued many years after the event. Many courts issued "Birth Certificates" on the testimony of someone who remembered the event.

Most States currently maintain a central facility for vital records. Although it might be necessary to order a copy from a County, most Vital Records are available from the State. Information about ordering copies is available on the Internet at <http://cdc.gov/nchs/howto/w2w/w2welcome.htm>. This will give you the address, cost, availability and restrictions (if any) for each individual State.

It takes time to obtain a Vital Record copy. Therefore, one of the first things you should tell each prospective member is that copies of his Birth Certificate and his parents Birth Certificates and marriage documents will be needed. (If these are not available for some reason, substitutes are acceptable: Baptism Certificates, for example.)

He should also order the birth certificates and marriage documents for the ancestors in his bloodline. Most of these primary documents are available for people who were born or married in the United States about 1900.

Certified copies are not required, but are preferred. Birth and Death Certificates for parents off the bloodline are not required, but these certificates may certainly be submitted as part of the documentation package.

Treat the data which the State sends as original. Make and send a copy of that 'original' with the application. Of course, if the prospective member already has these documents, then there is no need to order them from the State.

Family Bible entries are quite often accepted as substitutes for Vital Records. Do not tear out the pages showing this information! Make photocopies of the entries and note on the copy who is the current owner of the Bible and his/her address. Beware of entries recording births, marriages, and deaths over a period of years. If these entries are written in the same hand with the same pen, they are forgeries. Also, entries that are written with ball point pens are fraudulent.

Church records make excellent substitutes for Vital Records. Again, make photocopies of the pertinent pages and note where the original records are kept. At a minimum, record where you found the document you copied.

Marriage Documents. There are three documents involved in a marriage. Most counties today use a three-part form.

First is the "Marriage License" that is issued by a governmental body, usually from the county of the bride's residence. (That's a 'rule of thumb' used by genealogists.) This is the piece of paper the bride and groom take to the minister or judge.

Next is the "Marriage Certificate" that is signed and given to the newly weds by the official who conducted the ceremony. That person might be a member of the clergy or a state official. Some Marriage Certificates are real works of art. Also, Marriage Certificates were used long before governments began to keep records and require licenses.

Last, and most valuable for our purposes, is the "Marriage Return." This is the record found in the county or state (or both) which proves that the two people were married on a given date, at a given place by a particular person. It is called the "Marriage Return," because it is 'returned' to the county by the official who conducted the ceremony. This, for our purposes, is the ultimate marriage document.

All three are primary sources of marriage information, with one exception. The Marriage License shows the intent of two people to get married, but it does not, without the Return or the Certificate, prove that they actually did get married. (Note: There were also Marriage Bonds.)

Death Certificates: There are three sources of information on a Death Certificate. The date, time and cause of death are provided by a medical doctor. The certificate is a primary source for that information.

When and where the person was buried is entered by the mortician or someone acting in the same capacity as a mortician. This is also primary source information. However, the only burial place, if known, which is to be entered on the application is that of the Patriot Ancestor.

Bloodline information on a Death Certificate is furnished by someone identified on the certificate, usually as the "Informant." The information they provided is only as good as their memory. The names of the deceased's parents and any other information about them is secondary source information, unless the Informant personally knew them.

Before evaluating the information on a Death Certificate, determine the relationship between the deceased and the Informant. The closer this relationship is the better the information. A husband and wife relationship usually makes this a primary source. Parent and child relationships are also very good.

United States Census forms provide primary source information that is used to establish the parent to child relationship. Next to vital records, these are probably the largest single source of bloodline information.

Not all of the Census is acceptable. From 1790, the first census, through 1840, only the name of the Head of Household was entered. The number of children and adults was entered, but not their names; because of this, no Census prior to the 1850 Census is accepted as documentation by the NSSAR to prove parent to child relationship.

Starting with the 1850 Census, the names of all the members in the household have been entered on the form. In some years, the relationship between members of the household might not be stated, but the fact that they were in the same household is a strong indication of a parent to child relationship.

These are the census years currently available: 1850 - 1860 - 1870 - 1880 - / - 1900 - 1910 - 1920. The 1890 census was lost in a fire and is not available. There is a seventy-two year moratorium on the release of the census to the public. The 1930 Census is due for release on 1 Apr 2002.

If at all possible, you should include in the documentation copies of all the census showing the bloodline for the years 1850 through 1920. Do this even when there are vital records proving the relationship. Include photocopies of the actual census pages. Census abstracts are not acceptable!

Books. These include family histories, city, county and state histories, compilations of genealogical data, and the various resources from film, CD-ROMs, and the Internet. All of these are probably secondary sources.

The first and most important question is: "Is this source documented?" Do they refer to primary sources? If "Yes, " they are probably valid sources. If "No," they are questionable sources.

The next question is: " Who wrote the book (or other source)?" If that person is writing from first hand knowledge, then it is possibly a primary source. If that person is relying on other information, then it is probably a secondary source. This is especially true, if they did not list where that information came from.

In this category, published or unpublished is not the determining factor as to validity. There are well-known published books that have known (and unknown) errors. Again, where did the author get the information and is that source listed in the book?

Note: Important: Very Important: When making copies of book entries, also make a copy of the Title Page or the Copyright Page of the book. You need something that shows the publisher and date of publication. If the book is unpublished, you need something to show the author and when it was written. Copy the equivalent information for films, CD-ROMs, and information from the Internet.

When making copies of book entries where the source of the information is not listed on the same page, make a copy of the page where the source of the information is listed.

There are many, many other sources of information. Land deeds, wills, probate records and immigration records are just a few. See the Greenwood book (listed in the footnotes) for several and where to look for them.

Application For Membership

There is some debate about who should fill in the actual application, the prospective member, or the Chapter Registrar. The Chapter Registrar probably has the edge, because he has seen at least one approved application—his! Also, the Chapter Registrar, hopefully, knows what is expected, but the applicant probably does not. Either way, follow the requirements outlined in the various NSSAR Pamphlets.

When using a typewriter, always use a fresh, clean ribbon. Use only a black ribbon. No colored printing is allowed. Clean the type face first. This should eliminate letters such as “1” and “e” from being filled in with ink.

You do not have to be a one- hundred- words- per- minute, touch typist. The ‘Hunt and Peck’ method of typing has been used on more than one application. On the Record Copies, you cannot tell the difference. Neatness counts! Always type in the proper spaces, slightly above the dotted lines. Never put the letters covering the dotted lines. No letters with red tops! Do not type outside the designated areas and never in the margins. All the letters on a line are level, none above or below a straight line. Use one type face for the entire form.

Three type fonts (typefaces) are currently acceptable by NSSAR: Helvetica, Courier, and Times Roman (what you are reading now) in either normal or bold face. The form itself is printed in Times Roman which takes the least amount of space. In other words, Times Roman lets you put more information in the space allotted. Even in bold print, you get more information per inch. There are places on the form where you will need all the space provided and could use more if it was there.

Applications must be typed or printed using a computer, a computer program, and a printer. If you have a computer, there are several programs available to ‘fill in the blanks’ on an application. Some of these fill in the actual blanks on a pre-printed form. Others print the complete form and the information on a blank SAR - Approved form.(Available from the NSSAR Merchandise Department).

Information about ‘approved’ programs is available on the SAR Internet web site (you should visit this web-site for more than just form fillers). It is especially important that the printed form be nearly identical to the pre-printed form. Information about the margins and spacing, which the printed forms must have, is available on the web site.

If the form is to be printed, you will need a high quality printer - not necessarily an expensive printer. Laser printers are the best for this. If you or a chapter member do not have such a printer, there are several commercial outlets where you can take a computer program and the required paper and use their computer and printer - for a fee. A good test is to print something and put it aside for a couple of days. Then, use a yellow ‘highlighter’ pen over the printing. If the ink smears-use a different printer!

Either way, typewriter or computer, the finished product must be on special paper which is either pre-printed or blank. This paper is available only from NSSAR! This is watermarked, acid-free, archival paper designed for long term storage. Both the pre-printed and the blank forms are available from NSSAR and only from NSSAR.

Only the form being submitted to the NSSAR needs to be printed on this special archival paper. You may print as many 'originals' as you like, but only one needs to be printed on special paper.

Your Chapter's copy may be printed on plain, white, 8 1/2" by 14" paper of good quality. If you are typing the form, you can have it copied at almost any 'copy shop' which has a 14" copier. Have the original signed by the Applicant, Sponsor, and Co-Sponsor before making the copies. Be sure to make the copies exactly as the original: printed on both sides of a single sheet of paper.

A computer genealogy program is a 'nice to have' accessory, but it is not a requirement. A common error is incorrect dates. Many applications are returned, because according to the dates entered, a child was born two years after the mother died! A genealogy program would catch that error. Currently, there are no combination programs that will do common genealogical computing and enter the data onto an SAR application.

Form Variations

It should be noted that there are several varieties of forms available. Use only NSSAR Form #0915 for "Applications for Membership." Use NSSAR Form #0917 or the "combined" version of the NSSAR Form #0915 for "Supplemental Applications." Look in the bottom right hand corner on the back page for the form number. These forms have several versions, each with minor variations, but all are acceptable. The major variation is the combination membership and supplemental form with a check box to indicate if it is a supplemental. Do not use any form approved before 1990.

Filling in the Blanks

It is best if you look over the form before beginning to fill in the blanks. It might be a good idea to have a blank form handy to refer to while filling in the blanks. With few exceptions, there is a dotted line for all the information required. It helps to know ahead of time where the information goes.

Starting at the top of the form, there is space for the "National number" and the "State number." Leave these blank on the Application form but enter the correct numbers on the Supplemental form.

Enter the complete and correct name of your chapter. Enter the state, "California," for example, which is the correct entry for the State Society. Caution: Do not enter any information using all CAPITOL LETTERS. For one thing, you will run out of room on some entries.

Enter the name of the Patriot Ancestor exactly as given in the attached documentation. You may include titles such as Jr, Sr, Dr, Rev, etc. Military titles are not normally included unless they are given as part of the Patriot Ancestor's name in the documentation.

If you have penciled in the information on a Worksheet (highly recommended), you know the generation of the Patriot Ancestor. Enter that generation number in the space provided.

Next comes a brief description of what the Patriot Ancestor did to qualify the applicant for membership. Although there are almost two lines for this activity, you do not need to use all of it. Spell out the Colony's name instead of using an abbreviation. If the Patriot Ancestor served in a military unit, give information, if known, as to whether he was in the Militia or Continental Line. Remember, this description must be proven by the attached documents.

Include the date and the place of the Patriot Ancestor's death. If the Patriot Ancestor was killed or otherwise died during his military tour of duty, include Pension and Bounty Land Warrant information if received for his Revolutionary War service.

When filling in the applicant's name the first time, near the top of the form, enter his first name, middle name, and last name above the locations noted under the dotted line. In the event the applicant has no middle name, enter "(none)" in the appropriate place. This is the only place it needs to be indicated that there is no middle name.

If the applicant has two or more middle names, position them above and centered on "(Middle)" that is under the dotted line. All the places on the form where the applicant's name appears, enter his complete name—no initials.

In the event the applicant's name is substantially different from that on his birth certificate, enter the name he prefers. Then enter an explanation in the References section for the first (his) generation. This is primarily for cases in which the applicant was adopted and took the name of his adopted parents (include a copy of the adoption papers). He still must be a 'blood' descendant of the Patriot Ancestor.

Fill in the current mailing address of the applicant. Read ahead and notice that the city, the state, and the Zip code have their own designated locations. This information is important, because all correspondence from the SAR goes to this address. This includes all the magazines, newsletters, and most importantly, his notice of acceptance into the SAR.

Enter the applicant's telephone number using this format: (805) 524-4231 . At the end of the line, enter the applicant's current age.

If you have one of the older forms, there may be a space for the applicant's Social Security Number. Leave this blank! It is not required and has been omitted from the current forms.

The next section is considered to be optional by some. Its purpose is to establish that the applicant has children who may become eligible for membership in the Children of the American Revolution (CAR) or in the DAR or the SAR depending upon his/her age. Therefore, it is important that this area be completed. This is an undocumented area. You do not need to send any Birth Certificates for the applicant's children. The CAR, DAR, or

SAR will require the certificates when application is made to them.

It is not necessary to enter the child's surname, but you may do so if space permits. Do not enter a daughter's married name as her surname. Enter the middle name or names as space permits. Enter the Relationship as "son" or "dtr".

If the applicant has children by two or more wives, enter the number of the wife from her position in the first generation (the applicant's). If he has children by his only wife, you may leave this area blank.

The format for the next three items is consistent throughout the form. All dates are entered in the same format. All places are entered in the same format. All States are entered using a two-letter abbreviation.

Entering Dates

Dates are always entered in "04 Jul 1776" format. The leading zero is optional-but preferred. If the exact date is unknown, you may enter "Jul 1776." If only the year is known, "1776" may be entered. Always use the three-letter abbreviation for the month. Do not use a period after the abbreviation for the month.. Always include all four digits of the year. Any exact date, month, and/or year entered must be documented if it is on the bloodline.

Never, never, never guess about a date! Always base an approximate date on something that is included in the documentation. If in doubt —leave the date blank!

Genealogists use several 'rules of thumb.' Here are a few. Men marry when they are about 25 years old. Women marry when they are about 20 years old. Their first child is born in the second year of marriage. Their children are born at two year intervals.

When approximating a date, base it on some evidence being submitted, and use the following:

"BEF 21 Mar 1856" = Before March 21, 1856. (Before a documented event.)

"AFT Mar 1856" = After March, 1856. (After a documented event.)

"ABT 1856" = About 1856. (This is an "educated" guess. Undocumented!)

"BET 1861/1865" = Between 1861 and 1865 (Be very, very careful of this one.)

Use these abbreviations sparingly, if at all.

These are a few of the date problems you may encounter. The birth date is not known, but the baptism date is documented: Use "BEF" and the baptism date. The death date is not known, but the date a will was signed is documented: Use "AFT" and the date the will was signed. If the Probate date is known, make a BEF entry. The form only has entries for birth, marriage and death events. Do not enter other events as substitutes. Use the above methods and include the supporting documentation.

If both the will signing and Probate dates are known, use one or the other. A BET entry probably will not fit in the space allotted. Example: "BET 21 Jul 1801/19 Aug 1802" is too long for the space allotted.

Entering Places

'Place' information entered on the form does not need to be complete. Anyone interested in the data will refer to the documentation that does have the complete information. You might have to adjust the information by deleting something in order for the entry to fit in the space allotted.

Do not use more space than is underlined by the dotted lines.

Enter the State or Colony as the two-letter postal abbreviation. If only the State or Colony is known, the entire name may be spelled out. This is preferred over the use of the two-letter abbreviation.

All Canadian Provinces and United States Possessions have a two-letter abbreviation that should be used. Do not enter "USA" or "Canada" when using a two-letter abbreviation for a State, Possession, or Province. A list is included on page 19 with all the acceptable and recommended two-letter abbreviations.

If a country, other than the United States or Canada, is to be entered, use the complete spelling of the country's name. Enter the city only if space permits. Do not abbreviate in this situation. Do not use three-letter abbreviations for countries.

It is preferred and recommended to enter "City / County / ST" in that order, with forward slashes ("/ / ") to separate the elements. (It is preferred that the "/ST" be placed over the last dots on the line, but it is not required.) If the county is not known (nothing unusual), enter "City // ST" with a single space between the two slashes, providing there is room. If there is no city, or it is unknown, but the county is known, enter "/County/ST". Notice the leading slash to indicate that the city is not entered. Do not enter "Co" or "Par" to indicate a county or parish. Do not abbreviate the city's or county's name.

If a Township is used instead of a city, enter "Name Twp / County / ST" with "Twp" indicating that it is a township's name and not a city's name. Use "nr" sparingly, if at all. It is used to indicate "near" and only with a City. "nr Chicago/Cook/IL".

"Probably" is unacceptable! If you do not have evidence to substantiate the information, do not guess. Without some evidence to prove it, leave the location blank—especially, on the headline.

If the entry takes too much room, delete either the city or the county. If the Township/County/ST will not fit, do not enter the Township. The only acceptable abbreviations for places are "Twp" and "nr" and the two-letter State, Possession and Province abbreviations.

Be very careful about States and Colonies. All thirteen Colonies became States with the same name, but several included much more territory as a Colony. Example: West Virginia was part of Virginia until the Civil War. How could anybody be born in West Virginia in 1820? It did not exist. Vermont, Maine, Kentucky, and Tennessee were parts of Colonies. They later became States.

It is always best to enter the place where the event was recorded or the current location of the original record. A record of someone born in Wheeling in 1820 would probably be in Virginia, not in West Virginia. There are exceptions, but beware. The same applies to counties that are still changing their lines. Check the documentation.

Statement of Bloodline

Each generation is numbered starting with "1." for the applicant. Enter the prospective member's full name in the space provided. In the event that his full name does not fit, drop his middle name or names, but include as much as possible. It is preferred not to use initials for first or middle names. Enter the event dates and places using the formats discussed above.

Enter the information for the applicant's wife. Be sure to use her maiden surname. Remember that all the women on the form are listed by their birth surnames. Exception: The NSSAR prefers that if the mother was previously married, enter her maiden surname in parenthesis followed by her previous married name. Example: Mary Elizabeth (Jones) Smith. "Jones" is her maiden surname.

If she, or anyone else on the form, is still living, leave the "died ___" areas blank. Do not enter any notations in this space. Nothing further is required.

Both the "and my_wife" and the "and his_wife" entries are tricky. If there was only one marriage in that generation, you may leave the area blank. To enter "1st" implies that the father had a second wife. If, however, it was the father's second wife who was the mother of the next generation, enter "2nd".

Notice that in each generation the husband (and father of the next generation) is listed first. The applicant's relationship is given for each generation. Great³ Grandson is the same as Great Great Great Grandson or Third Great Grandson. The bloodline between the applicant and the Patriot Ancestor might not go through the father, but he is still listed first. His wife (and mother of the next generation) is listed after him. The bloodline might go through her, but she is still listed second.

Some of the current forms have check boxes, , to indicate the bloodline parent. Be sure to check the appropriate box, , in each generation. Also, check those generations in which the father and mother have different surnames. (See the attached Bloodline Chart on page 18.)

There will be applications where, in one generation, the father and mother have the same surname. If the form has a check box, check the appropriate box. If the form does not have a check box, a different method may be used to indicate the bloodline. Indicating which is the bloodline parent will save time and effort when the application is being checked for accuracy.

Note: There are many cases in which cousins marry. Both parents in one generation might be bloodline descendants of the Patriot Ancestor. On any particular application only one parent is in the bloodline as listed on the form. This is the key. How is the bloodline listed

on the form?

Determine which parent is the bloodline parent. Preferred: If space permits, enter “(son of)” or “(dtr of)” after the person’s name. Alternative: If space does not permit, under the dotted line for the bloodline parent’s name, enter “(son of)” or “(daughter of)” to indicate that that person is the bloodline parent. Be very careful when doing this. Put the additional information in a place where it will not interfere with the line below.

4. Great-Grandson of <u>John Jones</u> born and his wife <u>Sally Jones (dtr of)</u> born	<u>Preferred</u>
5. Great-Grandson of <u>Jack Jones</u> born and his wife <u>Sally Jones</u> born (daughter of)	<u>Alternative</u>

There are spaces in which you can enter the membership number of NSDAR and NSSAR members. NSDAR = National Society of the Daughters of the American Revolution. If you are using their record copy as a document, it is important that their membership number be entered. It is optional to include their record copy, except when basing the applicant’s membership on his parent’s or grandparent’s membership.

If there is no printed space for NSDAR or NSSAR membership on the form, enter “NSSAR#” or “NSDAR#” followed by the number. It is not necessary to include the dotted line. This is only necessary in those generations where one or both parents were members, but the space was not printed on the form.

If more than eight generations are necessary, continue on the back of the form. Do not enter any generations beyond the Patriot Ancestor’s generation. In other words, do not list the Patriot Ancestor’s parents, grandparents, etc.

Next is a space for the Patriot Ancestor’s “Generation ”. This is followed on the next line by “Buried in the ... Cemetery at ...”. Enter only known and verifiable information. This information does not require documentation. However, it should be included in the documentation package.

References

Nothing on the form proves that any of the entered information is valid. The ‘proof’ is in the documentation that will accompany the application to the NSSAR. This is the section that ties the information to the accompanying documents and also where the citations are entered.

It is not necessary to provide a full ‘academic’ citation for each document submitted. In fact, the space provided might not allow for such entries. It is important that each document be positively identified, and its citation put in the appropriate place.

It is very important that the citations for each piece of information on the bloodline be placed in this section. As the instructions on the form say, “Proof is needed only for individuals in the bloodline.”

Do not include documents that are not cited in this section. Bloodline citations and documents have priority over all other citations and documents. As space permits, you may include as many documents as you like and are able to locate, but only if their citations are in this section. A citation for the documentation about the Patriot Ancestor's burial should be included with that generation's citations.

Less than two lines are provided for each of the twelve generations. All documents accompanying the applications must be listed for each generation to which it applies. Exceptions: A Birth Certificate provides the name of the child and the child's parents. Its citation needs to be entered only in the child's generation. When using a death certificate, enter the certificate's citation in only one generation, even though it might contain names from other generations.

Vital Record citations (birth, death and marriage) need not give the names of the individuals concerned, since they will apply mainly to people in that particular generation. Typical entries might be: " Birth Certificates " and " Marriage Return ".

Census citations should be entered in each person's generation whose name is on that census sheet. This could involve two or three generations having the same citation.

There probably will not be room on the form for the full census citation. Use common sense to shorten it to something that does fit. "1850 Census; Huron Co, Ohio" Enter the same shortened citation in each generation as required. Note: Only one copy is required to be submitted as documentation.

Citations for books, family histories, etc., are usually entered in more than one generation. Except for the page number, all the entries might be identical. After the first citation, the subsequent entries may be shortened to conserve space.

Space provided for References in generations not included on the form may be used as needed. Be certain to separate this area from the generations that require proof. One way to do this is to draw a short, solid line between the two areas.

One method to save space in a generation is to place a full "academic" citation in that unused space and only a single word reference to the full citation and a page number in the generations as needed. Be certain that there can be no doubt that the shortened reference is a substitute for the full reference.

Under no circumstances may you use any area off the dotted lines in this section. With proper planning, you will be able to fit it all in the space allotted.

There is usually plenty of room for the citations for the Patriot "Ancestor's Revolutionary War Service". It might be possible to give a full 'academic' citation, instead of an abbreviated citation.

Signatures

All signatures must be in black ink and only in black ink.

Type or print the applicant's name on the dotted line: "I, _____". The name you put in this section should be the same as that entered on the front of the form. Do not use the "(none)" from the front of the form, if that was used instead of a middle name.

The applicant may sign his full name or his normal signature. **Do not submit the application without his signature.** Do not print his name in the "Signature of Applicant" area. That area is for the applicant's signature only.

The date the applicant signs the form should be either typed or printed. It may also be handwritten or hand printed. Use the same date format as that used throughout the form.

Type or print the applicant's current "Occupation". ' Retired ' is an occupation but ' Retired (something) ' is better.

Type or print the Sponsor's name, address and NSSAR number (required). Leave the signature line blank for the Sponsor's signature. **The Sponsor must sign the form before it is submitted!**

Type or print the Co-Sponsor's name and NSSAR number (required). Leave the signature line blank for the Co-Sponsor's signature. **The Co-Sponsor must sign the form before it is submitted!**

Do not submit the form without all of these signatures: Applicant, Sponsor, Co-Sponsor, State Registrar, and State Secretary.

Do not enter anything for the State Registrar, the State Secretary, or any National information. Leave it all blank!

State Registrar's and State Secretary's Package

The Chapter Registrar must send the original application, printed on NSSAR paper, to the State Registrar. Keep a copy for your Chapter's files. If your Chapter requires its copy on NSSAR paper, be sure that all parties sign that copy. (See the above discussion about copies and signatures.)

Only one set of all the documents cited in the References section must be included. Documents not cited should not be included. All the documents should be in generation order starting with the applicant's birth certificate on top.

To facilitate the verification process, write the generation number to which the document applies in the upper left-hand corner. Then, circle that number to set it off from the rest of the document. You might use red ink for this. If the document pertains to more than one generation, enter and circle each generation's number. Do this only on the copy. Never do this on the original.

If a document is not easily identifiable as belonging to a particular person or generation, then some means of identification must be attached to the document. The preferred method is to copy the citation onto the document (the copy only—not the original).

A yellow 'highlighter' pen may be used to accent the essential information on the document copy (only on the copy—never on the original). Do not use any other color. Over time, colors (other than the original yellow) tend to obliterate what they are supposed to accent.

Multiple page documents, such as book copies, may be stapled together. The title or copyright page may be copied on the opposite side of the sheet. This shows the evidence, but only if it is a two-page document. If there are three or more pages, put the title or copyright page on its own sheet.

A paper clip or a binder clip may be used to hold the entire package together. Never staple or pin the whole package. An 'inventory' of documents may be included. It is not required.

It might be a good idea to keep a copy of all the documents in your Chapter's files. If the documents are lost or damaged in transit, you can easily replace them. Some of those same documents may be used on future Supplementals submitted by the applicant. Note: Supplementals may not be submitted until the applicant is a member of the SAR.

Two checks must accompany the application. It is a good idea to put these checks in an envelope placed on top of the application. One check is to be payable to the State Society, and the other check is to be payable to "NSSAR." Consult with the State Registrar for current amounts. Any checks made out to the Chapter stay with the Chapter. Do not send them to the State Registrar.

As you assemble the package, go over the material one more time. **Do not send any applications to the State Registrar until you are sure they will be approved!**

After you have sent off the package, there is nothing to do but sit and wait. If you and the applicant have done a thorough job, the next thing you will hear is that the application has been approved.

Bloodline Chart

Stephen Randall

Lieutenant in Colonel Schuyler's Sixth Regiment, Albany County, New York Militia



Jay Clark Wood

fourth great grandson

<u>Line</u>	<u>Application form</u>	<u>Blood</u>
1. I am	Jay Clark Wood and my wife	Jay Clark Wood
	NSSAR#..... (If Remarried)	↑
	my wife	
	NSSAR#.....	
2. I am the son of	Clark Jay Wood NSSAR#	Clark Jay Wood
	and his wife	↑
	NSSAR#.....	
	Who is the son <input checked="" type="checkbox"/> /daughter <input type="checkbox"/> of	Harley John Wood
3. Grandson of	Harley John Wood	(Prove Marriage to)
	NSSAR#	
	and his wife	Grace Belle Hewit
	NSSAR#.....	
	Who is the son <input type="checkbox"/> /daughter <input checked="" type="checkbox"/> of	
4. Great-Grandson of	John Jay Hewit	John Jay Hewit
	NSSAR#	(Prove Marriage to)
	and his wife	Harriet Isabel Stuntz
	NSSAR#.....	
	Who is the son <input type="checkbox"/> /daughter <input checked="" type="checkbox"/> of	
5. Great ² Grandson of	Edward Wells Stuntz	↑
	NSSAR#	Edward Wells Stuntz
	and his wife	
	NSSAR#.....	
	Who is the son <input checked="" type="checkbox"/> /daughter <input type="checkbox"/> of	
6. Great ³ Grandson of	George Stuntz	George Stuntz
	NSSAR#	(Prove Marriage to)
	and his wife	Mary Randall
	NSSAR#.....	
	Who is the son <input type="checkbox"/> /daughter <input checked="" type="checkbox"/> of	
7. Great ⁴ Grandson of	Stephen Randall	↑
	NSSAR#	Stephen Randall
	and his wife	
	NSSAR#.....	

State Possession & Province Abbreviations
United States

AL	Alabama	KY	Kentucky	ND	North Dakota
AK	Alaska	LA	Louisiana	OH	Ohio
AZ	Arizona	ME	Maine	OK	Oklahoma
AR	Arkansas	MD	Maryland	OR	Oregon
CA	California	MA	Massachusetts	PA	Pennsylvania
CO	Colorado	MI	Michigan	RI	Rhode Island
CT	Connecticut	MN	Minnesota	SC	South Carolina
DE	Delaware	MS	Mississippi	SD	South Dakota
DC	District of Columbia	MO	Missouri	TN	Tennessee
FL	Florida	MT	Montana	TX	Texas
GA	Georgia	NE	Nebraska	UT	Utah
HI	Hawaii	NV	Nevada	VT	Vermont
ID	Idaho	NH	New Hampshire	VA	Virginia
IL	Illinois	NJ	New Jersey	WA	Washington
IN	Indiana	NM	New Mexico	WV	West Virginia
IA	Iowa	NY	New York	WI	Wisconsin
KS	Kansas	NC	North Carolina	WY	Wyoming

(Use **DA** for North and South Dakota)

U.S. Possessions

CZ	Panama Canal Zone Territories
GU	Guam
PR	Puerto Rico
VI	Virgin Islands

Canadian Provinces

AB	Alberta
BC	British Columbia
MB	Manitoba
NB	New Brunswick
NF	Newfoundland
NS	Nova Scotia
NT	Northwest Territories
ON	Ontario
PE	Prince Edward Island
QC	Quebec
SK	Saskatchewan
YN	Yukon

SONS OF THE AMERICAN REVOLUTION

How to order a record copy of an application

National Society Sons of the American Revolution
1000 South Fourth Street
Louisville, KY 40203

Allow 8 to 12 weeks for delivery.

Copies of SAR applications may be ordered based on either:

- A SAR Member's Name/Number . Use this form when you want copy of an application used by a specific SAR member. You must have either the SAR Member's number or name (both are best). UYOD supply only a name please provide additional details to permit identification, particularly with common names.
- A specific Patriot Ancestor. Use this form if you do not know the name of the SAR Member.

INSTRUCTIONS:

- Provide as much information as possible. If SAR can not determine which application to furnish you will be sent a list of possible matches so you may submit a new, more detailed request. There is a \$10 search fee per name for this service,
- Always include variant spellings of Patriot Ancestor names and the names of their spouse.
- Include the name of the child through which the line descends. Be sure and check the box indicating you will accept a line other than through this child. Note that if there is no line through the child you specify and you have NOT checked this box you will be charged a \$10 search fee and no application will be sent.
- Please remember that all the children of a Patriot Ancestor may not be included in this index.
- For speedier service use a separate form for each record requested. No more than 5 names may be requested on a single form.
- Type or print clearly. Forms that are difficult to read will be delayed,
- National numbers 1 • 49200 are available only on microfilm. These requests will be forwarded to the NSSAR Library and additional charges may apply. If there are additional charges you will be billed if the amount is small.
- All orders must be prepaid by check or money order payable to the Treasurer General NSSAR. **DO NOT SEND CASH!**
-

The more information provided the better the staff at NSSAR can serve you.

1/16198

NSSAR COPY REQUEST FORM

Effective January 1, 2007, the cost for search or copy is \$10.00

Copy of Member Application or Ancestor Search

POLICY: It is the policy of the NSSAR to restrict copies of members applications and ancestor information of active NSSAR members to: Any Member of the NSSAR, A prospective member, Genealogist for the NSCAR or Genealogist General/Registrar General or staff Genealogist/Registrar NSDAR. All fees charged for a search/copy are non-refundable. You may not request more than one (1) ancestor search OR application copy per form. All orders must be prepaid by check payable to NSSAR. **We do not accept any credit card request.**

INSTRUCTIONS: Complete **ONLY THE APPLICABLE SECTION** providing all of the known data including any possible variant spellings. Carefully print or type, your name and address must be legible. Any Request Form which cannot be read will be discarded. **DO NOT USE THIS FORM FOR ANY RESEARCH SERVICE REQUESTS OTHER THAN FOR COPIES OF MEMBER APPLICATIONS OR ANCESTOR SEARCH.** All copies provided will be Record Copies even if not so noted as that is the only record maintained by the National Society. Please allow four (4) to twelve (12) weeks after submitting your order

**NOTE: If the proper section of this form is not filled out completely it may delay processing the request.
Do not fill out both sections!**

REVOLUTIONARY WAR ANCESTOR SEARCH ONLY

You will receive the latest application filed on this ancestor.

Full name of Revolutionary War Ancestor: _____

Date of Birth: _____ Date of Death: _____

Name of Wife/Wives: _____

State from which ancestor served/resided during War: _____

Name of Child through whom descent is claimed: _____

If you request an application through a particular child, we will send that application if one is on file.

NSSAR MEMBER'S APPLICATION ONLY

Do not fill out both sections!

Full name of Member whose application is requested: _____

NSSAR National Number: _____ Living: _____ Deceased: _____

Name of State Society and Chapter: _____

Revolutionary Ancestor from whom Descent was proved: _____

Requesters National Number/Title: _____

IMPORTANT: This form may be reproduced for additional ancestor and/or member record requests. Service copy fees may be periodically changed requiring additional payment. All NSSAR Member Applications from National Number 1 to 49,200 are located on microfilm in the Library. Some original applications have become delicate due to time. Requests for copies from papers deemed delicate will be forwarded to the Library.

NAME AND ADDRESS OF REQUESTOR:

Requestors outside the United States should include \$1 extra for postage

Mail this form and your \$10.00 fee to:

NSSAR
1000 S. 4th Street
Louisville KY 40203



MAIL THIS FORM TO:

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

INSTRUCTIONS FOR ORDERING APPLICATION RECORD COPIES

Effective on March 1, 2006, the **former Registrar General's Record Information Office** was divided into the **Registrar General's Data Processing Office** and the **Library Copy Services Office**. Full information on these changes is available on the DAR Library page of the NSDAR's Web site: www.dar.org. Click on Copy Services for details.

Application papers of active, deceased, resigned, or dropped DAR members **must now be ordered from the Library Copy Services Office** for a fee of \$10.00 per paper. The staff may need to perform considerable research to fill your request, so it would be helpful if you could provide as much information as possible to help them with this search. This \$10.00 fee is for the searching and copying. If the requested paper is not available, the fee is not refundable. You will be notified if a problem arises with your order or if a paper is not available for some reason.

MAIL ORDERS

Please complete one copy of the "[Request for Record Copy](#)" form for each paper you wish to order. Include a check in the proper amount (\$10.00 per paper) made payable to "Treasurer General NSDAR" with your order. If you are requesting a copy of more than one application or multiple copies of one application, you may pay with one check for the total amount. **Mail the order to Library Copy Services, DAR, 1776 D Street NW, Washington, DC 20006-5303.**

FAX ORDERS

You may also order record copies by fax using the same form. Payment may be made with Visa, MasterCard, or Discover Card. **Fax orders to (202) 777-2372.** Faxed orders will be processed in order of their receipt along with mail order requests.

LIMITATIONS TO COPIES OF APPLICATIONS

The Daughters of the American Revolution, through the DAR Library's Copy Services Office, provides copies of previously verified applications and supplemental applications, when available. DAR does not guarantee that the information found on any application is the most current or that it is now accepted by the DAR Genealogy Department. The copies are sent as another tool for use in your research. **Please note: DAR does not have information on every patriot serving during the American Revolution, only those established by our members.**

When is a paper not available for copying? When a member has requested that her papers not be shared. Members may no longer close their papers, but we still honor that request for those active members who did close their papers before the policy change in 1985; when the paper has errors in lineage or service that cannot be corrected. We cannot send copies of such papers; when the time frame for the requested information occurs before April 19, 1775 or after November 26, 1783. There are some exceptions for certain events in 1774; when a DAR member has not established an ancestor as a patriot, thereby creating a paper; when a patriot has only been established through a grave marking or a commemorative marker; or when a paper is requested through a specific child that has not been established by a DAR member.

A paper may contain little or no information because: Older forms may be incomplete because certain information was not required or provided at the time the paper was prepared. DAR does not assume responsibility for the completeness of any application, so please be aware of this situation before ordering. Short form applications (two-page forms) may not contain full lineage, reference, and service information, because they only go back from a member a few generations and then tie in with another earlier paper that traces back to a Revolutionary War patriot ancestor. We only send copies of short form applications when the request is made for a specific member's name or for a specific national number.

