



# APPLICATION PAPERS

# INSTRUCTIONS FOR THEIR PREPARATION

## TABLE OF CONTENTS

Instructions For Their Preparation .....	2
Tools Which Each Chapter Needs .....	3
Record Copy .....	4
Preparation of Application Papers.....	5
Eligibility Clause .....	8
Lineage .....	8
References For Lineage .....	11
Spouse of Revolutionary Ancestor .....	13
Children of the Revolutionary Ancestor .....	13
Ancestor's Service .....	14
Acceptable Service.....	15
Short Form Application .....	17
Multiple Applications .....	19
Admission From C.A.R. To DAR.....	19
Supplemental Papers .....	20
Responsibilities of the Chapter Registrar .....	21
Lineage Research Committee.....	23

National Society Daughters of the American Revolution  
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# APPLICATION PAPERS

## INSTRUCTIONS FOR THEIR PREPARATION

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

**THE OFFICE OF THE REGISTRAR GENERAL** examines all applications for membership, approves those meeting eligibility requirements, and presents them to the National Board of Management for election into membership.

Application papers are to be prepared according to the directions and information contained in this booklet. The Office of the Registrar General does not do original research, NOR does this office “pre-judge” the acceptability of lineage, service or documentation.

The Chapter accepting a prospective member is responsible for assisting her in completing her application papers with the required documentation according to the procedure set forth in this booklet.

## TOOLS WHICH EACH CHAPTER NEEDS

Each chapter should have available:

**NATIONAL BYLAWS AND CURRENT DAR HANDBOOK**—This is published once during each Administration. The answers to most membership related questions are found in the Bylaws and/or Handbook.

**THE DAR PATRIOT INDEX** (current edition)—This contains the names of Revolutionary War patriots, both men and women, whose service and identity have been established by the National Society from its organization in October 1890 through the meeting of the National Board of Management December, 2002. Included with the alphabetically listed names are other known facts: dates and places of birth and death, spouse(s), rank and type of service, and the state where the patriot served. It is indicated when pension papers are known to exist. Listings of newly established patriots are published in the *Daughters Newsletter*. The Patriot Index is also available online for members only. The URL address is [members.dar.org](http://members.dar.org). The Patriot Index Lookup service is available for non-members at [dar.org](http://dar.org).

*Revolutionary ancestor records are constantly reviewed and revised as better documentation is received. Therefore, information shown in The DAR Patriot Index and other publications may have changed.*

**IS THAT LINEAGE RIGHT?**—This explains the verification procedure, sources for proof and documentation, plus much more. The booklet contains DAR standards for acceptability of evidence and citation of references. Study it carefully before lineage papers are prepared.

IS THAT SERVICE RIGHT?—This expands on acceptable service and gives suggestions for proving service. The booklet provides an overview of the American Revolution and clarifies service acceptable for DAR membership under Military Service, Civil Service, and Patriotic Service.

STEP BY STEP INSTRUCTIONS FOR COMPLETING DAR APPLICATION PAPERS – This is a free publication and is included with each set of application papers.

### RECORD COPY

You may request copies of application papers for information on the lineage of DAR members, or on patriots established by these members.

Application papers may be requested from the OFFICE OF THE REGISTRAR GENERAL, RECORD COPY, for a fee of \$10.00. The check should be made payable to Treasurer General, NSDAR. If the record is not available, the fee is applied to the cost of the search, and is NOT refundable nor may it be transferred to another record copy request.

Requests for a Record Copy should be as complete as possible. No e-mail or telephone orders are accepted. Faxed orders are accepted for a minimum order of 3 copies, using MasterCard, Visa or Discover Card. The telephone fax number is 202-777-2372. Please include the full mailing address, telephone number, e-mail address, and the card's account number with expiration date.

When using the Record Copy Request Form (which is available on-line at dar.org) for information about the patriot, provide the name of the revolutionary ancestor, birth and death dates, or state of service, and the child through whom you descend (if

known). If no one has joined the Society through that particular line, you will be sent a copy of the latest long-form application on the requested patriot. You may determine whether an application has been verified for a specific patriot by referring to the current issue of *The Patriot Index*, or by using the Patriot Index Lookup Service online.

When requesting a member's paper please provide as much information about the individual as possible. If you want a copy of your own paper, please provide your national number. To order a copy of a specific member's paper, include her full name and national number, if known. If you request a specific national number, you may receive a short form application paper.

This office does not assume responsibility for the completeness of any paper. Photocopies of papers are the best available, if the original copy is poor, the duplicate will be poor. **Do not include a request for any other information or department with your order for application papers.** Requests for documentation used to verify an application may be requested through the DAR Library Search Service, not the Office of the Registrar General.

### PREPARATION OF APPLICATION PAPERS

This is an expanded explanation of the STEP BY STEP INSTRUCTIONS FOR COMPLETING DAR APPLICATION PAPERS accompanying each application form.

The application paper is the Society's permanent record of membership. It must be typed or computer generated.

Application Blank Forms may be computer generated using the approved software (available for download from the Members' Website or it may be purchased from The DAR Store) on acid-free, 25% rag content legal size paper as specified by the

DAR. Blank paper may be purchased from The DAR Store. Care should be taken to insure that computer generated papers have the same spacing and printed appearance as the standard blank forms. The pages must also be in the correct order.

One copy of the application is to be prepared. The application is to be signed by the Chapter Regent and Registrar (or other officers if they are unavailable. See the current *DAR Handbook*). The applicant's two endorsers must be active members of that chapter and personally know the applicant. The applicant's signature may be notarized or have the attest of one the following chapter officers: Regent, First Vice Regent, Recording Secretary, Treasurer or Registrar. After examining the completeness of the application the Chapter Regent and Registrar must sign on page one of the application.

An applicant may elect to join the National Society as a Member-at-Large (without chapter affiliation.) The application must be endorsed by two members in good standing, to whom the applicant is personally known, and be signed by the State Regent of one of the endorsing member's states (See Bylaws, Article III, Section 2b). Applicants are encouraged to join chapters in order to participate more fully in the work of the Society.

## The Application

**Page One** is the official record of DAR membership.

**State**—state in which the chapter is located.

**City**—city or town in which the chapter is located.

**Name of Chapter**—full name, for member-at-large write “member-at-large.”

**Computer Code Number**—assigned by the National Society — This can be found on computer printout from the Treasurer General or on E-membership.

**DAR National Number**—leave blank—This will be assigned by the Office of the Registrar General after the National Board of Management has elected the applicant into membership. A national number, once granted to a member, is always reserved for that member, even if her chapter affiliation changes.

**Name**—use full name, not initials (first, middle, maiden, last). This name and applicant's signature shall be identical.

**Single–Wife–Widow–Divorced**—check the appropriate square. Give the husband's full name, not initials. Documentation regarding previous marriages may be submitted to explain name changes.

**Residence**—give Post Office box number and street address if you have both.

**E-mail**—provide if available.

**Print or type the name exactly as you wish it to appear on the DAR Certificate.** This name need not agree with the name above or with the applicant's signature.

**Revolutionary Ancestor**—provide his or her complete name, if known. Don't use initials. Please don't add titles, rank or state of service on this line.

**Signatures**—all signatures should be in black ink. The Regent and Registrar must be current officers. Sign your first, middle or maiden name and your surname. If one or both of the officers is unavailable to sign, the Chapter's First Vice Regent, Recording Secretary or Treasurer may sign. (See current *DAR Handbook*) If this is done, the officer signs her name, followed by the title of her office. Only one of the officers needs to attest the signature of the applicant. If the applicant cannot sign in the presence of a chapter officer, she must have her signature notarized.

**Endorsed in Handwriting By**—The endorser fills in her DAR national number, and signs her given name, middle or maiden name and surname.

**Residence**—City or town and state. (Street address is not necessary)

**Chapter**—The full name of the chapter must be the same as above. Endorsers shall be members in good standing of this chapter to whom the applicant is personally known. They recommend her for membership.

**ELIGIBILITY CLAUSE**

Applicants should read the Eligibility Clause on page one of the application quoted from the DAR Bylaws, Article III, Section 1.

The applicant affirms that she is eligible for membership in the National Society Daughters of the American Revolution through the ancestor named on the application paper and that the statements set forth are true to the best of her knowledge.

If she is a United States citizen, she pledges allegiance to the United States of America and agrees to support its Constitution.

**LINEAGE**

**Page Two**

**Full name** of applicant, first, middle, maiden, last. (No initials, please)

**Born on**—day, month, year (1 Jan 1940) at City/Town/Twp, County, State, Married on day, month, year \_\_\_\_\_ at (place of marriage).

**To** Full name of husband, (if married) \_\_\_\_\_ Born on (day, month, year) \_\_\_\_\_ at (Place of birth). If the applicant has been married more than once, she is encouraged to send proof of any marriages not listed on the lineage paper. Specifically, please explain any name changes. Be aware that if documentation is not included for a marriage resulting in children, daughters or granddaughters wishing to join the DAR might be required to submit the documentation.

**I am the daughter of**—Name of birth father, not adoptive father. (The male name is on the first line throughout the lineage.)

**Born on**—date of father's birth, at City/Town/Twp, County, State.

**Died at**—City/Town/Twp, County, State on Date of Death and his (first or \_\_\_\_\_) wife. If it is his first wife, underline first, or fill in number as 2, 3. If he only had one wife, ignore this parenthesis.

**Name of applicant's birth mother**—not adoptive mother. Use maiden name, not married name.

**Born on** (date written as above) \_\_\_\_\_ at (Place of birth) City/Town/Twp, County, State.

**Died at** City/Town/Twp, County, State \_\_\_\_\_ on (Date of death), married (date and place) \_\_\_\_\_. The City and County and State should be the name of the place at the time of the event.

This procedure is to be followed for each succeeding generation, including that of the Revolutionary ancestor. It is necessary

to complete all generations from the applicant to the Revolutionary War ancestor when using the long form.

**The applicant's birth date shall be supported by a birth certificate or other documentation naming both parents and the child's full date of birth.** Many states issue a short form birth certificate, which does not include the names of parents. Check the completeness of the applicant's birth certificate.

Proof submitted must clearly link each generation to the preceding one. Acceptable proof includes birth and death certificates, wills, probate records, Bible records, church records, court records. Census records, 1850 and after, may be used to show links and to estimate birth and death dates.

In each generation, give the names of the birth parents as part of the lineal descent of the applicant. The term Jr. and Sr. are not to be used on page two. The Society reserves these terms to distinguish between father and son of the same name when both were of an age to have provided service during the Revolution. Omit titles such as Dr., Rev., etc.

An applicant shall give complete dates and places for the first three generations. *In rare cases*, when such proof cannot be obtained, a statement should accompany the paper showing steps taken to acquire the data and the reason it is not provided.

*The remaining generations should be AS COMPLETE AS POSSIBLE and proof should be submitted for each date and place given.* When dates or places of birth, marriage or death are unknown, leave the space provided blank. When the person listed is still living, leave the space provided for death blank. No application will be accepted with a large amount of data lacking for these generations. Exceptions may be made when it can be conclusively proved that the lineage is correct. An application cannot be accepted without documentation for at least one place and date (or age) per person in each generation.

**Dates and places of birth and death must be given for the Revolutionary War ancestor.** When exact dates cannot be given, approximate dates, such as those based upon the date of marriage, the dates of wills, deeds, etc. should be provided. *In all cases, it must be shown that the place the ancestor resided is consistent with the place where the service is claimed, and was of sufficient age to have performed the service claimed for him or her.*

**The Revolutionary ancestor is always the last generation in the line of descent.** Please do not go beyond the Patriot in your lineage.

## REFERENCES FOR LINEAGE

### Page Three

**The National Society reserves the right to determine the acceptability of all documentation provided for lineage.**

Documentation is required for all dates, places and relationships given in the lineage, if not previously furnished. For example, the applicant's mother or grandmother may have been a DAR member who was not required to furnish documentation of birth or marriage. In such a case, the applicant does need to submit that data. Additional documentation will be needed to prove location of events when connecting to an early DAR application where locations were not listed. If you cannot obtain an exact date or place of birth or death in generations earlier than the great grandparents, leave the space blank. However, you should provide sufficient evidence to prove that the persons listed were living and of an age to be the parents of the child through whom the applicant descends. Lineage papers from other organizations, family group sheets and family tree charts, are not acceptable as documentation. Undocumented lineages found on the Internet do not meet DAR standards. Some Internet items may be acceptable as proof, but they must be evaluated on an individual basis. Consider the citation of the source used to substantiate the claim made.

Examples of acceptable documents are birth, death, and marriage certificates, Bible records—with the title page and date of publication if available, church and cemetery records, census records after 1850, wills, deeds, estate papers, diaries, old letters, and school records. County histories and family genealogies may be acceptable documentation in some instances. They must be evaluated on a case-by-case basis in context with the lineage. If reference is made to a book not in the NSDAR Library, please furnish a photocopy, including the title, author, and date of publication, edition, and all necessary pages. Just because a book is in the DAR Library does not mean it is automatically accepted. In all instances, provide enough evidence to prove beyond question that the name, date, place and relationship, on the document refer to the correct person in the applicant's lineage.

Only one copy of each document should be submitted and it must accompany the application for membership and/or supplemental applications. Do not send original documents as all documentation becomes the property of the DAR and is not returned to the applicant or chapter. Please keep a copy of everything you send for your records. Send clear, readable copies of documents that can be photocopied on microfiche. **Do not mark documents with highlighter.** Highlighted text often cannot be reproduced when filmed or scanned. You may underline the pertinent information with a red pencil. Write on the reverse side of each piece of documentation, the name of the applicant, the name of the Revolutionary ancestor, the name of the DAR Chapter, the date submitted and the number of the generation for which it is used as evidence. Attach all tombstone pictures to an 8-1/2" x 11" sheet of paper and identify the name and location of the cemetery. Print the inscription below the photo. Please do not staple any pages.

Arrange all documents by generations from the applicant to the Revolutionary ancestor.

In the *References for Lineage* area of the application paper, in the space allotted, list the documentation you use for each gener-

ation, including documents to prove the relationship between generations. If using another application paper to prove some generations, cite the national number, plus the add volume with the ancestor's name if a supplemental. For unpublished material, such as deeds, probate records, etcetera, note the source—such as county, state, and book with page number. Do not glue or staple a separate sheet onto the application.

#### SPOUSE OF REVOLUTIONARY ANCESTOR

##### Page Four

Name the spouse(s) of the Revolutionary War ancestor with date and place of marriage, if known.

#### CHILDREN OF THE REVOLUTIONARY ANCESTOR

Name all children, if known, with dates of birth and the name of the child's spouse(s). When the ancestor's children are from more than one marriage, please indicate above the child whether it is the 1st marriage, 2nd marriage, etc.

It is not necessary to prove children of the ancestor other than the one through whom the applicant descends. Prospective members should be aware that other children listed by previous applicants may not have been proved. Documentation is required to prove descent when the lineage through a new child has not already been verified.

**Note:** Should you have in your possession a will, a Bible or other definite proof of children of the Revolutionary ancestor, we would appreciate a photocopy for our records. This will help other applicants.

## ANCESTOR'S SERVICE

On page four, give the place of residence (town and/or county and state) of the ancestor during the Revolutionary War, his highest rank (Revolutionary War service only), the state of service and a brief description of his or her service(s). For references in published military records, give the title, author, volume, and page of the source you are citing. Where reference is to unpublished sources, or records not available in the DAR Library, the applicant should file a photocopy or attested copy of the official record.

The place of residence during the Revolution must be given as fully as possible. Sources used to prove his/her residence may not be the same source as that used to prove service. For instance if you have proof of your ancestor's service on a jury, you should find another document, such as a tax record, to prove residence. If there is more than one person of the same name, in the same place, it must be **CONCLUSIVELY** proved that the service belongs to the ancestor the applicant claims. When the service can be clearly identified with the ancestor in some other way, such as a pension or bounty land application, the exact residence may not be required.

Ancestor Number is the computer number assigned by NSDAR for every established patriot. **If you do not know the number leave blank** and this will be completed when the application is processed.

It must be demonstrated that the ancestor, with unflinching loyalty to the cause of American Independence, served as a sailor, soldier, civil officer or rendered acceptable patriot service. It must also be proven that the service claimed belonged to the ancestor named.

## ACCEPTABLE SERVICE

**The National Society reserves the right to determine the acceptability of all service and sources used as proof.**

### Signers of the Declaration of Independence

**Military Service** in the Revolution begins, with few exceptions, on 19 April 1775 (the Battle of Lexington) and ends on 26 November 1783 when the British troops withdrew from New York. DAR recognizes participation in the:

1. Army and Navy of the Continental Establishment
2. State Brigades and local militia
3. State Navies and Coast Guard

**Civil Service** in the new American States occurred only when (1) the Royal Governor was removed from power and (2) a form of statewide government was established. In those states that were occupied by British troops, civil service might not occur during the period of British occupation. Civil service ended when the state lost control of its government (until it was reestablished) or on 26 November 1783 when the last of the British troops left the United States soil. DAR recognizes those persons who served as:

1. State Officials
2. County and town officers
3. Justices of the Peace and judges of the Courts, and jurors

**Patriotic Service** might begin as early as April 1774. DAR recognizes, for this early period, membership in:

1. Committees of Inspection, Correspondence and Safety
2. Continental Congress, State Conventions and Assemblies

Some forms of patriot activity existed only when a statewide government existed, such as:

1. Oaths of Adjurament and Allegiance and Signers of Association Tests
2. Signing of petitions which recognized the authority of the new state governments and demonstrated loyalty to the cause of American independence from England
3. Rendering of material aid, such as furnishing supplies with or without remuneration
4. Lending monies to the new state or federal governments
5. Defense of frontiers and forts
6. Providing a substitute for military service

Other forms of patriotic activity also recognized by the DAR are:

1. Doctors, nurses and others rendering aid to the American wounded (other than to their immediate families)
2. Prisoners of War or refugees from occupying forces
3. Signers of local declarations of independence
4. Ministers who gave patriotic sermons and encouraged patriotic activity
5. Those who served in the Spanish Troops under Galvez or in the Louisiana militia from 24 December 1776
6. Spanish Troops who donated money for the cause
7. Privateers

The best evidence possible should be used to prove Revolutionary War service. Federal records, such as the compiled military service records and *Papers of the Continental Congress*, are acceptable. Original petitions are often available in the courthouse of the counties in which they were made. Records of military and other service may be obtained from state archives and town or county accounts.

*Contemporary letters* from the persons serving, or from someone receiving the information directly from the person who performed the service, may be proof of service.

If unpublished sources are used, photocopies of the original record should be submitted and must contain the date and place of record, i.e. town or county and state.

Reference to published records must give the name of the author, title of the book, date of publication, volume and page number. The DAR Library may not have a copy of the source you are citing. Therefore, furnish copies of the title page, which shows the copyright date, and pages that contain pertinent information. Examples of works often used as proof of Revolutionary War service are:

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

**Family genealogies stating that a person performed Revolutionary War service, are not acceptable as proof.** These claims must be documented using acceptable records. A grave marked as that of a Revolutionary soldier is NOT proof of service. Do not cite the DAR Patriot Index or a national number as the source for service. Service is verified for every Revolutionary War ancestor.

#### SHORT FORM APPLICATION

**A**n applicant who uses a short form application must connect within *four (4) generations* to a previously accepted long form

of a DAR lineage on the same established patriot, counting the applicant as generation one. All four generations should be completed.

**Do not use a long form application if using the short form criteria for the application.**

The connection must be to an accepted paper that includes the places of birth, death, and marriage. It is essential to check the paper to which the applicant connects for completeness of information and proof that meets today's genealogical standards.

- The short form cannot be used to establish a new patriot or a different child.
- The short form cannot connect to another short form.
- The short form connects to a long form only if at least one generation is identical to that of a previously accepted long form paper. In citing the previously accepted paper, give the national number, the name, and relationship of the member to the new applicant. Space is provided on the short form for this information.

Information is needed on the applicant, her husband, and their marriage. Be sure the birth certificate of the applicant lists her parents.

Also, give the name of the patriot, his or her dates and places of birth, death, marriage, and residence during the Revolution, and service. Sources should be cited for Military, Patriotic or Civil Revolutionary War service. The dates and places of birth and death should also be given for the Patriot's spouse.

The short form is designed to simplify the application for applicants closely related to a present or past member of the DAR. It is not required for an applicant meeting the requirements to submit a short form. Keep in mind that a short form is not a complete lineage record for an applicant; other papers have to be consulted to find the complete lineage. Applicants should be encouraged to submit a long form.

Signature requirements are the same for short form applications as they are for long form applications. Data submitted should meet the same requirements as for long form applications.

**Legacy may be issued** to women who are eligible to apply for membership using a short form. The genealogist will attempt to verify the short form using current genealogical standards; however, should that not be possible, a legacy may be issued. This will be assigned when the verifying genealogist encounters problems on the lineage or the service of the application referenced. A sequentially assigned membership number will be given with the designation, "legacy". **Legacy will not be allowed if the patriot's line is closed.** A legacy designation may not be applied to a supplemental application. **If you, or the applicant, do not want the short form application designated "Legacy" you should submit a long form application.**

#### MULTIPLE APPLICATIONS

When two or more members of the same family wish to join the DAR through the same Revolutionary War patriot, the applications should be submitted together. Only one set of documentation needs to be included for shared generations. Send the applications in the same package. One chapter check is sufficient for the total amount due depending on the number of applications.

#### ADMISSION FROM C.A.R. TO DAR

Admission from C.A.R. to DAR **is not automatic.** A Certificate of Good Standing from the C.A.R. should be obtained through the C.A.R. Senior Society officers and is accepted in lieu of the DAR application fee. The completed DAR applica-

tion paper, together with the Certificate of Good Standing and a check for one year's DAR dues made payable to Treasurer General, NSDAR, should be submitted prior to the applicant's twenty-second birthday.

Application papers shall be prepared exactly as for any new member, following DAR requirements for the forms, and complete with all required documentation. The applicant's C.A.R. membership number should appear on the reference section of the DAR application. Documentation should be submitted to connect the C.A.R. member to a DAR national number. C.A.R. does not routinely require or retain documentation for the first three generations.

### SUPPLEMENTAL PAPERS

Supplemental papers are submitted by members who wish to record lines of descent from patriots other than that of their original application. Papers are prepared in the same manner as applications and **requirements for documentation are identical**. Supplemental papers go through the same process of examination as applications and the records they establish are of equal importance and require the same care and research.

Requirements for page one of the supplemental differ slightly from application papers. It is not necessary that the paper be signed by the Chapter Regent, or be endorsed by two members of the chapter. The Chapter Registrar (or State Regent for a member-at-large) must sign, and the member's national number should be given, with the name and location of the chapter. If the Chapter Registrar is not available to sign the supplemental application, it may be signed by the Chapter Regent, First Vice Regent, Recording Secretary or Treasurer. If this is done, she signs her name, followed by the title of her office.

Supplemental papers do not need to be notarized or have the attest of the Chapter Registrar. However, the member is affirming that the named ancestor is her ancestor and that the statements set forth in the paper are true to the best of her knowledge and belief.

**The supplemental fee is seventy-five dollars (\$75.00).** The National Society retains this fee, whether or not the supplemental paper can be verified. **The fee cannot be transferred to prove an ancestor other than the one submitted.**

### RESPONSIBILITIES OF THE CHAPTER REGISTRAR

It is the responsibility of the Chapter Registrar to ensure that the application papers, including supplemental papers, are properly prepared. Generations earlier than the Revolutionary War ancestor are not to be listed on the lineage page. **The Chapter Registrar should check the application for:**

1. Complete lineage with correct dates and links between generations.
2. All signatures on the paper and notarization, if necessary, or attest of one the following chapter officers: Regent, First Vice Regent, Recording Secretary, Treasurer or Registrar.
3. Identification on each piece of data (See instructions for Page Three).
4. Chapter check (or personal check if for a supplemental) for the correct amount of fees and dues, payable to Treasurer General, NSDAR.
5. Photocopy of the application for Chapter Registrar's file with a list of the documentation submitted. This is necessary should additional information be requested. Be sure that the applicant (or the Registrar) keeps a copy of everything submitted.

The Chapter Registrar needs to assist the applicant when a request for further documentation is made by the Genealogy Department. All communication with the National Society should be made in the name of the prospective member, exactly as her name appears on the application paper. State whether the paper is an application or a supplemental and include the name of the ancestor. **The staff corresponds only with the applicant and/or Chapter Registrar.**

Please keep the applicant informed of the status of her application and communicate with her when the Genealogy Department requests further information or proof. As long as an applicant is working to prove the paper, the Department is willing to work with her and the Chapter Registrar. However, if the paper is dormant for two years or more, it may be returned to the chapter. Dues submitted will be refunded; however, the application fee will be retained.

The application paper is submitted with the application fee and annual national dues for a woman joining through a chapter. If she is joining at-large, she submits the application fee and annual national Member-at-Large dues.

Fees and dues are submitted on chapter checks, made payable to the **Treasurer General, NSDAR**, and signed by the Chapter Treasurer or other authorized officer. A member's personal check may be remitted for a supplemental paper.

The National Society retains the application fee whether or not the paper is verified. The national dues are returned to the chapter if an application cannot be verified. Before an application is returned, the prospective member will be given an opportunity to submit a substitute set of papers for verification, and her application fee will be transferred to the new set of papers.

The Chapter Registrar keeps a record of all applications and supplementals filed, noting the date that the chapter copy was returned. She is responsible for the protection and preservation of the chapter's copies of the verified applications. **The general public is not allowed access to these applications, nor should the lineage contained within them be published or placed on websites.** Please do not store these records in libraries or other places where non-members might view them.

#### LINEAGE RESEARCH COMMITTEE

**T**he Lineage Research Committee was established in 1961 to assist prospective members to prove their lineage. **The committee does not work on supplemental lines.**

After exhausting all available resources, a specific request can be sent to the State Lineage Research Chairman who will then send it to other states that might be able to help. If the chapter is unable to resolve the research problem using the above process, the Lineage Research Office can be contacted.

#### **The Lineage Research Office works with chapters to:**

**DOCUMENT INCOMPLETE APPLICATIONS**—the lineage on older applications is usually accepted, but many are lacking locations and dates that have to be provided and documented. If an application cannot be documented, the Lineage Research staff may suggest alternate lineage.

**IDENTIFY SUBSTITUTE ANCESTORS**—if an application has been submitted and a letter requesting additional documentation has been received, the applicant should respond first to the letter from the Genealogy Department. The applicant or the chapter registrar may request assistance from the Lineage

Research Office. The applicant should complete a lineage chart before contacting the Lineage Research Office. They may be contacted by fax or phone.\* The staff will search alternative lines for a provable ancestor.

**LOCATE A LINE BACK TO A REVOLUTIONARY WAR PATRIOT**—make a chart with all available information, including sources searched. The Staff will check their available resources and make suggestions for further research.

Telephone advice is available Tuesday and Thursday  
9:00 a.m. to 12 noon EST.

Lineage Research Office  
Phone: 202-879-3231  
Fax: 202-879-3364

To contact a Lineage Research Lookup Volunteer, or for further information about the Lineage Research Committee, see the DAR Members' Website, click on Committees, then on Lineage Research. When you get to the Lineage Research web pages, you will see LRLV Board on the menu on the left side, click on that.

The LRLV Board is password protected so follow the instructions. When you get to the "rules" page, at the bottom choose states, surname or general sources. If you choose states, you will then be asked to choose from which state you need assistance. Lineage Research Volunteers only work on application papers for prospective members.

