

A Few Items You May Find Helpful as You Prepare Your Application

A. General

1. On the application worksheet, insert the name of the chapter before the word “Chapter” and insert the word “Massachusetts” before the words “State Society.”
2. For the Zip Code enter the standard five- digit code + **four**, e.g., 12345-6789.
3. The date must be two digits for the day, three letters for the month, and four digits for the year – if known.
 - a. The standard date format used by the SAR and all lineage societies is in the form “10 Jan 1900”, rather than “01/10/1900.”
4. Do not put “unknown”, “unk”, or “N/A” in a name, date, or place field on the application form. If the information is unknown, leave the field blank.
5. The spelling of names must be the same as on the supporting documentation.
6. Notice that in each generation the husband (and father of the next generation) is listed first. The bloodline between the applicant and the Patriot Ancestor might not go through the father, but he is still listed first.
 - a. His wife (and mother of the next generation) is listed after him. The bloodline might go through her, but she is still listed second.
 - b. The form has check boxes, to indicate the bloodline parent.
 - c. Be sure to check the appropriate box.
7. Put a “1” before the word “wife” only if there was a second (or third, fourth, etc.) wife. Otherwise leave it blank.
8. All the women on the form are listed by their birth surnames.
 - a. The **maiden name** is stated if proven. If it is not proven by documentation that is attached, “-?-” should be entered.
 - b. Exception: The NSSAR prefers that if a woman was previously married, enter her maiden surname in parentheses followed by her previous married name.
 - i. Example: Mary Elizabeth (Jones) Smith. (Jones is her maiden name.)

B. Documentation

1. All documentation listed on the application must be submitted with the application, including the draft worksheet.
2. Each piece of documentation must contain the entire image of the document.
 - a. Copies of entire pages are required.
 - b. An enlargement of part of a page may be submitted in addition to a copy of the entire page if needed for legibility.
3. Do not make any annotations to documents submitted since documents must be taken at face value as written.
4. To facilitate the verification process, write the number of the generation(s) to which the document applies in **red** in the upper right-hand corner.
 - a. For example: “Gen 1,” or “Gen 3 and 4.”
 - b. Circle that number to set it off from the rest of the document.

- c. If the document pertains to more than one generation, enter and circle each generation number next to the applicable material.
 - d. Do this only on the copy.
 - e. Never do this on the original.
5. **Underline in red** essential information on the copy (not original) of the document.
 - a. Never use a highlighter pen as the colors tend to obliterate what they are supposed to accentuate.
6. **Important Note:** Redact Social Security Numbers from death certificates or other documents which may have it recorded. SAR does **NOT** need or want this information. Use a Sharpie or similar device and blacken it out so that it cannot be read.
7. Please keep a copy of the files that you provide me.
 - a. Keep the original documents.

C. References - Admissible

1. **Birth, marriage, and death certificates or licenses** – Use the abbreviation “b/c”, “m/c”, “m/l”, or, “d/c” etc. and list the name of the party(s) for which it is relevant. Unless there is some special reason for indicating the year or place where the record was located, that information isn’t needed since the date and place is already provided on the application.
 - a. b/c - John Smith.
 - b. m/c - John Smith to Jane Doe.
 - c. delayed b/c – Mary Walser, Sacramento Co. CA, 1952. ***[In this case the person was born in Iowa in 1889 but the delayed birth certificate was issued in California in 1952].***
2. **Census records** – If at all possible, you should include in the documentation copies of all the census showing the bloodline for the years 1850 through 1940. Do this even if there are vital records proving the relationship. Include photocopies of the actual census pages. Census abstracts are not acceptable!
 - a. Provide the census year, county, state, and name of the head of household as found in the census. For example, “1860 cen. Clayton Co., IA, p. 193, John Smith hh.”
3. **Published records** – Provide the complete name of the volume, year published, and page number(s) of interest. The year of publication is of particular value when multiple books with similar titles are available.
 - a. “History of Clayton County, Iowa”, 1882, p. 691.
 - b. When making copies of book entries, always 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.
 - c. 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.

4. **Court records (probate, land, etc.)** – Provide the place, year, volume, page, and name of person(s) of interest.
 - a. Loudoun Co., VA Deed Bk R (1789), p. 440, Ashley to Mann.
 - b. Lancaster Co., SC Minutes Court of Equity, Bk B (1834-1841), pp. 222-223, Terrill heirs.
5. **Bible Records** – Provide original owner and publication date.
 - a. Meshack Vanlandingham family Bible, 1837.
6. **Newspaper article** – Provide type of article, person of interest, newspaper, and page.
 - a. Obit John Smith, San Francisco Call, 21 Feb 1885, p. 4.
7. **DAR Record Copy** – Provide the DAR number and the name of patriot.
 - a. For example: DAR RC #809010 – Richmond Terrill.

D. References - Inadmissible

Documents that state beliefs or conclusions, but for which acceptable sources of the information cannot be determined, cannot be considered as evidence for establishing Revolutionary service, lineage or dates and places of birth, death, and marriage.