**12.01 NSSAR NEW & SUPPLEMENTAL**

**MEMBERSHIP APPLICATION CHECKLIST**

***MUST ACCOMPANY EACH APPLICATION***

**Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Patriot: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Reference Abbreviations:

 APM = Application Preparation Manual

 GCP = Genealogy Committee Policies

 GG = Genealogist General Emails

**PRIMA FACIE REVIEW**

1. **Application paper & printing must be on forms** dated 2017 or later, typed or computer-printed with black ink & must be neat & not smudged or produced with loose toner, but may contain not more than 5 very minor neat corrections in ink. Must be printed on both sides as legal size on official SAR-watermarked bond paper. Page 2 must be on back side of sheet as page 1 and not upside down from page 1. Same for pages 3 and 4 if needed. Nothing may be attached to the application form by staple, glue, tape, pin, thread, or other means. (GCP 6.1001, 05 Mar 2022)

2. **The font size for PDF or Word applications must be no less than 10 pt., with 12 pt. preferred. For the online application, the scale on the print setup must be between 90 and 110% *AND the page break between pages 1 and 2 must occur between generations*.** *(GG 2018-2019 Email #2)???*

**3. Applicant must sign the application unless another is allowed to sign on his behalf.** New member applications must be signed by a sponsor and co-sponsor who are members in good standing. A memorial application is to be signed by an adult member for the deceased applicant. All applications must be signed by state registrar. New applications must be signed by state secretary. (GCP 6.1002, 05 Mar 2022)

**4. Supporting documentation must be submitted on paper and should be printed on 8 1/2" x 11" or 8**

**1/2" x 14" white paper.** Documentation must not be stapled, glued, taped, pinned, etc. (GCP 6.1003, 05 Mar 2022)

**5. Birth certificate is required for all new applicants that specifies his gender as male.** (GCP 5.4001, 05 Mar 2022)

**FULL REVIEW**

**A. General Requirements**

1. **The documentation must be organized with the birth certificate of generation 1 first (new applications only), followed by the rest of the documentation in generational order.** If a source document covers multiple generations, it should be included with the most recent generation for which it applies. If submitting multiple applications for the same patriot, submit only one set of documentation for shared generations and include it with the documentation for the “primary” family member (usually the oldest). Other family members should each have a documentation set of just their unique documentation, even if only their birth certificate. (APM, 23 Feb 2021, pp 10, 12, 33)

**B. Patriot Ancestor Name & Description of Service**

***INFORMATION MUST NOT BE STATED ON THE APPLICATION FORM IF NO PROOF IS PROVIDED TO VERIFY THAT INFORMATION***. (APM, 23 Feb 2021, p 10)

1. **Patriot’s name ONLY must be entered in first field after “I hereby apply for membership in this Society by the right of bloodline descent from:”. The spelling of his/her name must match his/her name spelling in the lineage section.** (Automatically entered with online application; enter manually otherwise) (Do not include a patriot’s title or military rank or any type of patriot/SAR/DAR numbers; only his/her name is to be entered in that field.) (APM, 23 Feb 2021, pp 11-12)

2. **The Patriot’s name should reflect the name as spelled on the records of the day.** Slashes may be used to indicate additional spellings of the name. (APM, 23 Feb 2021, p 11)

3. **Patriot’s service information must be entered in the next field after “…while acting in the capacity of:”.** The service description should be an actual description, not just the type of qualifying service such as “Patriotic Service, VA” (APM, 23 Feb 2021, p 10) nor just an SAR or DAR national number. See the latest APM for proper format and abbreviations of rank, title, military unit, state, etc.

**C. Patriot Ancestor Proof of Service**

1. **References for the proof of service must be entered in the “PROOF OF SERVICE” or “REFERENCES to Ancestor’s Revolutionary War Service” field. This must be the record-of-the-day “authority” for proof of service.** When proof of service documents are not submitted, but are derived from a previous NSSAR or NSDAR application, enter "SAR (or DAR) #\_\_\_\_\_ - (patriot’s name) cites (then quote the service source noted on that record copy)." *(APM, 10 Oct 2018, p5)???*

2. **The applicant must provide sufficient evidence that the person claimed as the patriot in the lineage is the same person who performed the service claimed.** The residency of the patriot during the time of the Revolution must agree with the service being claimed. (GCP 5.5004, 05 Mar 2022)

**D. Lineage Information**

***INFORMATION MUST NOT BE STATED ON THE APPLICATION FORM IF NO PROOF IS PROVIDED TO VERIFY THAT INFORMATION.*** (APM, 23 Feb 2021, p 10)

1. **All known lineage information regarding names, dates, and places for the persons listed in the bloodline to the patriot must be included on the application form – even if the application is based on a previously approved application.** (APM, 23 Feb 2021, p 10)

2. **Use proper abbreviations per APM.** (APM, 23 Feb 2021, pp 12, 27-29)

3. **Names ONLY must be entered.** Do not include ranks or titles (such as “M.D.”, “Col.”, “Dr.”, “Rev.”, etc.) in the lineage portion of the application. (APM, 23 Feb 2021, p 12)

4. **Names must be entered in full, when proven by documentation.** **Wives’ names must be their maiden names, not their married surname.** The exception is when a woman was previously married, her name should be stated as “Mrs. Mary Jane Doe Smith,” Doe being her maiden name and Smith being her previous married surname. Do not use initials when complete names are proven. All known items, including those for the non-bloodline parent of each generation, are required on the application. If the information is present in the documentation submitted, it must be included on the application. (APM, 23 Feb 2021, p 11) (GCP 3.6001b, 05 Mar 2022)

5. **All generations must be completed from the applicant to the Revolutionary War patriot, with the last generation being the patriot.** (GCP 5.2001, 05 Mar 2022) Do not extend lineage beyond the patriot’s generation. **The bloodline lineage must be provided**; proof of names and dates and places of birth, death, and marriage for both spouses for each generation is requested and encouraged. (GCP 5.2002, 05 Mar 2022)

6. **All dates must be entered using the format “01 Jan 1900,” using only the first three letters of each month** (with one space between the day, month, and year, and with no hyphens, slash marks, or periods). If using the online application, the applicant’s birth date must be re-entered in Generation 1 of the lineage section in the proper format. (APM, 23 Feb 2021, p 12)
7. **Locations must be entered as “City / County / STATE,” using the standard, uppercase, two-letter, “post-office” abbreviations for each state.** Do not spell out state names. Include both the city and county names, if stated by documentation. Do NOT spell out “County.” The abbreviation “Co” may be used but is not necessary. For most foreign countries, the first three letters (uppercase) can be entered. See APM for approved abbreviations. Locations must reflect the time period of the event, not what the location is known as today (i.e., Maine did not become a state until 1820 and was part of Massachusetts before then; West Virginia did not become a state until 1863 and was part of Virginia before then). (APM, 23 Feb 2021, pp 12 & 27)

8. **Leave all unknown or non-applicable fields on the application BLANK.** Do not enter “N/A”, “unk”, “??”, etc. (APM, 23 Feb 2021, p 10, 12)

9. **If using an SAR, DAR, or C.A.R. record copy as proof, the information on the application must agree with the approved (as noted by tic marks) information on the record copy.** Any other information submitted must have separate proof in the documentation. *(GG 2018-2019 Email #1)???*

10. **Record copy reference must state organization, member number and patriot ancestor name**, such as: “DAR RC 1234567 – Jonathan Smith” (APM, 23 Feb 2021, p 31-32)

11. **Census record reference must state the census year, county, state, and name of the head of household as found in the census**, such as: “1860 cen. Clayton Co., IA, p. 193, John Smith hh” (APM, 23 Feb 2021, p 31)

12. **Birth, death, and marriage record references must use the proper abbreviation and list the relevant name(s)**, such as: “b/c – John Smith” and “m/c – John Smith to Jane Doe” (APM, 23 Feb 2021, p 31)

13. **If using the online application, do not use the return key in reference section.** Separate individual references with a comma or semi-colon. *(GG 2018-2019 Email #1)???*

**E. Lineage Proofs (Documentation)**

1. **All documentation listed on the application must be submitted with the application.** (APM, 23 Feb 2021, p 13)

2. **All documentation must be legible for the information being introduced as evidence.** (GCP 6.1003, 05 Mar 2022)

3. **Documentation of applicant’s lineage is required; other information and documentation is requested and encouraged. Information should not be stated on the application form if no proof is provided to verify that information.** The applicantshould certify that to the best of his knowledge that his lineage to the patriot ancestor does NOT include any adoptions that would affect that direct lineage. (APM, 23 Feb 2021, pp 10-11)

4. **Submit only photocopies of all supporting documentation.** Do not send original documents, as they will not be returned. Do not alter photocopies; submit a note of explanation if there is an error on a document. (GCP 3.9001, 05 Mar 2022)

5. **All pertinent names, dates, locations, etc., must be underlined in red (fine-line pen or pencil) on the documentation. Do not use highlighters or felt-tip pens. Note the pertinent generations in the margins.** As an alternative, the information can be indicated by a vertical line in red in the margin indicating the pertinent information. The generation numbers that the document pertains to should be marked in red at the top of the first page of that document and the document should be referenced in each corresponding references section on the application form. Do not make any other annotations to the documentation. (APM, 23 Feb 2021, p 14) (GCP 3.9004, 05 Mar 2022)
6. **Each piece of documentation must be complete (no parts cut off) and legible. Each piece of documentation must be printed as a full-page image.**  If a pertinent section is difficult to read, a partial blow-up of that section may be printed on the reverse side of the page. Do NOT put enlargements or superimposed images on the same side as the documentation. Transcriptions may be included, along with the corresponding full-sized originals, such as for census records or handwritten wills – but are not acceptable by themselves. (APM, 23 Feb 2021, p 13)

7. **Do NOT supply redundant information when the package already contains adequate proof.** If a vital record is submitted, do NOT provide an index for that record. Do NOT supply census summary pages, just a copy of the actual census page. Obituaries are an exception; they are welcome in addition to a death record because they may provide additional information. (APM, 23 Feb 2021, pp 14-15)

8. **English translations must be included for foreign-language documents.** (APM, 23 Feb 2021, p 18)
9. **If using a DAR or an SAR or a C.A.R. application as proof, the national number and patriot name associated with that specific application must be cited in the References section of each applicable generation.** Do not use DAR ancestor numbers or SAR “P” numbers; neither of those numbers conveys any usable data. Do not list the source documentation from the referenced application. *(APM, 24 Jan 2018, p7)???*

10. **If using a DAR application as proof, it must: (1) be an official DAR record copy (not a chapter copy), and (2) include all four pages, printed in their entirety.** (APM, 23 Feb 2021, p 17) If printed on 8-1/2 x 11 paper, it must be reduced so that the full page is shown on the smaller paper.

11. **Census records must include the entire census page so the data can be evaluated in context.** If the data must be enlarged to read, include an enlargement of the section on the reverse side.(APM, 23 Feb 2021, p 17)

12. **Memorial pages on findagrave.com are not acceptable unless they include a readable photograph of the actual tombstone and the information on the memorial page stating where the subject is buried (name of cemetery, City / County / STATE).** Only information that is actually on the tombstone is acceptable; user entered information on the memorial page is not acceptable. Index pages of Find-a-Grave from Ancestry or Family Search are not acceptable; the actual pages from Find-a-Grave must be submitted. Newer headstones are not acceptable as proof. Downloaded documents, such as death certificates or obituaries, are acceptable. (APM, 23 Feb 2021, p 18-19)

13. **Copies of newspaper articles (such as obituaries or wedding announcements) must include publication names, locations, and dates of publications.** (APM, 23 Feb 2021, p 19)

14. **All published sources submitted as proof must include both the page(s) of interest and the title page providing the title, author, and date of publication.** (APM, 23 Feb 2021, p 15)

15. **Published full transcriptions of documents are preferable to abstracts.** Either must contain source information, including state, county, volume/book, and page number. (APM, 23 Feb 2021, p 15)

**F. Chapter Registrar / Genealogist Review**

I have reviewed the application and documentation for this applicant and certify that it meets NSSAR requirements and guidelines included on this checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_

Print Name Signature Date

**G. State Registrar Review**

I have reviewed the application and documentation for this applicant and certify that it meets NSSAR requirements and guidelines included on this checklist.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature Date