



Cradle of Texas

Chapter #33

Wharton 13 Apr. 2019

Application Preparation



Application Forms

- **Use Current Versions Only:**

**Application forms with
Rev. 2017 or later
Accepted**

Application Form



- **Current Version Date:**
- **MS Word version: “SAR Application Form 2017” bottom of form.**
- **PDF version: “Rev. Mar 2017” bottom of form.**
- **SARApAid by Cox Software: “Appaid Ver. 5.03... Feb 21 2018” bottom of form.**
- **My Applications (Online Application System): No Revision Date - Printed after May 7, 2018 automatically contains changes.**



Applications

Common Issues on Applications



Applications

**Entering
the
Information**



Applications

“Entering the Information”

Also referred to as:

- **Data**
- **Proofs**
- **Evidence**
- **Documentation**



Entering Information

**Applications should only contain
Information (data)
for which there is a Document.**



Included Information

**Only include the Information
contained in the Documents:**

- **Either in your Attached Proofs or SAR /
DAR Record Copies**

**There must be a Supporting
Document included**



Entering Information

Example:

- **Entry is your John James Smith**
- **But Document states John J. Smith**
 - **Name should be entered as:**

John J. Smith



Entering Information

Example:

- Adding the County when there is only evidence of the City and State.
 - Do not include it.
- Even if the entries above & below contain the “City/County/State”.



Entering Information

Do not enter terms like:

- **“n/a”**
- **“unknown”**
- **“never married”**
- **“living”**

**If the information is unknown
leave it blank**



Included Information

**Include any Information
which can be derived from the
Documents Submitted**



Included Information

Example:

- **Spouse's Maiden Name**
- **Information in a Birth Record or Marriage Record of the Spouse**



Entering Information

- **Standard Format for entering dates:
Day Month Year**
 - **Example: 10 Oct 2018**

- **Standard Format for entering places:
Town/County/ State**
 - **Example: Houston/Harris/Texas**
 - **Commas are Not Acceptable**



Sources & Evidence



Documentation

**Proofs must be Printed on
8.5 x 11 Paper - Front side only**

**Transcriptions must include a copy of
the original document.**



Ancestry.com

Family Trees & Other Information

- **Posted by Individuals**
- **Seldom includes Sourcing**

**Not acceptable unless citation of
evidence**



SAR Record Copies



SAR Record Copies

Applications using previous SAR applications as documentation

Chapter and State Registrars have the responsibility of checking documentation submitted in support of an application



SAR Record Copies

If the application uses a previously approved SAR application, a copy of that approved SAR application must be included in the package



SAR Record Copies

**Registrars must check if sources used are
unverified facts**

**Make any necessary corrections or
reprints before submitted to National.**

**Copies of approved applications are provided to
member and the member's Chapters**



DAR Record Copies



DAR Record Copies

**Only DAR Applications
Approved after 1 January 1985
Acceptable as Proofs**

**Earlier Applications can help in finding
Information & Leads**



DAR Record Copies

Include

“GRS Cover Sheet” & DAR Record Copies

- **Four Pages Total**
- **Short Forms alone are Not Acceptable**
- **Chapter Copies Not Acceptable**



DAR Record Copies

**It may be necessary to purchase the
Supporting Documents**



DAR Record Copies

DAR Record Copies furnished must state at the bottom of each page:

© Daughters of the American Revolution All Rights Reserved. Copy Services A123456 M999999



DAR Record Copies

- **For the additional Children of DAR Patriot listed on RC 4th page**
 - **If the child of your Ancestor is listed**
 - **Still not Sufficient Proof, even if Check Mark**

You must prove evidence to connect your Child to the Patriot.

- **Example: Patriot's will**



Family History Books



Family Books

**Family History Books are typically
Not Acceptable**

- **A Book may be listed in DAR
Application**
- **But it was not used for Approval by DAR**



Family Books

Family History Books are typically Not Acceptable

- Unless the Book contains the Sourcing of Facts
- Some recent portions might be considered 1st Hand Knowledge.
- Depends on Published date



Furnishing Census Records



Census Records

1840 & Earlier

Head of Household only



Census Records

1850, 1860, 1870

Relationships not Listed



Census Records

**When furnishing Census Records
Need to connect Generations**



Census Records

Example:

Application returned because:

- **“Multiple individuals with similar surnames and given names, approx. same age group”**
- **“A check of the 1850 Ak Census Index shows there are at least 6 men named William Tucker who were born in George around 1834.”**
- **“More proof necessary to connect generations”**



Census Records

1880 and later
Relationships of household
persons listed



Census Records

Can be used as:

- **Aid in finding family locations**
- **Develop corroborating evidence**
- **Use as analysis to connect generations**



Census Records

**Census Copy must include
the Entire page**

Not just your entry or screenshot



Find-A-Grave

**Photos of Tombstones
Must be legible**



Find-A-Grave

This:





Find-A-Grave

Not This:





Find-A-Grave

Cite only the tombstone information
on the Photo page:

Eliza J wife of,
W. S. Senter
Feb 12, 1870
Nov 28, 1912



Find-A-Grave

**Cite the tombstone location
on the same Photo page:**

**Spring Hill Cemetery
Longview, McDonald Co., Missouri
Memorial I.D. 6441797**



Find-A-Grave

**Family Information on
Find-A-Grave
is Not Acceptable**



Find-A-Grave

**Do not submit
the additional family information on
the website**



Application Approval

Application Issues

- **Numerous handwritten corrections & white outs**
- **Problems with margins or font size too small and are not readable**
- **Using the wrong scale for printing**



Application Approval

National Application Process

**“The more “Approval-Ready” they are
the quicker they are approved”**



Resources

- **SAR Application Preparation Manual**
- **SAR Genealogy Committee Manual**
- **Both on the SAR Website**
 - **Under “forms and manuals”**



Resources

- **Websites:**
 - **Familysearch.org**
 - **Ancestry.com**
 - **My Heritage.com**
 - **American Ancestors.org**
 - **Fold3.com**
 - **County / State websites**



Any Questions?