

National Society, Sons of the American Revolution

Veterans Multi-Corps Recognition Form Instructions

PDF fillable forms **require** that you *have the latest version* of Adobe Reader. These are free downloads from <http://get.adobe.com/reader/>. Use caution in choosing the correct operating system for your computer. In addition, make sure you check for updates by going to the Adobe website or by opening up Reader, clicking on HELP and then click on “Check for Updates”.

BEFORE starting this NSSAR Veterans Multi-Corps Recognition Form, follow the “Save” instructions. By forwarding a completed form to the Veterans Recognition Committee you are giving consent to having your name on the Veterans Recognition Committee page, in the listing of the VetCorps of which you are a member, on the SAR website.

Use the “Click to Save to Your PC” button. **Use the Veteran’s NSSAR # as the Saved file Name.**

For example, “001234.PDF”.

The folder you save the document in is your choice. Just remember where you saved it.

Once saved, please **CLOSE** this page and **OPEN** the saved File on your PC to Continue.

Chapter Officer Signature

These forms are NOT designed to be printed and an actual signature obtained.

Proof of Service

Proof of service is required. If you are attaching a copy of your DD-214 or other military documentation, it is important to redact (ensor or obscure (part of a text) for legal or security purposes) the copy you have made of your original documents **BEFORE** you send it/them with your Veterans Multi-Corps Recognition Form. Please redact the Social Security Number, Service Number, and Selective Service Number. After you have redacted a copy, scan it into a PDF or JPG file. Please save the file using the SAR Members National Number, for example, “001234 DD214.PDF”. Please make sure it is easy for you to read on your monitor **BEFORE** you attach it to the same email as the Recognition Form. If you can’t read it, we can’t read it. It is important to know that your DD-214 may prove that you are entitled to join more than one of the SAR Veterans Corps.

Once the Recognition Form has been completed and saved using the “Click to Save to Your PC” button, Email a copy of the Recognition Form and the DD-214 or other military documents to the SAR Veterans Recognition Chairman. **Request a “Read Receipt” if you want to confirm that the file was received.**

Special Notice regarding a Failure to Complete an SAR PDF Form Successfully. The most frequent complaint that is received centers on the inability to fill-in forms successfully and save the completed form. Such a problem usually occurs because (1) Instructions are not followed. (2) The computer you are using does not have an authentic copy of **Adobe Reader** installed on it. (3) The computer you are using has not been programmed to associate PDF files with your authentic **Adobe Reader** software. And/or (4) the user does not realize that Microsoft Windows 10 uses Edge as the default internet browser.

To correct the inability to fill-in any Form correctly, we advise you to take the following steps, knowing that the first two steps will solve most problems. Steps to follow: (1) Open the form you want to use. (2) Immediately, save the PDF file to your computer with a file name such as **MY Form.pdf**. Make sure you remember what you named the file and where you saved the PDF file on your computer. (3) Open your newly named file and fill it out, following the instructions. (4) Once you have completed and saved the Form, you can attach the file to an email. It is important that you use an authentic copy of **Adobe Reader**, preferably version XI or later as your default PDF reader.

Please be aware that some computer software manufacturers install alternative software instead of the “**FREE**” **Adobe Reader**. While these PDF viewers will open and let you read almost all PDF files / forms, they will **NOT** allow you to complete or fill in a PDF fillable Form. Again, it is crucial that one’s computer has an authentic copy of **Adobe Reader**, preferably Adobe Reader XI or later.

Notice we stated **“Authentic” Adobe Reader**. We did not say PDF Pro 10, which is not an authentic Adobe PDF reader—it is a cheap imitation reader bundle with some computers just so you think your system can do all things. Other PDF Readers that are not an **“Authentic” Adobe Reader** include Sumatra PDF, Nitro Reader, Foxit Reader, PDF-XChange, and PDF Preview for Microsoft. By now we trust you have gotten the point that you must have an **“Authentic” Adobe Reader**, preferably version XI or later, to complete or fill in a PDF Form.

Please ensure that **Adobe Reader** is the default PDF reader by verifying that it has been “associated” properly by following these instructions (Using Windows 10 as the Example): On the left end of the taskbar, Right click on the “Start Icon”. Left click on “Search” and then at the very bottom type in “Default Programs”. Then select “Choose a Default App for each type of file”. This will give you a screen that on the left gives you the file name like “.docx” for Microsoft Word. Scroll down until you find “.pdf” – Adobe Acrobat Document. The associated file type on the right should say **“Adobe Acrobat Reader DC”** – if you have the latest FREE version. If it does not say Adobe Reader but says Microsoft Edge or some other program, then Left Click on the file name and choose **Adobe Acrobat Reader DC**. If you are using the recent free Windows 10 software, know that your default browser is Microsoft EDGE and not Microsoft Internet Explorer. The Edge and Explorer icons look alike but on close examination it is not so. Edge does not work currently with certain PDF files, especially Adobe created files. The cure is to download Mozilla Firefox or Google Chrome or reinstall Explorer. Windows 10 does not tell you that Explorer is in the Windows 10 bundle, but it is there. Many feel that it is simpler to download Mozilla Firefox or Google Chrome than to uncover where Explorer is hidden. The Bottom line – the Edge Browser will not work with PDF fillable forms. So download Mozilla Firefox or Google Chrome and use it.

If the default software used by your computer to read Acrobat (PDF) files is something other than Adobe's Reader, you can choose to open them with Adobe Reader anyway - this allows you to take advantage of fillable forms, hyperlinks, buttons and other features that Acrobat (PDF) documents often contain. To ensure that you are opening an Acrobat file (PDF) in **Adobe Reader**, first find the file in your computer. Instead of double clicking to open the file, you should right-click on the file instead. This will open a small action menu. Look down the list of options for a selection named "open with". If you hover over that selection, it will expand to show a list of options for opening the PDF. You should left click on **Adobe Reader** in the list. Your PDF will now open the the program it was intended to be used in. NOTE: This will not change the defaults of your computer. It will only use **Adobe Reader** this one time.

Mac users have also informed us that Apple has its own program to open Adobe Reader files. One problem in using OS X Preview to fill in form fields is that the filled in forms will probably not be viewable on a Windows system. The solution is to change the “Open With” default application to **“Adobe Reader”**. You might also want to do an internet search on your favorite search engine like "Google" using the phrase **"adobe reader for pdf files on a mac"** to give you more information. You might also want to do an internet search for the phrase **"how to configure Mac OS X to open PDF files with Adobe Reader"**. It has been suggested that to configure Mac OS X to open PDFs with Reader or Acrobat, do the following, but there may be other options:

1. Click the PDF file's icon in the Finder to select it.
2. Choose File > Get Info.
3. Click the triangle next to Open With.
4. Choose **“Adobe Reader”** from the Open With menu (if it's not on the list, choose “Other” to select it).
5. Click Change All.

If you have followed the above instructions and still have a problem with PDF files and fillable forms, please contact the National Veterans Recognition Committee Chairman at VetCorps@sar.org.

The NSSAR Veterans Multi-Corps Recognition Form

When you place your mouse over most of the "text" data entry fields below, a feature called a "tooltip" will display as a window/popup to give you additional instructions concerning what should be entered in that field.

Place an "x" in the box or boxes below and the appropriate dates of service for the NSSAR Veterans Corps you wish to join and for which you wish to receive a Certificate of Patriotism signed by the President General issued to you.

World War II Veterans Corps. WW II Service dates from: _____ to _____

Korean Service Veterans Corps. Korean Service dates from: _____ to _____

Vietnam War Veterans Corps. RVN War Service dates from: _____ to _____

Southwest Asia Veterans Corps. SWA Campaigns dates from: _____ to _____

Special Ops Veterans Corps. Special Ops Campaign dates from: _____ to _____

If eligible for one of the Veterans Corps above, DO NOT place an "x" in the Military Service Veterans Corps box below.

Military Service Veterans Corps. Military Service dates from: _____ to _____

Name: _____ NSSAR # _____

Address: _____ Phone # _____

City: _____ State: _____ Zip+4: _____

State Society: _____ Chapter: _____

Email Address: _____

Service Branch during your service: _____ Rank held at end of your service: _____

Enclosed is a copy of my separation papers (DD-214 or equivalent): Yes No Other Document(s):

Proof of service, as shown in military documentation or in the form of a redacted copy of the member's discharge (or other U.S. or Allied Government proof in the case of a member on active duty), is required. Such proof must show that the Compatriot served, or is serving, honorably in: (a) the armed forces of the U.S., (b) the military forces of a country allied with the U.S. or (c) a United Nations Peace Keeping Force. If the member is applying for one of the Veterans Corps where he would be eligible for the SAR War Service Medal, then proof is also needed that he received a campaign medal, combat ribbon or badge as shown, for example, on a DD-214 form (or equivalent), or other military documentation. The Member's redacted copy of his DD-214, although not required, is the easiest form of proof that can be provided. For eligibility and definitions, consult the additional instructions found on <https://SAR.org> under the Veterans Recognition Committee. **Note:** The National Defense Service Medal **is not** considered a campaign medal for purposes of qualifying for the War Service Medal. Please use the space below to tell us what Operations you served in **ONLY IF** you received the Global War on Terrorism Expeditionary Medal or ANY Armed Forces (including Navy or Marine) Expeditionary Medal.

Chapter President or his designee's Endorsement: I certify that the subject Compatriot is a member in good standing. For the "text" box below that requests an "Endorsement", please type in the appropriate name. These forms are **NOT** designed to be printed. The issuance of the Certificate of Patriotism through the VRC constitutes authorization for a Chapter, State, or the Individual Member to purchase the Military Service Medal or War Service Medal with Devices, and for the Chapter or State to then award the medal.

Officer's Endorsement: _____ Title: _____ Chapter: _____
The typed signature above is my authorized signature and title.

Email Address: _____ Phone: _____ Date: _____

Once this form is completed and saved, use "**Click to Email**" to facilitate the sending of your Recognition Form to the NSSAR Veterans Recognition Chairman. **If "Click to Email" fails, send Recognition Form and your proof of service as an email attachment manually to VetCorps@sar.org.**

Request a "Read Receipt" if you want to confirm that your file was received.