

## HOW TO REVIEW APPLICATIONS TO ENSURE THEY ARE “APPROVAL-READY”

First and foremost, **ALWAYS construct applications from the documentation assembled.** The application data will then always match the data proved on the documentation.

Underline each name, date, place, and other pertinent data, such as ages and relationships, on each page of documentation. Use a fine-point red-ink pen or pencil – no felt-tip pens and no highlighters – plus indicate the generations in the margins that correspond with the data underlined. Obscure all Social Security Numbers.

**Assemble the documentation in generational order**, beginning with generation 1 on top, preferably beginning with the applicant’s birth certificate (for new-member applications). As a Registrar, you should **make a plain-paper copy of the application** you are about to review – *do not mark on the original application!* You may want to use a red pen or pencil to make your marks on the application copy so that you know if there are changes to be made before printing and/or submitting a final copy.

You are now ready to review the application for accuracy and completeness.

Page by page, target the pertinent names, dates, and locations on the documentation, and check off each one on the application. Pay special attention to spellings of names and locations. Also, zero in on locations on vital records to make sure the actual *location* of the event is reflected on the application. For instance, on a birth certificate, did the applicant type the *residence* of the parents as the location of birth, rather than the actual location of the birth, as listed on the birth certificate? This is a common error on birth and death certificates. Did a marriage take place in a town and county that differed from the county where the record originated? Both should be listed on the application, such as “Shelbyville/Shelby/KY -- Jefferson Co. rec.” [The marriage took place in Shelby County, KY, but the license was obtained in Jefferson County, which is where the record will be found.]

As you go through the documentation, immediately indicate between generations when a link between child and parent(s) was made. Bear in mind that this will sometimes involve more than one piece of documentation, particularly when switching to the female line where her maiden surname must be proved. The Genealogy staff puts a vertical line *between* generations to indicate that connection was proven at the moment we have verified that proof of linkage. At DAR, they jot a “note” between generations that indicates which piece or pieces of documentation proved each connection. On DAR record copies, between generations, you will see such notes as BC, DC, MC, Will, History of Luzerne County, p. 33, etc. Or, in cases where the proof was submitted with one or more earlier applications, you will see a DAR # between generations based on that earlier application.

At some point, you will need to verify that all the documentation being submitted is listed in the References section for each corresponding generation.

Once all the generational connections have been proven by the documentation submitted, it will then be necessary to verify the Revolutionary War service of the patriot, making sure the service being claimed coincides with where the patriot lived during the Revolutionary War and that he was old enough to have performed the service – and was still living at the time of the service claimed.

NOTE: It is advisable to check DAR’s patriot search pages to make sure that neither lineage nor service has been flagged. If DAR has flagged an application for an error in lineage, and your applicant’s lineage shares that same error, we will not approve it. If DAR has flagged a patriot’s service, or has changed the service of a patriot from what was previously approved to what later records and analyses have proven differently, we will accept what DAR has ultimately proven.