

HOW TO PROPERLY COMPLETE AN APPLICATION

[REFER TO THE BLANK APPLICATION THAT FOLLOWS]

1. Check the application type (Regular, Junior, Memorial, Supplemental).
2. Enter the chapter name (if applicable) and state society name.
3. "I hereby apply for membership in this society by the right of bloodline descent from"...

NOTE: ENTER THE NAME OF THE PATRIOT [NAME ONLY!]

- DO *NOT* ENTER A MILITARY RANK OR ANY OTHER DESIGNATION (such as Sgt., Col., Dr., Rev., Squire, etc.)
 - DO *NOT* ENTER AN SAR OR DAR NATIONAL NUMBER OR PATRIOT NUMBER.
 - MAKE SURE THE PATRIOT'S NAME MATCHES THE SPELLING OF HIS/HER NAME ENTERED IN THE LINEAGE SECTION.
4. Enter the generation # for the patriot. NOTE: Do NOT enter data in any generations *past* the patriot's generation in the Lineage section of the application.
 5. "...who assisted in establishing American Independence while acting in the capacity of..."

NOTE: ENTER THE *DESCRIPTION* OF THE PATRIOT'S SERVICE HERE!

This is the field that helps to distinguish the patriot from others of the same name.

- DO *NOT* ENTER THE *PROOF* OF SERVICE IN THIS FIELD. [Proof of service is entered elsewhere. Refer to #10 below.]
 - DO *NOT* ENTER THE ABBREVIATED DESIGNATION FOR SERVICE HERE.
 - ENTER RANK (IF APPLICABLE), COMMANDING OFFICER(S) (IF APPLICABLE), STATE(S) OF SERVICE, REGIMENT #S, ETC. EXAMPLE:
Private, Capt. John Smith, Col. Robert Thompson, 6th Dutchess Co., NY, Regt.
 - THE SPECIFICS OF PATRIOTIC OR CIVIL SERVICE (IF APPLICABLE) SHOULD BE DETAILED HERE, EXAMPLES: "Signed Association Test, 1778" "Petit Juror, Hartford, CT, 1779" "Committee of Safety, 1781" "Paid Supply Tax, 1781-1782, Bedford Co., VA."
6. NAME OF APPLICANT: Please enter the first name, middle name, and last name in the corresponding fields. Do not type the entire name in one field. Again, list applicants' *full* names, and check for accuracy.
 7. ADDRESS FIELDS: This data is entered in the SAR database and will be used to mail notifications to the applicant, so once again, make sure to check for accuracy.
 8. STATEMENT OF BLOODLINE TO PATRIOT ANCESTOR: **Remember, applicants must be *bloodline descendants*.** Adoptees may only apply on a *bloodline-parent's* lineage.
 9. NSSAR AND NSDAR #s: List the national numbers for any person in the lineage who is, or was, a member of either organization. This is NOT for listing the SAR or DAR #s upon which proof is based. *It is only to designate a member of one of those organizations in the applicant's bloodline.*
 10. REFERENCES for service. **Enter the source that proves the service being claimed for the patriot.** This is critical for proving the correct service for the patriot, particularly when there are patriots of the same name who might be confused with one another.
 - A. NOTE: If you are not submitting an actual, original proof-of-service document with an application because the service has been approved on a DAR or SAR record copy being used as proof, list the proof of service as [example] "DAR# 123456 cites _____." [Cite the actual proof of service approved on that DAR or SAR application.] This proof of service should

“follow” the patriot on each application filed on that patriot so that issues of patriots of the same name can be sorted out if those issues arise later. [Note: the DAR GRS printout does NOT prove service. The DAR record copy must be submitted if you are proving service approved by the DAR.]

- B. When submitting a proof of service (*not* previously proven, as in “A.” above), cite that service proof in the same manner other proofs are cited. If from a book, cite the author, title of book, page number(s), etc. If proof of service is from a pension, cite “Rev War Pension # ____.” Proof may be from other sources, such as a muster roll or pay card, which should be listed as such.

A. Remember, proof of service is *NOT* accepted from:

- a. Family histories.
 - b. County histories, unless from original records (not from family genealogies within the book). Sometimes original records (“records of the day”), such as town and/or county court minutes, are included in town or county histories, and are usually acceptable.
 - c. Tombstones or grave markers, including ones ordered from the VA.
 - d. Memorial plaques.
 - e. DAR and SAR patriot indexes, or from online GRS pages.
- B. Proof of service, specific to such issues as Revolutionary Taxes and Point Pleasant service, is outlined in the Genealogy section of the SAR website.

SIGNATURES:

11. **Signature of Applicant.** *This is required for all applications.* If the applicant does not sign his application, it will be returned to the state secretary for the signature, and the application will not be processed until the signed application is received.
12. **Signature of State Registrar.** *This is required for all applications* and will be returned if missing this signature.
13. **Signature of State Secretary.** *This is required for new-member applications only* and will be returned if missing this signature.
14. & 15. **Sponsor and Co-Sponsor signatures are required on new-member applications only.**

IMPORTANT:

- APPLICATIONS MUST BE PRINTED ON TWO SIDES OF THE SAME PIECE OF LEGAL-SIZED, SAR-WATERMARKED PAPER, WITH THE TOPS OF BOTH PAGES ON THE SAME EDGE.**
- APPLICATIONS MUST BE PRINTED *LEGAL-SIZED*, SO PRINTER SETTINGS MAY NEED TO BE CHANGED.** Do *not* send applications that have been printed to fit on 8 ½ x 11-inch paper.
- CHECK APPLICATIONS AFTER PRINTING TO ENSURE THE INK OR TONER DOES NOT RUB OFF OF THE PAPER.** [If ink rubs off of the paper, they will need to be reprinted.]
- WHEN USING AN SAR OR DAR RECORD COPY AS PROOF, *INCORPORATE THE CHANGES NOTED BY THE REVIEWING GENEALOGIST ON THOSE PREVIOUS APPLICATIONS. OMIT ANY BRACKETED DATA, AS () INDICATES THAT THE DATA WAS EITHER INCORRECT OR NOT PROVEN.***
- DOCUMENTATION IS REQUIRED FOR ALL DATA ENTERED IN THE LINEAGE SECTION OF THE APPLICATION. DO NOT REMOVE DOCUMENTATION PRIOR TO SUBMITTING BECAUSE IT APPLIES TO “NON-BLOODLINE” SPOUSES.**