

# National Society, Sons of the American Revolution

## Replacement Certificate Form Instructions

### Helpful Hints:

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 Form, please save it to your computer. Use the "Click to Save to your PC" button and save using a file name and location you can recognize and remember. Once saved, please **CLOSE** *this page and **OPEN** the saved File on your Computer to Continue.*

Please be aware that some computer software manufactures 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 the **FREE** Adobe Reader, preferably Adobe Reader XI or later, to complete or fill in a PDF Form.

If you are using 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.

For Mac users: 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 not on the list, choose "Other" to select it).
5. Click Change All.

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

### To Fill In and Print the Form:

You may either "Click to Save to Your PC" and save to your Computer with a name and location of your choosing, or "Click to Print this Form". If you choose "Click to Print" BEFORE completing the form, then you will be filling in the form by hand; i.e., the form is designed to be printed AFTER it has been filled out. The printed form and a Replacement Fee must accompany each order.

# NSSAR REPLACEMENT CERTIFICATE ORDER 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.

Please supply the following information (if known) for the replacement certificate being requested. Use a separate form for each replacement certificate.

Full Name:

Approval Date:

State Society:

National Number:

State Number:

## This request is for a:

Membership Certificate

Patriot Ancestor's Name:

\*Supplemental Certificate

Patriot Ancestor's Name:

*\* Supplemental Ancestor Certificates are for additional ancestors for whom supplemental applications were approved, in addition to the ancestor upon whom original membership was based. If more than one supplemental ancestor certificate is being requested, please complete separate forms for each.*

Reasons for requesting duplicate certificates?

## Mail Certificates To:

Name:

SAR National Number:

Mailing Address:

City:

State:

Zip +4:

Home Phone:

Cell Phone:

Email:

## Replacement Fee **\$10.00 each** *(Check must accompany order.)*

Make check payable to "NSSAR Treasurer General."

Mail check and request form to:

NSSAR

809 W. Main Street

Louisville, KY 40202-2619

## Note:

All replacement certificates will have the electronic signatures of the current President General and Secretary General. To obtain State Society officers' signatures, replacement membership certificates will be mailed to the State Society where the Compatriot's membership originated (even if the member later transferred to a different State Society). The certificate will then be forwarded to the Compatriot by that State Society.

Supplemental certificate replacements will be mailed directly to Compatriot.

If there are any questions, contact: Jon Toon, Registrar (502) 588-6142 or [jtoon@sar.org](mailto:jtoon@sar.org)