

DO'S AND DON'T'S OF AN SAR APPLICATION

<i>DO'S</i>	<i>DON'T'S</i>
*For place, make sure to include city/town, county, and state in proper format. Here is the link to the Town/County database: http://resources.rootsweb.ancestry.com/cgi-bin/townco.cgi	
*Make sure to include title and publication pages for books being used as sources/proof of lineage or service.	
*Make sure that published family histories being used to document lineage are sourced/referenced and appear to be thorough and complete.	*Do not include county histories for proof of service, as it will not be accepted.
*Internet images of original scanned documents are acceptable, such as census records or pension files.	*Census records <u>prior to 1850</u> cannot be used as proof of parentage to link one generation to another.
*Make sure that parent/child relationship is documented for each generation.	*Do not complete generations beyond Patriot Ancestor
*Applications must be printed/typed on SAR watermarked paper. No other paper is acceptable.	* No handwritten applications.
*Make sure to reference/document Patriot's service as completely as possible, to include regiment and commanding officer.	Try to avoid just listing rank and state of service.
*DAR Record Copies must be stamped "Record Copy" or "Duplicate" to be acceptable as proof of lineage/service. Chapter record copy is not acceptable.	* No short form DAR applications are acceptable as proof of lineage. Must have complete application.
*If using an SAR/DAR Record Copy as proof of lineage/service, reference that document in the proof section, not the documents that the application is referencing.	*If referencing a prior SAR application, do not include a copy of that application, as Louisville already has it.
*Make sure to mail the application flat, with no more than one fold, otherwise the ink tends to smear/run on the application.	
*On the proof section of the application, please list a document only once on the generation it is proving.	Please do not list the document on more than one generation, unless the document is proving multiple generations.
*On the back of each document submitted as proof, put the applicant's name as well as the generation number(s) the document is proving. This is helpful to National in case a document gets separated from its application.	
*Send two applications on watermarked paper and a third application on regular paper for my files. (2 copies for National, 1 for state)	
*All females listed on the application must be listed by maiden (not married) name.	
*All new and supplemental applications <i>must be reviewed and proofed</i> by the chapter registrar before being sent to State Registrar for processing.	