

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

| DO'S | DON'T'S |
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| *For place, make sure to include city/town, county, and state in proper format. Here is the link to the Town/County database: | |
| *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" to be acceptable as proof of lineage/service. | * 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 one applications on watermarked paper and a second application on regular paper for my files. | |
| *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. | |