



National Society Daughters of the American Revolution

OFFICE OF THE REGISTRAR GENERAL — Genealogy Department
1776 D Street NW, Washington, DC 20006-5303

APPLICATION CHECKLIST

- ☐ Only one original application paper should be prepared. Most recent form is required.
- ☐ Is application typed or computer-generated on 8-½ x 14, legal size, acid-free, 24 lb. 25% rag cotton paper? Paper should be of the equivalent quality as that sold in the DAR Store.
- ☐ Has the applicant signed the application?
- ☐ Has the applicant's signature been attested by one of the following chapter officers: regent, first vice regent, treasurer, recording secretary, or registrar? If not, has the application been notarized?
- ☐ Have the chapter regent and chapter registrar both signed the application? These signatures are in addition to the requirement that one of the officers must attest the signature.
- ☐ In order to receive credit, Member-for-Member name and national number must be typed. No exceptions will be made
- ☐ Have two chapter members in good standing endorsed the application?
- ☐ Are there complete dates and places for each person in each of the first three generations? Is documentation included to prove each complete date and complete place listed?
- ☐ Are all generations from the applicant to the patriot ancestor included?
- ☐ If application is based on an older DAR application, have you included sufficient documentation to bring the lineage up to today's standards?
- ☐ Are the dates and places formatted according to *Genealogy Guidelines*?
- ☐ Do source citations on page 3 conform to *Genealogy Guidelines*?
- ☐ If submitting multiple applications for the same patriot, has only one set of documentation for shared generations been submitted?
- ☐ Have photocopies been made of all the supporting documentation? Do not send original documents, they will not be returned. Do not alter photocopies; submit a note of explanation if there is an error on the document.
- ☐ Have all pertinent names, dates, etc. been underlined in red on the documentation? Do not use highlighter.
- ☐ Has the applicant's name, patriot's name, and chapter code been written or typed on the back of each piece of documentation?
- ☐ Is each piece of documentation legible? If you cannot read it, we cannot read it. Transcriptions can be included. Copies of photographs are rarely legible. It is best to provide photographs or digital copies printed from a computer rather than photocopied.
- ☐ Does the applicant's birth certificate name her parents? If not, lineage may be proved by other means, such as a baptismal certificate.
- ☐ Do not list adoptive or non-biological parents in the lineage, even if the applicant is not going through that line.
- ☐ Is the data in order with the applicant's generation on top and without staples, paperclips and post-it notes? Do not use binders or folders. It is ok to use one large clip.
- ☐ If connecting to another DAR application, has the national number been cited on page three?
- ☐ Has the applicant proofread the entire paper?
- ☐ Has a chapter check made payable to the Treasurer General, NSDAR been included? Is the amount correct?
- ☐ Address the envelope to the Office of the Registrar General and send to the address below. DO NOT send it to the Registrar General's home address and do not address it to her personally.
- ☐ Office of the Registrar General, 1776 D Street NW, Washington, DC 20006

Please refer to the following publications, available in The DAR Store and on the DAR Members' Website, for additional information:

- *DAR Handbook and National Bylaws* (DHB-2000) – <http://members.dar.org/darnet/forms/DHB-2000.PDF>
- *DAR Genealogy Guidelines* – <http://members.dar.org/darnet/forms/RGG-4000.PDF>
- See Genealogy site at www.members.dar.org