



GENEALOGY GUIDELINES

Part One:

Guide for Chapter Registrars

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PREFACE

The revised **Genealogy Guidelines** comprises three separate parts: [*Part One: Guide for Chapter Registrars*](#); [*Part Two: Completing the Application and Proving Lineage*](#); and [*Part Three: Service*](#).

All of the information in this revised publication reflect current procedures for Chapter Registrars, as outlined in the DAR Bylaws and Handbook and per the Office of the Registrar General. The information also reflects modifications affecting the submission and verification of New Member applications and Member Supplementals, including those changes made per rulings of the Executive Board, since June 7, 2014. Following the guidelines in the following pages will promote the timely approval of applications submitted for review at National Headquarters.

Washington, D. C.
June 2019

National Society Daughters of the American Revolution

1776 D Street NW Washington, DC 20006-5303

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WELCOME!

The Office of the Registrar General is responsible for the examination of all applications for membership and member supplemental applications, and presents those verified to the National Board of Management. All submissions not approved within two years after the initial review are returned by the Office of the Registrar General.

The Office of the Registrar General is comprised of a Director, three Assistant Directors (Applications, Supplementals and Data Entry), five Team Leaders, Staff Genealogists including a Corrections Team, Data Entry Staff, and two Administrative Assistants.

The [Genealogical Research System \(GRS\)](#), the working database for the staff, is a listing of the names of all accepted patriots and the members who have joined the Society through those patriots. The NSDAR Library has custody of all verified new member applications and member supplemental applications. Following an applicant's acceptance to membership, a copy of the verified paper for the chapter's file is posted on e-Membership or, in the case of a member-at-large, returned to the member. Verified supplemental papers that are combined into a group of two hundred (200) papers called an *add-volume*. These papers are available to view in the GRS and on e-Membership once the add-volume of two hundred approved supplementals has been filled.

Links to all information within the Department of the Registrar General may be found on the Members' Website at <https://www.dar.org/members/applications-supplementals/applications-supplementals>

GENEALOGY GUIDELINES, PART ONE:

GUIDE FOR CHAPTER REGISTRARS

This section has been prepared to summarize the major functions of the Chapter Registrar. All instructions conform to the [DAR Handbook and National Bylaws](#) of the organization. Familiarize yourself with the duties and requirements of your office by studying the DAR Handbook and National Bylaws, which are available for download. Printed copies are also available from the DAR Store. The DAR Handbook will assist you in answering questions from chapter members. Experienced chapter registrars and new chapter registrars are encouraged to become familiar with this publication to assist you in performing the duties of your office. Further information regarding the completion of a new member application or member supplemental may be found in the Genealogy Guidelines, Part Two and Part Three.

Section I: CHAPTER DUTIES, GENERAL

The Chapter Registrar keeps the membership record of her chapter including the application and supplemental papers of its members. The registrar brings to the chapter the names of all prospective members and assists in completing the application process. The Chapter Registrar sees that all new member applications and member supplemental applications are prepared in accordance with the instructions set forth in the Genealogy Guidelines, Part One, Part Two, and Part Three, and they include the required proof and all necessary signatures.

Registrars serve as a liaison between the Office of the Registrar General and applicants and/or members. The Chapter Registrar is responsible to see that applications and supplementals submitted from the Chapter are completed in the correct format and sent with sufficient documentation to prove all facts stated therein. In the event that a submission requires additional documentation, it is the responsibility of the registrar to assist the applicant or member with research to locate whatever documentation is needed.

However, you are not alone! Trained DAR volunteers are available throughout the country to assist registrars. Specifically, the [State Application Team \(SAT\)](#), [250! Membership Task Force](#), [Volunteer Genealogist Committee](#), [Lineage Research Committee](#), and the [Membership Committee](#) serve to provide research assistance and training to those who need it. Links to the National level committee pages are located under “[Committees](#)” on the [Members’](#)

[Website](#). Familiarize yourself with the work of each committee. Also, feel free to reach out to your state registrar and committee chairs.

The registrar should carefully review all supplemental applications submitted by members. A chapter check (preferred) or personal check made payable to the Treasurer General, NSDAR, must be attached to the supplemental before mailing it to Data Entry at NSDAR Headquarters in Washington, DC.

The Chapter Registrar keeps a file of the new member applications and member supplemental applications that are pending. A copy of the submitted application and documentation should be retained in a file for reference until the application (or supplemental) is verified and the verified copy is available for download by the chapter. As of 2009, paper copies of approved applications and supplementals are no longer provided to the chapters. The Chapter Registrar must maintain copies of all papers verified prior to that date; all verified papers after 2009 might be downloaded from e-Membership and kept as a paper or electronic file.

The Chapter Registrar must report all membership changes as they occur by e-mail or on the [Membership Change Form](#) to the *Office of the Organizing Secretary General*. These changes include transfers and changes in marital status. Deaths, resignations, or changes in address may be reported by e-mail, on the Membership Change Form, or through e-Membership via Updates. Only the Chapter Regent may report changes in the listing of chapter officers. The Office of the Registrar General does not handle these types of changes.

The [Membership Change Form](#) is available on the Members' Website. The form can be found under "[Forms and Publications](#)," "[Executive Officers](#)," and "[Organizing Secretary General](#)." It may also be obtained from The DAR Store in the Office of the Corresponding Secretary General by including a self-addressed stamped envelope with the request. These forms may be photocopied. When a Membership Change Form is not available, the following information must be sent: the chapter name, chapter code.

Daughters serving as Chapter, State, and National Registrars, and/or those serving as members or chairs on the Chapter, State, and National levels of the America 250! Membership Task Force and the Membership, Lineage Research, and Volunteer Genealogists committees may **not** charge any prospective NSDAR member for genealogy research or the preparation of applications. Members who are not serving as registrars and/or as members of the cited committees/task force may charge a fee. This policy applies even if the member is a professional genealogist, and these

restrictions do not apply for supplemental papers. A member may be reimbursed for out-of-pocket expenses that she incurs to obtain vital records, to attain documentation, and/or to pay for postage, upon presentation of an itemized statement with receipts.

The [Guide for New Chapter Registrars](#) has been revised and is available online under the Registrar General's section of forms and publications. The information in this Guide is also available in this document. See also the [DAR Handbook](#) Chapter IV and Registrar General's section in Chapter V, The National Organization.

Section II: BECOMING A MEMBER

Eligibility

An applicant for membership must be no less than 18 years of age. She shall prove direct lineal **biological** descent from an ancestor who aided the fight for American Independence. This applies to new ancestors and to previously accepted lineages *in which new information is submitted*.

The applicant must provide documentation for each statement of birth, marriage and death. **This shall include the applicant's birth certificate naming both of her biological parents.**

Membership Eligibility of Adopted Children

The following [NSDAR Policy Statement](#) regarding membership eligibility is located on the Members' Website:

"The Daughters of the American Revolution (DAR) requires proof of lineal bloodline descent from an ancestor who aided in achieving American Independence. This requirement does not preclude membership for individuals who are adopted; it simply means that adopted children must enter on their bloodline, or lineage of their birth parents, not the lineage of their adopted parents.

The tradition of lineal societies goes back to the founding of our country. Possibly, one of the earliest lineal societies was the Society of the Cincinnati organized in 1783 by the officers under the command of General George Washington. The Daughters of the American Revolution is only one of dozens of hereditary and lineage societies that were organized around the turn of the century to memorialize the patriots and founders of our country. The purpose behind such

organizations was the belief that lineal descendants of the Revolutionary patriots had a duty to perpetuate the memory and spirit of those patriots because the patriots' blood flowed in their veins.

Contrary to modern-day belief, DAR was not organized to be an exclusive society, as most women of the 1890's had family members who participated in the American Revolution, such as fathers and grandfathers. Celebrating the glory of "Americanism" also served a secondary benefit as soothing means of uniting the women of the North and the South in the aftermath of the Civil War.

Because DAR permits lineal qualification for membership through any bloodline descent from a patriot of the American Revolution, it is the least exclusive and is the largest of all the various hereditary organizations.

In fairness to all, every applicant is treated alike and each must prove bloodline descent. The DAR membership eligibility requirements, which are in full compliance with the current law for private, nonprofit organizations, have not changed since 1890. The accumulation of our members' lineages is the backbone of our DAR Library, which is one of the finest genealogical repositories in the world. To remove the lineal requirement would destroy the meaning of our organization and the significance of our library."

The Application

The [PDF Application software](#) is available to download on the Members' Website. The application must be computer generated on acid-free, 25% rag content, watermarked paper. This paper may be purchased at the DAR Store online or at Headquarters. Paper from off-site vendors must be purchased carefully to ensure the paper meets our requirement. Southworth paper (acid-free, 25% rag content, watermarked) has been found to be an acceptable vendor. NSDAR will not accept paper purchased from Hammermill as it does not meet our standards

In January 2019, an updated version of the DAR PDF application was announced and made available on the members' website. As of April 30, 2019, only the January 2019 PDF application form may be used for new member and member supplemental applications. The following changes were made to the PDF application:

Pages One & Two

Eligibility Clause

“Any woman is eligible for membership in the National Society of the Daughters of the American Revolution who is not less than eighteen years of age, and who is a **direct biological descendant**, descended from a man or woman who, with unfailing loyalty to the cause of American Independence, served as a sailor, or as a soldier or civil officer in one of the several Colonies or States, or in the United Colonies or States, or as a recognized patriot, or rendered material aid thereto; provided the applicant is personally acceptable to the Society.” (*Bylaws*, Article III, Section 1.)

This change is also reflected on page two of the application, through all generations:

I am the biological daughter of

— at _____
— and his () wife
— at _____
— Married – Date _____
— at _____
— _____ was the biological child of
— at _____
— and his () wife
— at _____
— Married – Date _____
— at _____

Nomination

At the February 4, 2017 National Board of Management meeting, a change to Article III – Membership, Section 2 was adopted, eliminating National’s requirement that all prospective members must be accepted by majority vote of the chapter. An individual chapter has the option to retain this requirement, or their own version of how they accept prospective members. However, the application has been updated to reflect this amendment by changing “Nominated and Recommended by” from the paragraph preceding Endorsement to “Recommended by”, as follows:

“**Recommended by** the two undersigned members of the National Society, in good standing, to whom the applicant is personally known. Endorsers must be of same chapter; if joining At Large, of the same State.”

Record Copies

With the advent of e-Membership, Chapter Registrars are no longer receiving copies of approved new member applications and member supplemental applications. The last paragraph on page one has been updated to reflect this change:

“When filled out and properly endorsed, the application should be sent to Data Entry, NSDAR, 1776 D Street NW, Washington, DC 20006–5303, with the necessary fee and dues. When the new member application is approved by the National Board on the 5th of each month, **a copy of the verified application will be available on e-Membership for the Chapter Registrar to download; if joining At Large, a copy of the verified application is mailed to the new member. Once a supplemental application is verified and the add volume is filled, the verified supplemental will be available on e-Membership for the Chapter Registrar to download.** The application, information thereon, and supplemental data become the property of the National Society.” (Emphasis added for this publication only).

Page Three

The paragraph at the top of this page has been updated to give examples of citations and to clarify how verified applications are to be cited:

“Give below the citations of sources for proof of EACH statement of birth, marriage, and death dates and places; and the connection from the applicant/member through the generation of the Revolutionary Ancestor. Vital records should be cited as BC, MC, DC, etc. Published authorities should be cited by title, author, date of publication, volume and page. Vital records and other sources found on the internet must have a complete citation, such as IN, Marriage Recs, Shelby, 1909 –1911 Vol 20, Ancestry; Death Register, Clarke Co, 1853–1896 FHL #2056978; TS Photo, Findagrave, Mem #12345678. Cite the *National Number and the Ancestor Name and Number* of the most recent verified paper for each proven generation of this lineage.”

More information regarding the citations of documentation and completing page 3 of the application can be found in [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#).

Page Four

The sections for the description and citations for your Ancestor's service have been updated to clarify what is required in these fields:

“A description of my ancestor's services during the Revolutionary War were as follows: *(THIS FIELD CANNOT BE LEFT BLANK)*”

“Give source citation(s) of acceptable proof for Military, Civil or Patriotic Service. When proving new service, or updating current service, a copy of the proof **must** be submitted. *(THIS FIELD CANNOT BE LEFT BLANK)*”

In addition, changes have been made to the Spouse of the Ancestor and the Children of the Ancestor sections, as follows:

“My Revolutionary ancestor was married (This section is OPTIONAL)”

“CHILDREN OF REVOLUTIONARY ANCESTOR *(This section is OPTIONAL)*”

More information regarding the citations of documentation and completing page four can be found in [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#) and [Genealogy Guidelines, Part Three: Service](#).

Application Fees

New Member Applications (Paper or Electronic Applications)

An application fee and National dues are submitted with the new member application. The amount of the application fee and the National dues for new members can be found in the DAR Handbook, the National Bylaws of the National Society Daughters of the American Revolution, on the first instruction page of the application form and on the members' website at <https://www.dar.org/members/applications-supplementals/submitting-and-application/fees-and-policies>.

The application fee helps to defray the cost of processing and reviewing the application. As such, it is non-refundable. Upon verification by the Genealogy Staff and approval by the National

Board of Management, the dues portion is applied to the applicant's record and becomes non-refundable. If an application is returned to the chapter unverified, only the dues is refundable. All fees and dues must be submitted with the application. The processing of applications received without the proper funds will not continue until full payment is received. Applications submitted from chapters must be accompanied by a chapter check made out to "Treasurer General, NSDAR". The collection of chapter and state dues, and other fees associated with new member applications, is under the purview of each chapter.

For electronic applications, the fees are paid by the prospective member online, using a credit card.

Members-at-Large

The amount of the application fee and the National dues for new Members-at-large can be found in the DAR Handbook, the National Bylaws of the National Society Daughters of the American Revolution, on the first instruction page of the application form and on the members' website at <https://www.dar.org/members/applications-supplementals/submitting-and-application/fees-and-policies>. Electronic applications are not available for Members-at-Large.

Applicants for Organizing Chapters

Applicants applying for membership in organizing chapters are treated as Members-at-Large until their chapter is organized. The application fee and the National dues for organizing members can be found in the DAR Handbook, the National Bylaws of the National Society Daughters of the American Revolution, on the first instruction page of the application form and on the members' website at <https://www.dar.org/members/applications-supplementals/submitting-and-application/fees-and-policies>. A personal check must be used in lieu of a chapter check. Refund policies are the same as described above.

Member Supplemental Applications

The supplemental application fee can be found in the DAR Handbook, the National Bylaws of the National Society Daughters of the American Revolution, on the first instruction page of the application form and on the members' website at <https://www.dar.org/members/applications-supplementals/submitting-and-application/fees-and-policies> and is non-refundable, which may be a chapter check (preferred) or a personal check. Each submitted supplemental requires a separate

application fee. As with the fee for new members applications, this fee helps defray the cost of processing and review. Electronic Applications are not available for member supplemental applications.

NOTE: All fees associated with new member, MAL, and member supplemental submissions can be found on the first page of the [PDF DAR application form](#).

Verification

The verification process is similar for both new member applications and member supplemental applications. An application or supplemental begins its journey through the Genealogy Department as soon as it is received on-site. Prospective members have the option of submitting the PDF application, which is printed and mailed, or the electronic application (eAPP). In the event that a new member application or member supplemental cannot be verified, the applicant/member is allotted two years from the time of the initial review by the Staff Genealogist to complete the needed research. After that time, the application will be returned to the chapter or member, according to DAR Policies and Procedures. Supporting documentation is **not** returned, and will be shredded or recycled.

A new member application may be granted a one-time six-month extension upon request after the six-month warning letter has been received. **Per a ruling of the Executive Committee, extensions for supplemental submissions are not permitted.** See the [National Board of Management Minutes](#) for October 6, 2018, Report of the Executive Committee, pages thirty and thirty-one.

Preparing applications is discussed in further detail in [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#) and [Genealogy Guidelines, Part Three: Service](#).

Paper (PDF) Applications

Once a new member PDF application or member supplemental application is ready to be mailed to National, it is sent to **Data Entry, NSDAR, 1776 D Street NW, Washington, DC 2006-5303**. Be advised that all mail sent to NSDAR is picked up from the Post Office by our mailroom staff, as no mail is delivered to the building. Once collected, it is sorted by department, and then delivered. When mailing items via express services such as Priority Mail or FedEx overnight, it may take 2-3 additional days for the mail to reach the Office of the Registrar General.

Once the new member PDF application or member supplemental is received in Data Entry, a number of steps take place.

- First, the mail is opened.
- The application, supporting documentation, and check are placed in a folder. If more than one application on the same ancestor (called “multiples”) is received, all are placed in the same folder. Only one set of documentation for *shared generations* is needed.

NOTE: When family members apply together, but through **different ancestors**, *they will be placed in separate folders and each applicant must have their own set of documentation, including those generations that are shared.* Any application that is received without the required documentation for that applicant will receive an AIR letter requesting additional information from the Staff Genealogist.

- Folders are grouped together in batches of 10 applications.
- Records are created for each applicant in the membership database, known as iMIS.
- Applications are reviewed for correct signatures, check amount and payee, completeness, and correct format.
- The application, check, and supporting documentation are digitized.
- The paper is categorized as follows:
 - Established Patriot
 - Different Child
 - New Ancestor
 - Coded
 - CAR
 - Spanish/French Patriot
- If Data Entry personnel identify any issues with the application at this point, a “pre-verification” letter is sent to the Chapter Registrar explaining what needs to be corrected. Pre-letters are discussed in the 2015 Registrar General’s Forum video [DATA ENTRY](#).

- If no pre-letter is needed, the application folder is sent to the Genealogy Department for review. All entries are uploaded into our in-house application review system, called OnBase. This staff-only database provides access for the Staff Genealogist to:
 - Select an application or supplemental for review.
 - Index the supporting documentation as required.
 - Create “correction sheets” to add or change information to the Patriot’s profile in the GRS.
 - Create a “new ancestor” form that will allow the Patriot to be visible in the GRS.
 - Import documents such as e-mails.
 - Send the application for a second review.
 - Send the verified application to be assigned a national number.
 - Write and send an AIR letter requesting more information.
 - Retrieve AIR letter responses.
 - Review and respond to Corrections Mail.
 - Create reports.

- Once the Staff Genealogist “claims” a submission, the following steps are undertaken:
 - The Staff Genealogist reviews the documentation, checking to see that the lineage is correct. Service must be verified, and any corrections to the patriot ancestor’s record are made. The Staff **always** review from the most recent application or supplemental verified for the generation in question. If the paper does not match the most recent verified application or supplemental, the Staff Genealogist will make pen and ink changes on the new submission to match.
 - If any issues in lineage or service are discovered during the review process, these will be addressed.
 - If any changes or corrections need to be made to the Patriot’s date of birth, place of birth, date of death, place of death, name and/or number of the spouse, residence, service description, and/or source for service, a correction sheet will be completed as part of the review process.
 - If the Staff Genealogist is satisfied with the submission, it is then forwarded to another Staff Genealogist for a second review.

NOTE: If the new member application or member supplemental cannot be verified, the Staff Genealogist will write an AIR letter asking for further documentation. If an application or supplemental is not verified after two years, the PDF application form

is returned to the Chapter Registrar for new member applications; to the applicant for new Member-at-Large (MAL) applications; or to the member for supplemental applications. The national dues will be returned to the Chapter Registrar or prospective MAL.

- After verification, the application folder is returned to the Data Entry staff. The national number or add volume is assigned and the proper signatures affixed. Information on the member's patriot is also entered into the Ancestor Database.
- The most efficient way to track an application from receipt to verification is through the [e-Membership Database](#). The information is updated constantly.

For supplementals, the process is essentially the same; however, there is less information that has to be entered by Data Entry, since the member's information is already on file. From start to finish, the Data Entry process may take from just one day to several days, depending on the volume of mail received. Incorrectly prepared applications may result in delays in processing or pre-letters.

As previously stated, once Data Entry has completed their initial pre-verification tasks, the application is forwarded to the Genealogy Department and placed in a file cabinet alphabetically by received date. Aside from a few exceptions, new member applications and member supplemental applications are reviewed in the order in which they are received. The exceptions are:

- New member applications for organizing chapters are automatically given priority.
- New member Charter applications for recently organized chapters are automatically given priority, for one year after the date of the chapter's organization.
- Data Entry automatically gives applicants who are 90 years old or older priority; this is **not** automatic with member supplementals.
- Applicants suffering catastrophic illness – **a note is required**.
- Applications from chapters with 15 members or fewer who have had priority status **requested by the State Registrar**.

For member supplemental applications, the request to expedite, for any reason, must be requested in writing. Each request will be reviewed and accepted, or declined, on a case-by-case basis. Priority will only be granted once per member.

Electronic Applications (eAPPs)

For the electronic application (eAPP), a chapter officer must send the application link to the prospective member via the e-Membership site, **after** she has met with the prospective member and determined that she will be a good candidate for this process. Then the applicant must begin the application process and enter her “digital” signature.

The chapter officer has the ability to edit the eAPP while it is still in process by the prospective member, but not during the Chapter Review stage of the application. The Chapter Edit Instruction Sheet can be found on e-Membership, under [Electronic Application Help](#). This webpage will also provide links to all instructions for electronic applications.

Two of the designated chapter officers (Regent, First Vice Regent or Vice Regent, Treasurer, or Recording Secretary), will review and approve the completed electronic application form. This review and approval step serves as the digital signature of each officer both as a representative of her office and as her endorsement as a member in good standing of the chapter. **Do not automatically send invitations to all prospective members in your Prospective Member Database!**

Prospective Members who already have relatives in the DAR are great candidates for the eAPP, as long as the other criteria and skills are met. At this time, the electronic application process cannot support high volume documentation review; therefore, any application, which would require an analysis or service study, must be submitted using the [PDF application](#) software. In addition, prospective members applying on New Ancestors are not permitted to use the electronic application process and must instead submit the new member application using the PDF application form. This restriction also applies to established ancestors coded as Treat as New Ancestor (TRNWAN). Prospective members applying on Established Ancestors coded as FAMPCS (Future Applicants Must Prove Service), NT EST, (Not Established), and ERROR, and any application with lineage through a new child of an established ancestor are discouraged from using the eAPP process, and are requested to instead submit the application using the PDF application form.

A member volunteer called an “EAR” (Electronic Application Reviewer) does the next review of the eAPP. These volunteers are selected by the Office of the Registrar General after meeting certain testing and skills requirements. All Electronic Application Reviewers are anonymous and are held to a confidentiality agreement, ensuring the privacy of our members’ records.

If the EAR does not approve the eAPP, it is returned to the prospective member to make the necessary changes or corrections. The prospective member is responsible for notifying her chapter that the eAPP has been returned for further work. The review process by two chapter officers is then repeated before an EAR again reviews the eAPP, which may not be the same person as before.

Once the EAR approves the eAPP, the prospective member is notified by e-mail with instructions regarding the payment of fees. After the fees have been paid by credit card using our secure online payment system, a record is created for each applicant in the membership database, known as iMIS. The application is assigned a category, as is done with all paper submissions. The eAPP then is entered in OnBase to await review by a Staff Genealogist. Electronic applications and paper applications are placed in the same queue, and are each reviewed in the order received. Electronic applications are **not** automatically expedited.

Detailed information regarding the process of submitting an electronic application, may be found on the Members' Website at <https://www.dar.org/members/applications-supplementals/electronic-applications-eapp>.

The Verification Process

If two or more new member applications on the same ancestor are received at different times and are awaiting review, when the first application is claimed by a Staff Genealogist from the Verification Queue, the second (or however many applications are pending) will be assigned to the same Genealogist. Staff Genealogists reviewing member supplementals will also review any new member application through the same ancestor at that time. However, at the direction of Senior Staff, the Staff Genealogist may be authorized to set aside the more recent new member applications attached to the claimed supplemental application. Staff Genealogists assigned to review new member applications will **not** review pending member supplemental applications through the same ancestor.

Before preparing a new member application or member supplemental, it is important to review the [Genealogical Research System](#) (GRS), for information regarding the patriot ancestor. The DAR is home to one of the premier genealogical resource centers in the United States, and members across the country are passionate ambassadors for genealogical preservation and research. Some of the significant resources of the DAR can be accessed below.

- [Ancestor Database](#) – Search the names of Revolutionary War Patriots whose service and identity have been established by the NSDAR.
- [Member Search](#) – contains basic information about members and the patriots through whom they have proven lineage.
- [Descendants Database](#) – Searchable index of every name found on the lineage page of verified DAR applications and supplementals.
- [GRC Database](#) –The Genealogical Records Committee Database is an every-name index of the GRC Books housed in the DAR Library. Currently, GRC volunteers have indexed 20 percent of the books and have entered more than 20 million names. In addition to searching the GRC National Index from the GRS, it may be searched directly from the [DAR public web site](#).
- [Rev War](#) – Links to [Patriot Records Project Index](#); [Revolutionary War Pension Index](#); and [Forgotten Patriots Research Guide](#).
- [Bibles](#) – Searchable database for Bible records and transcriptions.
- [Resources](#)- Links to the [DAR Library Analytical Card Index](#); [DAR Magazine Archive](#); and [Recommended Websites](#).
- [DAR Library Online Catalog](#) – In late 1998, the Library’s book collection numbered some 150,000 volumes, the cataloging records for which constitute this catalog. Approximately 5,000 new titles enter the Library in any given year. In addition to searching the library catalog through the GRS, the catalog [may also be accessed from the DAR public site](#).
- [Record Copy](#) – Beginning in July 2010, customers may order record copies of membership applications and supplemental applications electronically and receive almost immediately a link to a PDF of the record copy for instant printing at home. Record copies may also be ordered using the order form from the website.

[Supporting Documentation Requests](#)

A Documentation Request should be used to request copies of available supporting documents that were submitted with a DAR Membership Application (these documents are also referred to as “proofs”). The supporting documents were submitted to prove the lineage of the DAR Member back to a Revolutionary War Patriot. The documents may also include proof of the Revolutionary War Patriot’s service or support of the Revolutionary War. Documents may not be available for a specific patriot or DAR member. We do not provide copies of vital records issued by a government agency that are less than 100 years old. The supporting documents consist of the proofs submitted with the application regardless of the accuracy or acceptability of the individual documents.

The Documentation Request is limited to one patriot or member per request form. The Search Services Office does not search through all available documents for a possible resource or generation link. A comprehensive review for a specific document would be considered a Research Request.

Fee for NSDAR members is \$10.00 per request

Fee for nonmembers is \$15.00 per request

The fee covers 10 photocopies, including title page of cited work. (For more than 10 copies, we will bill you \$0.30/page for photocopies plus \$2.00 shipping.) Please make check or money order payable to **Treasurer General, NSDAR**.

[Supporting Documentation Form](#) (PDF)

Supporting Documents can also be ordered online through the GRS.

NOTE: Supporting documentation in the GRS noted as an “S” next to the national number indicates that the member has supporting documentation attached to her.

 = Supporting documentation available

This documentation may or may not be associated with the Patriot Ancestor being researched. Take care when ordering supporting documentation to make sure it is attached to the Patriot Ancestor, not just the member.

DAR
Daughters of the American Revolution

RECORD COPY | DAR.org | GIVE | f | t | i

Ancestor | Member | Descendants | GRC | Resources | Library Catalog

Ancestor Search
Search for Revolutionary Era Ancestors

Overview & Help

You must enter a value in at least one of the marked fields.

Ancestor Last Name

Ancestor First Name

State of Service

Ancestor Number

State of Birth Year:

State of Death Year:

Spouse Last/Maiden Name

Spouse First Name

SEARCH Clear Form

Search Options

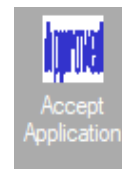
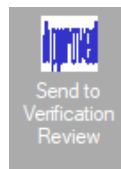
Overview & Help
New Search
Advanced Search
Child Search
Refine Search

Featured Publication

America's Women in the Revolutionary Era 1760-1790: A History Through Bibliography
More

If the ancestor is established and listed in the database, review all fields for completeness. At a minimum, the Revolutionary War Ancestor must have a date of birth, a date and place of death, a place of residence, a rank or capacity (military, CS, or PS), a state of service, an ancestor number, a description of the service, and an acceptable source for the claimed service. If **any** of these fields are blank, acceptable documentation must be submitted to prove the missing, required information. For new Ancestors, the same information is required, with the exception of the ancestor number.

If the ancestor is currently listed in the GRS with incomplete information, it is the Chapter Registrar's responsibility to ensure the prospective member or the member submitting a supplemental understands documentation must be sent to complete the records before the application or supplemental may be verified.



If the application can be verified, it is sent to the Verification Review Queue, where a second Staff Genealogist will review the first Genealogist's work. The second Genealogist does **not** look at all of the documentation again. This is just a cursory review to help ensure that department procedures are being followed. Once the second review is complete, the application is sent to the Accept Application Queue, and is returned to Data Entry for final processing and assignment of the

national number or add volume.

The term “add volume” is a holdover before electronic scanning and access of verified supplementals became standard procedure. The verified supplementals of members had to have an identifier to distinguish those submissions from the member’s original membership application. Each newly verified member supplemental was placed in a large book, assigned a volume number and stored in the Library. These “additional volumes” were numbered, and two hundred verified member supplementals made up a single volume.

As the department moved to electronic access, the same identifier was required and the term “add volume” is continued today. An add volume still requires two hundred verified member supplementals to be completed and made available to members in the GRS. An add volume number is easily identified in the GRS as an extra number associated with a member number: 8----- 1---.

All documentation submitted with the application is discarded (shredded or recycled, depending on the type of document). For security reasons, vital records and other sensitive materials are shredded. Non-sensitive materials (census records, etc.) are recycled. Vital records and any documents containing private or personal information, within the past 100 years, will automatically be indexed by date as restricted, and will **not** be available for viewing on Image Access, nor available for purchase through Library Copy Services. Documents and records from such websites as Ancestry and FamilySearch, including vital records, are not scanned or retained, as these records are copyright protected.

In the event that a new member application or member supplemental cannot be verified, the Staff Genealogist will write the applicant or member for additional documentation. These letters are known as “AIRs” (Additional Information Requested) and will be discussed later. **The Office of the Registrar General will undertake no original research or pre-examination of applications. It is the responsibility of the applicant to furnish sufficient documentation to prove the paper.**

Ancestor Substitutions on New Member Applications

Sometimes it is easier to substitute an application for a different ancestor than to try to solve the research problem. ***Substitute applications are permitted with new member applications, but NOT with supplemental applications.*** There is no additional fee for a substitute application. Written permission from the **applicant** to change the ancestor on the original page 1 is required.

The Staff Genealogist will ***not*** proceed with the ancestor substitution unless permission is given by the applicant ***only*** to make the change.

An ancestor substitution may be requested in five ways:

- Submission of new pages 1, 2, 3, and 4; with pages 1, 2, and 4 giving the name of the substitute ancestor, and all required signatures in black ink on page 1.
- Signature at bottom of AIR letter in the space provided for Ancestor Substitution.
- The applicant filling out and signing the [New Ancestor Substitution Permission Form](#), if a new page one is not submitted with all appropriate signatures naming the substitute ancestor. **NOTE:** This form cannot be faxed or sent as an e-mail attachment.
- Written or typed permission letter **from the applicant** to substitute an ancestor. This letter must be signed by the applicant and mailed with the AIR letter response. If substituting an established ancestor, the ancestor name and ancestor number as listed in the GRS must be included. If substituting a new ancestor, this should also be noted. **NOTE:** This letter cannot be faxed or sent as an e-mail attachment.
- E-mail from the applicant to the Staff Genealogist giving permission to substitute an ancestor. **NOTE:** This method is only used when an AIR letter response has been received indicating a change of ancestor, but no permission from the applicant was included.

Once the determination of ancestor substitution has been made at the chapter level, the following steps must be completed:

- Permission to substitute ancestor from the applicant (see previous).
- Prepare a new application with the lineage, references, and service for the substitute ancestor.
- Print out pages 1, 2, 3, and 4 on legal-size paper, in legal-size format on acid-free, 25% rag content, watermarked paper; or, pages 2, 3, and 4, in the same manner.
- Mail the new application along with any documentation that was ***not*** included with the original submission to the Office of the Registrar General. *Do ***not*** include any documentation that was included in the original submission.*
- Submit all necessary paperwork, including a copy of the barcoded AIR letter. AIR letter responses received without a copy of the AIR letter, AND either a new page 1 with all signatures OR signed permission/e-mail from the applicant for the substitution will ***not*** be processed.

NOTE: If submitting a new page 1, be advised that all new signatures, in black ink, must be

obtained: the applicant (including attestation or notarization), chapter officers, and endorsers. Failure to adhere to this will result in further delays, as a pre-letter requesting a new page 1 will be sent by Data Entry.

NOTE: The permission form for the 250! Taskforce includes verbiage relating to ancestor substitution. This is the Committee's form, and will not be accepted by the Staff as a request to substitute an ancestor.

The process for submitting a substitution on an electronic application is discussed on the [Electronic Application webpage](#).

Additional Information Request (AIR) Letters

An AIR is a letter from the Staff Genealogist reviewing the new member PDF application, new member electronic application, or member supplemental paper application, requesting additional documentation and/or clarification.

Common reasons for receiving an AIR include, but are not limited:

- **Unacceptable documentation submitted from online sources.** For more information on how to evaluate online sources for acceptability, please see [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#). You can also watch the video presentation, [Online Sources](#), given at the Registrar General's Forum in 2012 and is available through the Members' Website. This video can also be accessed on the [Webinars, Videos and Blogs](#) webpage.
- **Stepparents and adoptive parents in any generation are listed on page 2.** The lineage must reflect the true bloodline, which includes both parents in each generation. Remember that at adoption, original birth certificates are sealed and new ones issued by the court. It is extremely difficult to distinguish between an original birth certificate and an amended one. *It is the responsibility of the chapter to ensure the applicant understands that adoptive parents and/or stepparents may not be listed on page 2 of the application, and that lineage to a Revolutionary War patriot through the same will not be accepted.*
- **Parents were married after the applicant was born.** This often indicates that one or both parents may be adoptive, and is most often encountered when a parent remarries and the stepparent adopts the child. As noted in the previous bullet, adoptive and stepparents may not be listed on page 2 of the application. An explanation on a

separate sheet of paper must be included with the documentation, with the initial submission of the application, to address any such discrepancy. Such explanations need not go into excessive detail. The person making the statement must be speaking from first-hand knowledge; a statement from the Chapter Registrar is not acceptable. The inclusion of this explanation can prevent the AIR from being written.

- **The dates do not make sense.** Consider the ages of each individual at marriage, the date the child was born, the ages of the parents, and whether they lived long enough to accommodate the child's birth. Carefully scrutinizing the dates listed can reveal incorrect lineages on applications and supplementals before they are submitted to National.
- **The places do not make sense.** For instance, parents who were born, married, and died in Maine with a child born in Georgia is problematic.
- **There is more than one person of the same name in the area.** Consider how you will distinguish between the two. Merging of identities can be problematic for the lineage and future lineages, so make sure the lineage is properly documented.
- **Published family history was submitted which does not meet our guidelines.** Family histories and genealogies are reviewed and accepted (or not accepted) on a case-by-case basis, in context with the application and lineage being presented for review. The criteria for acceptability include but are not limited to the following:
 - It cites acceptable sources, and the sources support the compiler's conclusions.
 - It includes complete dates and places for births, marriages, and deaths.
 - It provides historical perspective by giving biographical details about family members.
 - It contains information given to the author by living relatives who had personal knowledge of the people and events.
 - It contains information in either the introduction or bibliography that indicates that acceptable sources were used to gather the stated facts.
 - The author had personal knowledge of people discussed in the book.
 - Available documentation does not contradict information found in the book.

NOTE: See [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#) for further discussion of published sources.

The absence or unavailability of acceptable sources is not a criterion for the DAR verification process. When appropriate evidence is unavailable or not extant, the lineage or service claimed on the new member application or member supplemental may be unverifiable. Data submitted as proof are subject to DAR standards and interpretation.

Anatomy of an AIR Letter

Once the Genealogist has claimed a new member application or member supplemental, the review process begins. While it may be evident from the beginning that an AIR letter is needed the Staff Genealogist will review the entire paper before writing in order to address all issues that may surface during the verification process.

Once the Staff Genealogist determines that an AIR is needed, the Genealogist creates the letter in our online system. When the letter is complete, the Staff Genealogist sends the paper and the letter to a queue called “Letter Review”, and the folder with the application and all documentation is taken to the desk of the Administrative Assistant. This applies to paper applications and supplementals only.



The Director or designee reviews all AIR letters for content (new member PDF, new member eAPP, and member supplemental). Once the AIR letter has been approved, the letter for paper applications and supplementals is printed and mailed by the Administrative Assistant and the folder is placed in the filing cabinet designated for AIRs. The letter for an eAPP is copy and pasted into an e-mail, and sent to the applicant and the Chapter Registrar. The notice in e-Membership that a paper (application or supplemental) is in AIR status occurs within twenty-four hours of the Staff Genealogist creating the letter, but not necessarily before it is mailed. For an eAPP, the AIR is e-mailed to the applicant. ***The AIR letter will become viewable in e-Membership approximately seven to ten working days from being sent.***

Letters are viewable as a PDF document in e-Membership. For new member applicants, click on Reports and then Pending Member List. For member supplementals, click on the Supplemental Status Report.

Chapter Reports

- [Pending Member List](#)
- [Supplemental Status Report](#)

New Member PDF Applications

For new member PDF applications, a copy of the AIR letter is mailed to the applicant and to the Chapter Registrar listed in the records of the Office of the Organizing Secretary General. The Chapter Registrar should assist the applicant when the Office of the Registrar General makes a request for further documentation. When replying, please include a copy of the AIR letter. This will help match the new documentation to the correct application. Please note that any documentation received from the applicant or the chapter in response to an AIR, a copy of which is not included, the letter response will not be processed. Please keep the applicant informed of the status of her application and communicate with her when the Office of the Registrar General requests further information or proof.

Member-at-Large (MAL) Applications

Those applicants applying as Members-at-Large receive a copy of any letter sent. If the MAL application is for an organizing chapter, the organizing Chapter Regent will also receive a copy of the letter. If the MAL application is not associated with an organizing chapter, the State Regent of the State in which the applicant resides will also receive a copy of the letter.

New Member Electronic Applications (eAPPs)

The process for requesting additional documentation with an eAPP after review is similar to AIRs for PDF application submissions, in that the same reasons for an AIR apply. In addition, an eAPP may also receive a letter if one or more of the documents uploaded are not legible or in the correct JPEG format.

Currently, the AIR created by the Staff Genealogist is copied and pasted into an e-mail, which is sent to the applicant and the Chapter Registrar. The e-mail will contain instructions regarding the correct procedure in responding to the AIR. Applicants using the electronic application option will not receive a copy of the letter in the mail, and should only respond electronically. The Staff Genealogist corresponds only with the applicant and Chapter Registrar. It is important to include accurate information, including citations, for any new documentation that is being submitted with the response. Submitting new electronic application pages is not permitted.

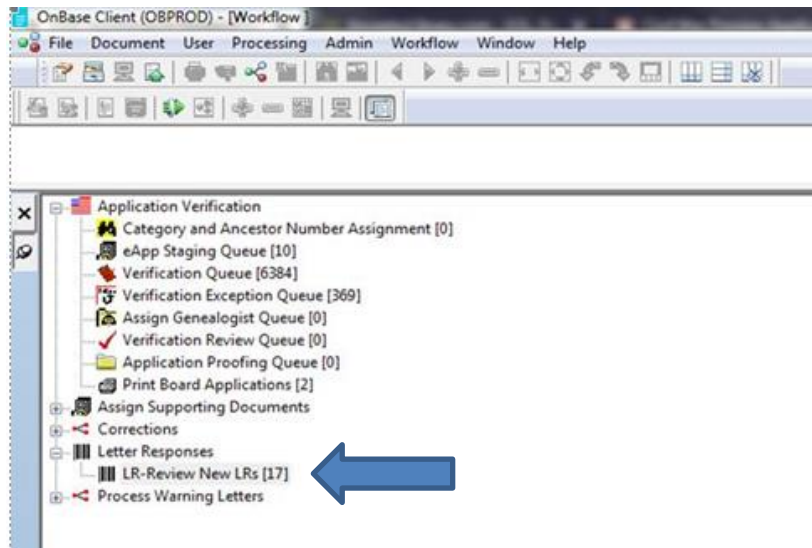
[Member Supplementals](#)

For member supplementals, a copy is mailed to the member only. When submitting a letter response, please include a copy of the AIR letter. This will help to match the new documentation up to the correct supplemental. Please note that any documentation received from the member or the Chapter Registrar in response to an AIR, without a copy of the AIR, will not be processed. Only the member will receive a copy of the AIR in the mail; however, it will be available for the Chapter Registrar to view on e-Membership under Reports, Supplemental Status Report. State Regents may view letters for Member-at-large submissions also on e-Membership. The Staff Genealogist corresponds only with the member, or the Chapter Registrar, if they are assisting. Please keep the member informed of the status of her supplemental and communicate with her when the Office of the Registrar General requests further information or proof, and inform the member when her supplemental has been verified.

Per a ruling of the Executive Committee, the Staff Genealogists are limited to writing three formal AIR letters requesting additional evidence. After the third letter, the Staff Genealogist is restricted from making any further written communication. See the [National Board of Management Minutes](#) for June 22, 2015, Report of the Executive Committee, page seven.

[AIR Letter Responses](#)

Upon receipt in Data Entry, the letter responses are bundled together (paper applications or supplementals) and taken to the Administrative Assistants in both areas. The letter responses are then entered into a Letter Response Queue for the Staff Genealogist who wrote the letter.



This screenshot of the staff-only database shows the various queues the Staff Genealogist has access to in order to review and verify new member applications or member supplementals. Each Staff Genealogist is responsible for monitoring their own queues so that they are informed when a letter response is received. The letter responses are reviewed based on the workload of the Staff Genealogist. If an additional letter is required, the same process is followed. If the application or supplemental can be verified based on the documentation received in the letter response, the paper will be sent for the second review.

Letter responses for eAPPS are sent directly to the verifying Staff Genealogist assigned to the application, and are reviewed based on their workload.

AIRs & Social Media

There is a tendency to post about an AIR received on one of the DAR Facebook pages, asking for advice. There are many helpful members available to offer assistance; however, before posting comments regarding an AIR, please keep the following guidelines in mind:

- Screenshots or snips of the AIR may not be reproduced on social media. On e-Membership, under Reports, the following can be found when clicking on the name of a prospective member, or member: “Copies of the letters written by the Registrar General’s offices regarding applications and supplemental applications are now viewable by chapter level officers. These letters are to be used only to assist applicants and members with the verification of their applications or supplemental applications. Due to privacy concerns, redistributing them in any format is **expressly prohibited** and

may lead to the revocation of access to e-Membership.”

- The name of the Staff Genealogist who wrote the AIR may **not** be listed.
- The Staff Genealogist will make the final determination of the AIR.
- If you must post a question about an AIR received, be very clear as to what is being requested and **why**.
 - Example: A post on Facebook states, “The Staff Genealogist is requiring proof of marriage for my 5th generation!” The immediate response is to tell the registrar or member posting the comment to ignore the request because marriages are not required which is not entirely accurate. As posted, the information in the AIR is taken out of context and cannot be appropriately answered on social media. A better post would be “The Staff Genealogist is requiring proof of marriage for my 5th generation because I have no acceptable documentation of her maiden name to prove her link to her father” or “I need to prove marriage and death of Susan in Generation Five to show she was the mother of George in Generation Four.”
- Once your post has been answered, close it to further comments.
- If you do not understand what is being requested in the AIR, do **not** post on Facebook. Instead, you may, via email, contact the Staff Genealogist who wrote the letter. Please note, however, that for member supplementals, you may only contact the Staff Genealogist *prior* to the receipt of the third letter. You may also contact your state leaders for assistance.
- Always be aware of the rules for posting on the particular Facebook page.

Notification of Membership

The National Board of Management accepts verified applications on a monthly basis. On the 5th of each month, newly approved members are admitted. Reinstatements are also admitted to membership at this time. Depending on which day of the week the 5th falls, the list of new members and their national numbers will be available in e-Membership either on the 5th or on the next business day. This applies to both PDF applications and to eAPPs that have been verified.

The new member packets and certificates are mailed from the Office of the Registrar General as soon as possible after the date of admission. It is not necessary to contact the Office of the Registrar General concerning non-receipt of certificates until one month after acceptance by the National Board of Management. If a member certificate is in error, please contact the Office of the Registrar General directly by sending an e-mail to rginfo@dar.org for a

replacement. Information for member certificates is taken primarily from page 1 of the application. If Data Entry staff made the error, we will replace the certificate. If the application was submitted with incorrect information, there will be a charge for the certificate to be replaced.

One new member certificate is provided to each new member free of cost. Members requesting replacement copies must pay a \$10.00 processing fee. This fee includes the cost of reprinting the certificate and mailing it to the member. The check must be payable to “Treasurer General, NSDAR”. A chapter check is not required.

No notification of verification is sent to chapters or applicants, other than the New Member Packet. Chapter registrars should use e-Membership to check for the status of their pending applications and supplementals. Be sure to notify the applicant and/or member of any status updates.

Copies of the verified applications are available on e-Membership for chapter members and prospective organizing Members-at-Large. Chapter registrars may print copies of the verified applications or keep them in electronic form for the chapter’s records. A copy of an application for a Member-at-Large is mailed directly to the member. Because chapter copies are no longer mailed, the registrar is strongly encouraged to share a copy with the member, for her review.

The screenshot shows the DAR e-Membership website. At the top left is the DAR logo (Daughters of the American Revolution). To the right of the logo is a navigation bar with links: HELP, RESEARCH - GRS, SEARCH, LOGOUT, and social media icons for Facebook, Twitter, and YouTube. Below this is a secondary navigation bar with links: Reports, Updates, Projects, Prospectives, Chapter, and Links. A large blue arrow points from the 'Reports' link down to the 'Chapter Reports' section. The 'Chapter Reports' section is titled 'Chapter Reports' and has a blue arrow pointing left from the 'Reports' link. Below the title is a list of links: Member for Member Report by Chapter, Membership Anniversaries, Membership Card Export and Merge Template, Membership Chapter Achievement Analysis, New Member List (Snapshot), and Online Chapter Applications & Supplementals. A blue arrow points from the 'Online Chapter Applications & Supplementals' link to the right.

DAR
Daughters of the
American Revolution®

HELP RESEARCH - GRS SEARCH LOGOUT f t y

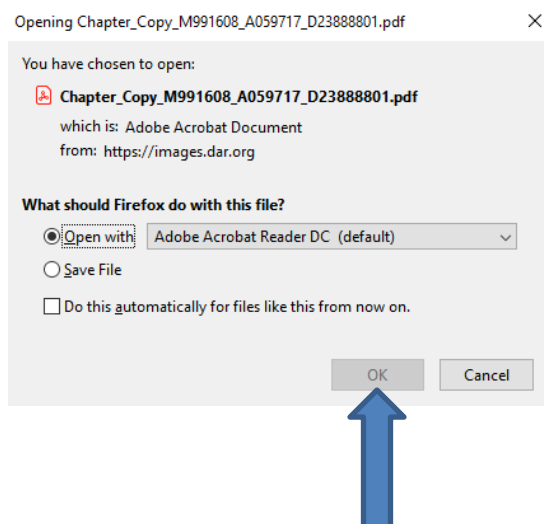
Reports Updates Projects Prospectives Chapter Links

Chapter Reports

- [Member for Member Report by Chapter](#)
- [Membership Anniversaries](#)
- [Membership Card Export and Merge Template](#)
- [Membership Chapter Achievement Analysis](#)
- [New Member List \(Snapshot\)](#)
- [Online Chapter Applications & Supplementals](#)

Join Date	
12-12-2009	 View Apps
02-05-2018	 View Apps
03-05-2019	 View Apps
03-05-2018	 View Apps
01-05-2018	 View Apps
02-05-2018	 View Apps
04-05-2017	 View Apps
04-21-2012	 View Apps

Approved Date	Link
03-05-2019	 Download  Open



Once the PDF application file is opened, it may be printed and saved to the Registrar's hard drive or to an external drive.

Returning Unverified Applications & Supplementals

In accordance with NSDAR policy, the time allotted for verification of new member applications and supplemental applications is two years from the date the first AIR letter is written, even when new information is gathered and returned. If unverified after this time, the application or supplemental will be returned. In all cases, the application fee is non-refundable. For new member

applicants, the dues are refundable. The prospective member may elect to apply again for membership in the DAR. An application may be resubmitted later if new information is obtained, or if applying through a different ancestor. All previous communications are retained. A new application form must be completed and the supporting documentation, the fees, and appropriate dues must be resubmitted. The supplemental fee is non-refundable.

Section III: SUBMITTING CORRECTIONS TO THE OFFICE OF THE REGISTRAR GENERAL

Prior to submitting an application or supplemental, the Chapter Registrar and applicant or member should review the paper for errors. The Office of the Registrar General cannot be held responsible for any errors made when the paper was completed. Within one week of approval by the National Board of Management, new member applications are made available in the Reports section of e-Membership under Online Chapter Applications & Supplementals. Approved supplementals are available within one week of the completion of the add volume to which they are assigned. It may take up to a month for an add volume to be completed. Copies of verified applications and supplementals for members-at-large will still be mailed to the member.

The Genealogy Department is happy to review new information concerning established patriots. There are, however, some conventions that the Staff use with regard to spelling of names and other items. These are **not** subject to change. It is important to remember that the Ancestor Database is a reflection of the information found on previously verified papers. NSDAR does not retroactively change information on previously accepted applications or supplementals when new information is found. There are a number of reasons for this, the chief of which is that these are the historical records of DAR membership. Expunging or altering them would be rewriting a part of the history of our organization. When errors are found, they are so noted in the database, with the information left on the paper as it was verified.

 **HART, BENJAMIN**

Ancestor #: A051398

Notice:

PROBLEMS HAVE BEEN DISCOVERED WITH AT LEAST ONE PREVIOUSLY VERIFIED PAPER - SEE ANCESTOR'S FULL RECORD

(why?) (FAMP/C)

Service: GEORGIA Rank(s): SERGEANT

Birth: 10- -1732 HANOVER CO VIRGINIA

Death: 1-2-1802 GLYNN CO GEORGIA

Service Source: DAVIS, GA CITIZENS & SOLS OF THE AM REV, P 92

Service Description: 1) CAPT JAMES MCNEAL, COL ROBERT MIDDLETON

[\[Post New Comment \]](#)

COMMENTS [\(Overview\)](#)

 1) GRAVE MARKED

 2) EL - SAMUEL WHO MARR SUSANNA BORING WAS NOT THE SON OF THIS PATRIOT.

 3) DATAF. 11/2013

As new information pertaining to the patriot ancestor is brought to our attention through Corrections Mail, an electronic file is created for the patriot ancestor(s) involved, and is reviewed during the verification process of the next application or supplemental received for that Ancestor. It is our experience that these changes are best made when viewed within the context of the lineage of an application or supplemental application. Because of this, we recommend that corrections be submitted as part of a new member application or a supplemental application. In the event that this is not possible, the material may be submitted to the Corrections Genealogist.

Common Ancestor Codes

DATA CF – Data in Corrections File

This indicates that a corrections file for this ancestor exists. There is a variety of reasons why a DATA CF might have been created. **The line may have been closed at one point, but then reopened.** In some cases, the DATA CF was retained in order to have a “paper” trail explaining why the line was closed then reopened. DATA CF may also include information on several men of the same name or on an extended family with several patriots. In these cases, there may be extensive research notes and documentation in the files. Each established ancestor addressed is flagged appropriately. **Only NSDAR staff have access to Corrections Files.** An e-mail may be sent to rgcorrections@dar.org for further information.

What exactly is a DATA CF? DATA CF is an acronym for **DATA** in **Correction File**. This code was created when any corrections made to an existing ancestor was done with pencil and paper, and then filed. The old Hard Card system in use before the creation of the GRS contained index cards for each ancestor, listing the same information as currently listed in the GRS. The back of the card (MOB-More on Back) often contained other information or noted specific issues with lineage or service.

Today, a DATA CF is a form document created by the Staff Genealogist, in the context of an application or supplemental review in which information is documented for future reference. Sometimes, the information is only of interest to the staff; other times, the information is pertinent to the Ancestor’s service record or lineage, usually identifying an error.

During the review process, a Staff Genealogist will determine that an error in lineage or service is present for the ancestor through whom the paper is being reviewed, for another ancestor

closely associated with that ancestor, or multiple persons of the same name. The Staff Genealogist will discuss their findings with their Team Leader and/or a member of the Corrections Team, and a decision will be made regarding the DATACF and any codes that may need to be applied. The Staff Genealogist will then type up the DATACF. The DATACF today is very similar to an analysis, in that there is a statement of the problem, a history given, research results, and final interpretation. This form is reviewed and signed-off by two members from the Correction Team, or one member of the Corrections Team and a Team Leader, Assistant Director, or Director.

The DATACF form is scanned by Data Entry and attached to the patriot ancestor's record. The Staff Genealogist will create an electronic correction sheet, in which the ancestor code and explanatory comments are added for viewing in the GRS. If the paper can be verified despite the DATACF, any changes in the database will be available once the paper has been accepted. If an AIR must be written, the changes made on the correction sheet will be processed and made viewable in the GRS once the letter has been sent to be printed.

FAMPCS – Future Applicants Must Prove Correct Service

The proof of service used to establish this person as a patriot is no longer valid. Subsequent evaluation of the proof of service may have determined that the proof is not acceptable under today's standards (examples: tombstone, obituary, undocumented genealogy or county history, family tradition); the service belongs to another person of the same name; the residence of this person during the Revolution is inconsistent with the service; or multiple people have claimed the same service. Future applicants must provide proof of service (and possibly residence) that meets current standards.

FAMP/C- Future Applicants Must Prove Correct Lineage

This code indicates that there is a problem with at least one previously verified lineage. This code replaced the code ERROR. The comment in the database should explain the problem with the lineage(s). The lineages that are in error will be coded as EL or FAMPCL, depending on the situation.

EL – Error in Lineage

The lineage on this paper has been found to be in error.

COMMENTS

- ✍ 1) EL - EUNICE WHO MARR THOMAS PERLEY IS A SISTER OF THE PATRIOT.
- ✍ 2) EL - MARY WHO MARR JOHN THOMPSON IS NOT A CHILD OF THIS PATRIOT.
- ✍ 3) EL - MARY WHO MARR ANDREW FULLER IS NOT A CHILD OF THIS PATRIOT.

📘 EL	EUNICE	[1] THOMAS PERLEY
📘 EL	MARY	[1] JOHN THOMPSON
📘 EL	MOLLIE	[1] ANDREW FULLER

FAMPCL – Future Applicants Must Prove Correct Lineage

FAMPCL is used in circumstances where the line is in question, but could potentially be proven correct if additional documentation is provided.

COMMENTS

- ✍ 1) SOLDIER PENSIONED; HEIRS' CLAIM TO WIDOW'S PENSION REJECTED ON ACCOUNT OF
- ✍ 2) HER FAILURE TO APPLY.
- ➡ 3) FAMPCL- THE NAME OF THE MOTHER OF BENJAMIN'S CHILDREN, OTHER THAN THOSE BY
- ✍ 4) HIS 1ST WIFE, CATHERINE MCMULLEN, CANNOT BE PROVEN. SEE DATA CF. 5/2013.

📘 FAMPCL	BENJAMIN	[2] MARY DULLAR
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TRNWAN – Treat as New Ancessor

An ancestor coded as TRNWAN has not had any activity in a very long time; sometimes only the original application is listed. This means **all** information must be reprovod. National numbers may **not** be cited as proof for anything on a new application or supplemental. Although this code was retired and is no longer being added to existing patriot ancestors, a number of ancestors remain coded TRNWAN in the GRS. When reprovod the ancestor and lineage information, please remember that all previously established children of the Patriot Ancestor must be addressed with the correction, even if the paper you are submitting is not going through that child.

Notice: **TREAT AS NEW ANCESTOR** (WHY?) (TRNWAN)

Service: NORTH CAROLINA Rank(s): PATRIOTIC SERVICE

Birth: CIRCA 1742 ENGLAND

Death: 1790 PASQUOTANK CO NORTH CAROLINA

Service Description: 1) MEM PROV CONGRESS & CONV

Challenging Accepted Information

The DAR makes every effort to ensure the accuracy of the information in its records. In spite of this, errors are occasionally made. In the event that accepted information is challenged, the Office of the Registrar General will review any evidence submitted to support that challenge. We prefer to make changes within the context of a newly submitted application or supplemental. If this is not possible, we will usually hold the documentation until an application or supplemental is submitted. The ancestor record will be flagged to indicate that a request for a correction has been received. In the event that the correction may affect the status of a patriot, by either closing a line or reopening a line, we will make every effort to address the situation in a timely manner. The closing of any lineage or ancestor for service does not affect the member's status in the Society. **NOTE: Corrections Mail requiring documentation cannot be accepted via e-mail. E-mail attachments are not permitted due to the threat of computer viruses and malware.**

A request for corrections to a verified application or supplemental can only be approved under certain circumstances. First, the request for the correction must be submitted within six months of the National Board date admitting the new member, or the date of verification for a member supplemental. Second, the verifying Genealogist must have made the error. Errors in typing that were not corrected during the verification process are not eligible for correction. While the Genealogy Staff strive toward accuracy, errors are made on rare occasions. It is the responsibility of the Chapter Registrar and member to review the verified application or supplemental upon receipt from National. In the event that an error was made on the application during the verification process, the Corrections Genealogist must be notified within six months; changes cannot be made to the verified submissions outside the six month window.

When submitting a packet for review by the Corrections Team, include name, national number, ancestor name and number, and contact information, including an e-mail address. Acceptable documentation must also be included. **Documentation must meet DAR standards for**

acceptability as specified in this publication. Any new information will be evaluated using the same criteria for documentation submitted with applications. The corrections mail will be evaluated the next time a paper on the ancestor is reviewed by Staff. If accepted by the Staff Genealogist, a correction will be made to the database. Notification of the outcome will be sent to the member or non-member who made the request. Please do not contact the office for a status report.

Please submit the documentation along with a cover letter to the attention of the Corrections Genealogist at NSDAR, 1776 D St NW, Washington, DC 20006-5303.

For further information on how to request a correction, please see the [Corrections Mail video](#) from the 2015 Registrar General's Forum and the blog, [The Corrections Team](#) on the Members' Website at [Webinars, Videos and Blogs](#).

Typographical Errors

Although the Staff make every effort to prevent them, typographical errors are inevitable. Please contact the Corrections Genealogist at rgcorrections@dar.org to report any typos in the **Ancestor Database**. Please forward all typographical errors in the **Descendants Database** to darprojects@nsdar.org. Please be aware that the volunteers who enter the information for the Descendants Database are instructed to enter the information exactly as it appears. If the error appears on the application or supplemental from which the information was taken, it will not be corrected in the Descendants Database.

Spelling of the Patriot Ancestor's Name

Soon after the Society was founded, the DAR established a system of assigning a standard surname to variant spellings of similar surnames. This was based in part on the Library of Congress' classification system. That the DAR uses one particular spelling variant over another is in no way an indication that DAR considers that spelling to be the "correct" spelling of the surname. The Ancestor Database was created to assist Staff with the verification of membership applications and supplementals, and this is its primary purpose. Using this spelling system helps to ensure that patriots are not established under more than one spelling. For membership purposes, members may use whatever spelling variant they choose for their certificates, pins, and chapter yearbooks.

A statement regarding the spelling of the ancestor name can be found at the top of each ancestor's profile page:

 This listing does not constitute proof of lineage. These databases contain DAR proprietary information that should under no circumstances be redistributed to others; assembled or collected for purposes other than DAR membership or for citation in genealogical scholarship; or reproduced, published or posted in any form whatsoever.

 The primary purpose for the creation of the Ancestor Database is to assist staff with the verification of membership applications and supplementals. As such, **the DAR assigns a single standard surname that covers variant spellings of similar surnames**. While the surname may appear incorrect, this does not mean it is in error. This spelling system ensures that patriots are not established under more than one spelling.

NOTE: We do understand how important this subject can be to some of our members and prospective members. However, repeated e-mails from the same member and/or prospective member challenging our policy after it has been explained is counterproductive, and will be forwarded to the appropriate person in the chapter and/or state.

Requests to Add a Non-Established Patriot

Occasionally, we receive requests to add a patriot to our Ancestor Database in the GRS. Many patriots have never been documented by the DAR. Remember that the Ancestor Database is a listing of those ancestors for whom a membership application or supplemental has been approved. There is one important exception to this; on occasion, the Office of the Historian General will receive a request to mark the grave of a Revolutionary War soldier who has never been established by the DAR. If the documentation supporting the grave marking request meets all the standards, the grave will be marked and the ancestor will be added to the Ancestor Database. The entry in the database will indicate that it was added as part of a grave marking. This is the **only** way an ancestor will be added to the database without an approved new member application or member supplemental. **These entries are only viewable in the GRS by Staff, and cannot be viewed on the Members' or public website.**

Contacting the Office of the Registrar General

The Department handles the receipt and review of all applications. Once received, the status of new member applications and member supplemental applications can be tracked through the reports sections of e-Membership. We encourage all chapters to use e-Membership for this

purpose. Use of these tools through e-Membership allows the Staff of the Office of the Registrar General to focus on the primary task: reviewing member related applications and supplementals.

A prospective member should not contact the Department before her application for membership has been submitted for review.

For all questions, the preferred method of contact is via e-mail:

- **Genealogy**
E-mail: genealogy@dar.org
Phone: (202) 879-3268
- **RG Data Entry**
E-mail: rginfo@dar.org
Phone: (202) 879-3326
- **RG Corrections**
E-mail: rgcorrections@dar.org
Phone: (202) 879-3268
- **Genealogy Research Assistance**
E-mail: searchservices@dar.org
Phone: (202) 879-3245

For any questions concerning member updates, dues payments, transfers, reinstatements, or the ordering of insignia and pins, please contact the **Office of the Organizing Secretary General** at organizing@dar.org. For questions regarding the descendants listed in the GRS, please contact darprojects@nsdar.org. The Office of the Registrar General does not manage these processes.

Section IV: e-MEMBERSHIP

Database Privileges

The National Society entrusts members who have been granted the privilege of access to e-Membership and/or Image Access to safe guard the integrity of the Society's records and, in particular, the membership information contained with proprietary DAR databases. Upon the determination of a member having violated the DAR's Terms of Service agreement with respect to e-Membership, the individual's e-Membership privileges shall be revoked for a period of six years.

e-Membership is one of many topics covered in the Genealogical Education Program (GEP). Lesson 8 of the second course is devoted to e-Membership. For an overview of the GEP courses,

please visit the [Genealogy Education Program](#) (GEP) webpage.

e-MEMBERSHIP Management & Reporting Tool

e-Membership is a membership management tool that allows management of member records, provides membership-tracking reports, and assists chapters and state societies with membership growth. [Tutorials](#) designed to train members on effective use of these tools are available on the Members' Website and the e-Membership website.

State officers with access to e-Membership include State Regent, Vice Regent, Chaplain, Organizing Secretary, Treasurer, and Registrar. At the chapter level, the following officers have access: Regent, Vice Regent, Recording Secretary, Treasurer, and Registrar. Select national and state committee chairs also have access, enabling these Daughters to complete their duties and to mentor others in the use of e-Membership.

With e-Membership, these officers are able to log in to a password-protected site to view current chapter information; update their chapter members' addresses, phone numbers, and e-mail addresses; view reports; and search the membership database. To use e-Membership, you must have a username and password.

The Chapter Registrar will find that access to e-Membership is essential. Access is gained after the Chapter Regent completes the change of officer and a non-disclosure form is requested from and submitted to the Office of the Organizing Secretary General at organizing@dar.org.

The Reports tab will assist you in accessing the following reports, among others:

- Chapter List: This will have all chapter members; you may have some editing rights.
- Pending Members List: The received date and status of pending applications. This is an important report, because this is where you can view an AIR.
- Supplemental Status Report: This has the same data and options as the Pending Members List, but for pending member supplementals, including a status report and AIR viewing capabilities.
- Online Chapter Applications & Supplementals: This is where your verified chapter Record Copies are located. To view the applications, you will click the "View Apps" link. Dates available range from August 2009 until present, and you can also see the latest add volume for supplemental applications. Remember to look at

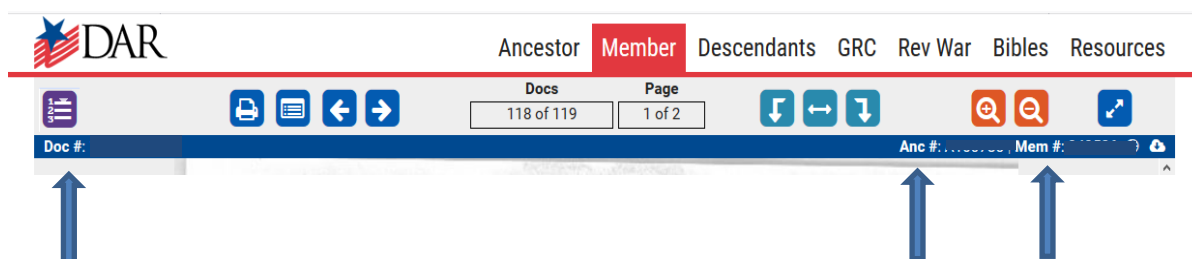
your chapter record copies within the first six months to spot any possible errors, and alert the Registrar General's Office.

Image Access (IA)

Per a ruling by the Executive Committee in 2016, all Chapter Registrars were granted Image Access on e-Membership. Image Access can only be used for researching DAR applications and is not to be used for personal genealogy, research for other lineage applications, or to access personal information on members.

Violation of the DAR's published Terms of Service agreement, signed prior to being granted access, will be dealt with as described in the [DAR Handbook](#), page 71. Upon the determination of a member having violated the DAR's Terms of Service agreement with respect to Image Access, the individual's Image Access privileges shall be permanently revoked.

Taking screenshots or snips of any images (including applications, supporting documentation, and GRC records) is expressly prohibited. Likewise, transcriptions of the documents found in IA are not permitted. If an applicant refers to a document in the GRS, then she must cite its document number on page 3 **and** submit a photocopy.



The information from verified applications and supplementals that are not yet available using the Build-an-App (BAA) utility may be viewed by using Image Access, and the verified data may be transcribed into the new application.

[Electronic Applications \(eAPPs\)](#)

In 2016, the ability to submit a new member application electronically was launched. The new eAPP does not replace the current PDF application. It is simply another option. It is designed for prospective members to complete themselves. However, specified chapter officers can view what

is entered and provide guidance as needed.

All endorsements and signatures are electronic. The fees are paid by the applicant directly through the secure online system with a credit card.

All supporting documentation must be scanned and uploaded as jpeg images. *Please underline pertinent details in red prior to scanning the document.* Documents must be legible.

The following chapter officers have access to the system and are permitted to send eAPP invitations:

- Chapter Regent
- Chapter First Vice Regent (or Vice Regent, for those chapters without a First and Second Vice Regent)
- Chapter Treasurer
- Chapter Registrar
- Chapter Recording Secretary

Additional information regarding use of eAPPS is discussed on page 51 of this document, and is discussed in further detail in [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#), as well as on the [Electronic Applications webpage](#).

Section V: OTHER MEMBERSHIP TERMS

Associate Members

A chapter may accept associate members, provided that any member so accepted shall be a chapter member in good standing and may be an associate member in not more than two chapters in a state at the same time. Before being enrolled as an associate member and annually thereafter, evidence of membership in good standing in another chapter shall be required (a letter from the chapter stating that national dues for the current year have been paid) by the chapter granting the associate membership. An associate member shall not be counted toward representation, nor have a right to vote or to hold office in the chapter in which she holds associate membership.

Units Overseas chapters may have associate members. A chapter overseas may accept associate members, provided that any member so accepted shall be a chapter member in good standing. An associate member shall not be counted toward representation, shall not represent the

chapter as delegate at Continental Congress, and may not hold a chapter office or have a vote in the chapter. With the approval of the chapter executive committee, an associate member may hold a chair so long as such appointments do not exceed one-fifth of the total chairs recognized by the National Society. As a chair, she shall be granted the privilege of the floor for the purpose of giving a report but shall not make motions, second motions, or vote. [NSDAR – National Bylaws, Article XIII. Chapters. Sections 19(f)].

The chapter leaders through e-Membership, Chapter Reports and Chapter Associates, update the listing of associate members. This data, maintained on the member's record, is readily available to approve the associate member pin, and bars.

Chapters often classify membership as resident and nonresident, but the National Society recognizes no such classification.

C.A.R. To DAR Membership

A member of the Children of the American Revolution, having reached the age of 18 years, but before her 22nd birthday, may present a Certificate of Good Standing from N.S.C.A.R. in lieu of the NSDAR application fee. Upon request, the Senior National Treasurer issues the Certificate of Good Standing to the C.A.R. member. It must be requested between the ages of 18 and before the 22nd birthday. The applicant shall present a DAR application (see [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#)), together with DAR national dues and the Certificate of Good Standing. All documentation must be included with the DAR application submission. It is permissible for a young woman to hold dual membership in NSDAR and N.S.C.A.R. between the ages of 18 and 22. C.A.R. members are not “transferred” to DAR: they must complete an application as any other prospective member.

Junior Membership

Junior members are chapter members aged 18 through 35 (until their 36th birthday). Junior members enjoy full privileges and rights of membership, and are eligible for any chapter, state, or national office.

Honorary/Posthumous Membership

The Society does **not** allow membership to be established or recognized posthumously.

The title “Honorary” is used only in reference to officers who have been conferred this title by election and according to established bylaws, because of distinguished service. The title of “Honorary” may not be conferred on anyone who is not a member of the National Society.

The bylaws of the National Society do not provide for honorary members not regularly admitted to the National Society.

Life Membership

To encourage the continuance of its membership and to assure the individual member of a permanent association with the National Society Daughters of the American Revolution, the Society offers an opportunity to be a life member. The application and non-deductible contribution may be made at any age; however, the benefits of life membership begin after the participating member reaches age 65. A member who has already reached age 65 may participate by completing the life membership application form and by remitting the required fee. The [application form](#) with [instructions](#) are available on the Members’ Website. These forms are also available from the Office of the Organizing Secretary General and must be completed by the member and returned with the payment.

Life Member-Pending

Life Member-Pending is the classification of a member younger than the age of 65 who has completed the Life Member Application process. This classification of members will continue to accept the responsibility for the payment of national, state, and chapter dues until the age of 65. For more information, contact the Office of the Organizing Secretary General.

Changes in Membership Status

The Office of the Organizing Secretary General administers changes in membership status – member transfers, resignations, reinstatements, and deaths –. Information and instructions are in the [DAR Handbook](#), Chapter III- Membership, starting on page 62; and the [Members’ Website](#).

Member-For-Member Program

The Office of the Registrar General does not administer this program. However, page 1 of the application does allow for the name of one member to be given this credit. Please see the [DAR](#)

[Handbook](#), Chapter VII, page 153. Contact the [Office of the Organizing Secretary General](#) and [Membership Committee](#) on the Members' Website for more information. It is the responsibility of the Chapter Registrar to apply this credit in e-Membership, under **Updates, Member for Member Update**.

Section VI: DAR ONLINE RESOURCES GUIDE

The DAR offers a considerable amount of information to members online. Whether you are a brand new Chapter Registrar, or one of the many volunteers who devote your time and energy to helping others join the DAR, the DAR websites contain a great deal of useful information across its many sections. Navigating this can be daunting for even the most seasoned DAR member. For new registrars, finding the correct information is essential to learn how to properly prepare and submit new member applications and supplemental applications. This guide is designed to be a quick reference to essential resources for registrars offered on DAR websites. All online resources can be accessed through the [Members' Website](#).

The first – and probably most important – link is the one to the Genealogy Guidelines. This publication was assembled in 2014 from four previous publications with the goal of consolidating and streamlining the instructions for your office. The Guidelines were updated June 2019 and reorganized into three different publications. The three publications are:

- [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#)
- [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#)
- [Genealogy Guidelines, Part Three: Service](#)

Genealogy Department

The [Genealogy Department webpage](#) provides an overview of the department with links to access all of the information needed for successful submissions of new member applications and member supplemental applications as follows:

- [Genealogy Guidelines, Part One: Guide for Chapter Registrars](#)
- [Genealogy Guidelines, Part Two: Completing the Application and Proving Lineage](#)
- [Genealogy Guidelines, Part Three: Service](#)
- [Genealogical Research System](#) (GRS)
- [DAR Application PDF Form](#)
- [New Member Applications](#)

- [Member Supplementals](#)
- [Electronic Application](#)
- [Corrections](#)
- [Genealogical Education Program](#) (GEP)
- [Genie Clips](#)
 - The Genealogy Department has created a set of reference videos called the Genie Clips. These short 3-5 minute videos cover a variety of topics relating to the preparation and submission of DAR applications and supplemental applications. The materials covered in these short videos, accessible from the member's website, are not as in-depth as these Genealogy Guidelines or those covered in the Genealogical Education Program (GEP). For any issues or questions regarding the Genie Clips, please contact onlineclasses@dar.org.
- [Webinars, Videos and Blogs](#)
 - A link to every webinar, video and blog relating to the Genealogy Department
- [Forms and Checklists](#)
 - A link to every form and checklist relating to the Genealogy Department
- [Frequently Asked Questions](#)
- [Whom Do I Contact?](#)

Registrar General's Page

The [Registrar General's page](#) is part of a series of pages for executive officers. Here you will find an overview of the duties of the Office of the Registrar General and of the various committees that work with this office.

[The Genealogical Education Program \(GEP\)](#)

The NSDAR Genealogy Department has created and maintains three [Genealogical Education Programs](#) (GEP 1, GEP 2, and GEP 3). The GEP courses provide the most complete and up-to-date information on the proper completion and documentation standards required by the DAR for the verification of applications. The courses are available to all DAR members. The member is responsible for the cost of each course.

In addition to the Genealogical Education Programs, the NSDAR Genealogy Department provides a course in DNA and the DAR. Click [here](#) to view a brief tutorial on how to register for the GEP courses.

These courses are optional, but all members, especially Chapter Registrars, are encouraged to take advantage of these educational offerings. The [Genealogical Education Program](#) (GEP) is offered to help prepare new member applications and member supplementals. These online courses are an excellent introduction to preparing applications and supplementals that can be easily verified. The Office of the Registrar General administers this program. For more information, please see the [Genealogical Education Program](#) (GEP) webpage, and the blog [“Have You Taken the Genealogical Education Program Classes?”](#)

Committees

There are several NSDAR National Committees available to assist the Chapter Registrar and members.

America 250! Membership Task Force

Strong emphasis has been placed on preparing local chapters to increase their capacity to attract and process prospective members, who will likely express interest in record numbers and often via the internet. The [America 250! Membership Task Force](#) has been established to channel some of the National Society’s most experienced genealogists toward helping reach this goal. Chapters in need of assistance with difficult new member applications, or responding to AIRs, can contact the Membership Task Force (MTF) for assistance and assignment of an MTF Volunteer.

- Apphelp@nsdar.org
- 250taskforce@nsdar.org

Lineage Research Committee

The [Lineage Research Committee](#) assists with both new member applications and member supplemental applications. More than 5,000 Daughters work together in the [Lineage Research, NSDAR Facebook group](#) to share resources and request and offer to help with research for new member applications *and* member supplementals.

Volunteer Genealogists Committee

The [Volunteer Genealogists Committee](#) supports the Staff of the Office of the Registrar General in their role to verify new member applications and member supplemental applications. This committee accomplishes its mission by:

- Providing training for members and chapters on current standards of verification of new and supplemental applications.
- Providing direct assistance to chapters in need.

DAR Genealogy Preservation Committee

The [DAR Genealogy Preservation](#) Committee is involved in several projects that assist and enhance the application process. The Supporting Documentation Project allows member volunteers to index supporting documentation found with a member's application. The Descendants List Project allows member volunteer to enter all verified names, dates and places from an application or supplemental into a searchable database found in the GRS: The [Descendants](#) tab.

Chapter Development and Revitalization Commission (CDRC)

The [Chapter Development and Revitalization Commission](#)'s mission is to "coordinate available DAR resources to support chapters in gaining new members and developing and educating current members so they will be more active and involved."

Membership Committee

The [Membership Committee](#) administers State Application Team (SAT), New Members Course, and the New Horizons Course.

State Application Team (SAT)

The [State Application Team](#) (SAT) is composed of state volunteers, assigned to work with a prospective member (PM) assigned to a chapter. The SAT volunteer develops the new member application and monitors the overall application process. Contact state leadership to determine if your state has a SAT.

New Members & New Horizons Courses

Both the [New Members Course and New Horizons Course](#) are state-sponsored and NSDAR-supported activities to inspire and motivate new members and future or present leaders to explore the opportunities and possibilities DAR has to offer.

Office of the Organizing Secretary General

The [Office of the Organizing Secretary General](#) is responsible for maintaining the permanent records of membership for the Society, as well as many other tasks.

Finally, the above information is summarized in a PDF document.

- Read the [New Registrar Guide to DAR Websites](#).

DAR Acronyms and Useful Terms

Add Volume- **ADD**itional **VOLUME**. Number assigned to a member's verified supplemental(s).

AIR- **A**dditional **I**nformation **R**equested. This term refers to a letter or other communication from the verifying DAR Staff Genealogist requesting additional documentation and/or clarification of the names, dates, places, relationships, and/or Revolutionary War service listed on the application.

Ancestor: For the purposes of the DAR, the term ancestor is most often used to refer to the patriot ancestor—the individual in the applicant's lineage who served in the Revolutionary War. In some cases, the term is also used to indicate a direct, biological relative in a previous generation (i.e.: mother, father, grandmother, grandfather, great-grandfather, etc.).

Ancestor Number: The unique identifying alphanumeric number given to each ancestor listed in the Ancestor Database of the GRS. All ancestor numbers begin with the letter A. For example, A121962.

APP- **AP**plication. Refers to new member and member supplemental PDF application form and the electronic application.

Applicant- A woman who has submitted an application to National for membership.

BAA- **B**uild **A**n **A**pplication. Available in the GRS for use with all verified submissions with a Descendants listing.

Biological Lineage: All DAR applications must depict the biological lineage from the applicant to a Revolutionary War patriot. No adoptive parents or stepparents can be included on a DAR application.

C.A.R. - **C**hildren of the **A**merican **R**evolution. The Children of the American Revolution is a separate (but affiliated) lineage organization. Members of the C.A.R. who can produce a certificate of good standing and who submit their application to the DAR prior to the applicant's twenty-second birthday can have the DAR application fee waived.

CN- CorrectionN Sheet. Seen in the GRS with a member listing. The Patriot Ancestor's information was corrected or updated with that member's submission. Only staff may view corrections sheets.

DAR- Daughters of the American Revolution.

DATA CF- DATA in Corrections File. Ancestor code. An electronic file available to Staff only, providing additional information on the Ancestor, the service, and/or the lineage. Ancestors coded as DATA CF are considered open and available for new member and member supplemental submissions.

Descendants List- Member volunteer project through DAR Genealogy Preservation Committee. Database in the GRS listing names, dates and places as verified on applications and member supplementals.

eAPP- Electronic APPlication. Available for New Member applications only.

EAR- Electronic Application Reviewer. Specially selected members who volunteer to review electronic application prior to the submission to the Office of the Registrar General. Testing and invitation required.

e-Membership- Electronic Membership. e-Membership is a membership management tool available to Chapter Regents, Chapter Vice Regents, Treasurers and Registrars, as well as State Regents, State Vice Regents, Chaplains, Organizing Secretaries, Treasurers and Registrars. With e-Membership these officers are able to log into a password protected site to view current chapter information, update their chapter member's addresses, phone numbers, and email addresses, view reports and search the membership database. As changes are made, the system automatically updates the National database. To use e-Membership you must have a user id and password.

FAMP/C- Future Applicants Must Prove lineage of Child--- Ancestor code.

FAMPCL- Future Applicants Must Prove Correct Lineage. Child code. At least one previously verified child of an ancestor is in question, and needs additional proof.

EL- Error in Lineage. Child code. At least one previously verified child of an ancestor is in error. No future submissions will be accepted through that child.

FAMPCS- Future Applicants Must Prove Correct Service. Ancestor code. No acceptable proof of service found for a Patriot Ancestor. Acceptable proof required to open for new submissions.

GEP- Genealogical Education Program. Genealogy training programs offered by the Office of the Registrar General.

GRC- Genealogical Research Committee. Digital collections of books from the Library compiled and donated by members and chapters.

GRS- Genealogical Research System. Working database of the Staff Genealogists. The GRS is a collection of databases that provide access to the many materials amassed by the DAR since its founding in 1890. It is comprised of the Ancestor Database, Membership Database, Descendants Database, and Library Catalog.

IA- Image Access. The privilege of Image Access allows the Chapter Registrar and other designated positions to view the scanned images of verified applications and supporting documentation. Strict rules apply.

JPG- A JPG file is an image saved in a compressed image format standardized by the **Joint Photographic Experts Group (JPEG)**. All supporting documentation for electronic applications must be saved and uploaded in this format.

MAL- Member At Large.

MOB- More On Back. Ancestor code indicating more information is available on the ancestor, usually noted in the comments. Before the GRS, all ancestors were documented and filed on 3 x 5 index card, or hard cards. When issues were discovered or additional information was considered necessary, the information was written on the back of the hard card: more on back. Old hard cards are viewable in the GRS with Image Access.

NSDAR- National Society Daughters of the American Revolution.

PDF- Portable Document Format.

PM- Prospective Member. A woman interested in joining the DAR.

RG- Registrar General.

Supplemental- A Supplemental Application is an application submitted by an individual who is already a DAR member. Supplementals are used to record lines of descent from patriots other than the ancestor listed on her original application.

Verification: Verification is the name for the process by which the DAR Staff Genealogists review the lineage on an application and the supporting documentation submitted with that application. During this process, the Staff Genealogists make sure that each name, date, place and relationship on the application form are accurate and supported by acceptable documentary sources. They also make sure that the application is complete and that there are no perceived errors with the lineage or Revolutionary War service.

We hope you have found [Genealogy Guidelines, Part One: Guide For Chapter Registrars](#) to be a helpful resource. Genealogy Guidelines Part Two and Part Three provides detailed information regarding the preparation and submission of new member applications and member supplemental supplementals:

[**Genealogy Guidelines, Part Two: Preparing the Application and Proving Lineage**](#) is an in-depth review of the application process, from finding an applicant to the final review status of the new member application or member supplemental application.

[**Genealogy Guidelines, Part Three: Service**](#) is a comprehensive discussion of the requirements for proving service for a Patriot Ancestor.