



NATIONAL SOCIETY SONS AND DAUGHTERS OF THE PILGRIMS
Texas Branch Registrar, Julie Mangus Gustafson

INSTRUCTIONS FOR APPLICATION PAPERS

Ancestor must have arrived at an American colony prior to 1700.

1. Type one original application paper. Copy the original application paper BEFORE signing both sets of papers. **All signatures on the application papers must be original.**
2. If applicant is female, list given, maiden and married names followed by husband's name (on page 1).
i.e. Julie Mangus Gustafson (Mrs. Roald T Gustafson.)
3. Dates MUST be in day-month-year format. **12 Nov 1696**
4. Wives' names on the generation lists should be listed as GIVEN and MAIDEN, **not** the MARRIED name.
i.e. Julie Mangus is the daughter of, not Julie Mangus Gustafson . . .
5. The first three generations (applicant, parents & grandparents) must have COMPLETE information for DATES and PLACES. (If not possible, applicant should include a signed explanation as to why not.) Do not put n/a, still living, unknown in any space --- leave blank.
6. Proof MUST be included for every date, name and place listed. If you do not have proof, do NOT list the information. If using photocopies of pages from a published book, the title page MUST be included. Bible records should include the complete record found in the Bible with the title page and the name of the owner or source. Internet copies of original records and published books are acceptable. Internet copies of genealogy, pedigree charts and other information are not acceptable. Full internet source citation is required, just like source citations for other records. If space is limited, an abbreviated (accepted under genealogical standards) can be used. When a source will be used in several generations, cite the full citation in the first generation it appears and abbreviate in the following generations. i.e. New England Historic and Genealogical Society, Vol. 10, 1959, p.12 --- then NEHGS (1959) 10:12
7. Do NOT cite an ancestors prefix (Dr., Rev., etc), suffix (Jr., Sr., etc.) or initials (Julie M. Gustafson). You may use initials if that is the "legal" name of the person or if it is the "only" way the name is consistently shown in all documentation. See exception in #8 for a previously married woman. As an FYI, if you are proving an ancestor for a society that requires military service or perhaps that he be a minister, then on the front page where service is typically noted, you would put 1st. Lieut. or Rev.
8. IMPORTANT TO REALIZE. The compiler should NOT use parenthesis around any data given on a lineage paper. These marks are used by most Registrars in the correction process to show that the information contained within them was not accepted. Therefore any info corrected with parenthesis should not be recopied the next time onto a subsequent paper. Instead, before using that ancestor again, the member should correct the answer and provide proof to substantiate the fact. If this cannot

be done, then leave the space blank the next time you do a paper, even when instructions say to copy one paper exactly onto another. This does not mean to copy what was determined by the first Reg. Gen as a mistake and continue to perpetuate it. Examples — variant name spelling should be shown as Miller/Mueller not Miller (Mueller); nicknames are shown as Margaret “Peggy” Smith, not Margaret (Peggy) Smith; spouse who was a widow or married woman at the time she married this man is noted as

Mrs. Karen Sarah Miller Jones or Widow Karen Sarah Miller Jones. These prefixes are acceptable here — they let the reader know it means Status-Given-Middle-Maiden-1stMarriage. If more than one previous marriage just add it on the end in chronological order. This is the exception to the use of a prefix (#7). This is contrary to genealogical practices where we put the (Maiden) name in parenthesis – that is correct. But for a lineage paper, no ().

9. Approved lineage papers (record copies) of other organizations may be used in lieu of sending proofs with the Pilgrim paper if the ancestor is the same person who qualifies you for Pilgrims. The record copy must show **the date of approval, signature of appropriate officers and membership number AND full source citations**. Copy all information from the record copy to the Pilgrim application exactly as written, **including all the references**. If the original has corrections, copy the corrected information onto the Pilgrim paper as noted, not the original error. **NOTE:** It has come to my attention that the DAR is allowing only a DAR member # to be noted as the documentation in the reference part of their papers. This is NOT acceptable in Pilgrims. The original full source citations must be noted "along with" the member name and number of the DAR app/supp it relates to. You will need to search back through DAR records to find the original paper showing the full citations if you want to use a DAR paper that lists only membership numbers in the proof section. The proper record copy of another society will serve as the only proof you need to submit for the generations it covers. If an answer has changed or been corrected since the approval of the first paper, please cite that information on the Pilgrim paper and include the proof along with an explanation note. For example, if your father has died since you joined the other group, note this in the proper place in his generation and send his death certificate and let the Registrar know this is new information by attaching a post-a-note or visible notation in the margin.
10. **Underline all pertinent statements in red ink**. This is VERY IMPORTANT! Do not use a highlighter. DO make any explanatory notations in the margin when necessary to help clarify the information on the proof. On photocopies of handwritten wills or records, underline facts in red AND also note in the margin, backside of proof or on a separate "attached" sheet the facts as YOU read them. The Registrar does not have time to try and decipher your ancestor's handwriting -- this person is not his/her ancestors and therefore the facts are not familiar at a glance. What seems legible to you after years of research on this family will not necessarily appear clear to the first time reviewer.
11. Staple all pages of a specific piece of documentation together. Mark the generation(s) number in the upper, right hand corner of the sheet or the first page of a stapled set. You do not need to put your name on the back of each sheet. If a proof covers several generations, *mark in the margin of the text by each entry as to what generation the facts support* and place the entire document in the proof stack in order of the first generation it supports. You do not need to send a copy of the same proof for each generation – just make sure they are clearly underlined and noted in the one.
12. Do NOT submit Census records prior to 1850 unless you are proving "probable" birth location of the head of household ONLY. There is no other information to be gleaned from those early documents for a lineage paper. Slash marks for other members of the household prove nothing for our purposes here. Where the census was taken, town/county/state, only proves residence at the time the census and would only be helpful if you were trying to prove someone died in a "probable" location after the date of the census and/or before the next census was taken. Census records are usually the last resort for a proof. If you cannot find anything else, a census of 1850 or after can help to prove relationships, age

and/or birth location. But all genealogists, the Registrar and compiler as well, know how unreliable census records truly are. Don't base your lineage on that unless you have to.

Basic Rule for All Lineage Papers —

IF IT'S NOT ON THE PROOF, IT DOES NOT GO ON THE PAPER. DON'T ELABORATE.

Note: Before you print the application--- 1. Press print and look at the line that says "Print what:" and choose "document". 2. Look at "For scale to paper size" and choose "legal".

3. Be sure that you have LEGAL SIZE ACID-FREE paper in your tray. Print page one, then print page two on the reverse side. Do the same with pages three & four.

4. Make three copies. Only the original application has to be on the acid-free paper. One copy is for you to keep.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT ME AT:

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