



General Society of Colonial Wars

Office of the Registrar General

Instructions for the Preparation of Membership Applications

All applications are to be completed using the new PDF version of the forms. Please check the GSCW Webpage frequently to make sure you have the latest version of these forms. Form will receive a new version number as updates are applied. Please discontinue the use of the old Microsoft Word versions of the application forms which are printed in red as well as those with the old english style heading.

1. Please submit one copy of the application to the State Registrar to be forwarded to NEHGS. A second copy **must be** provided to the State Society for their records. Applications should be typed or computer generated. **Handwritten applications cannot be accepted.** All applications and documentation will be scanned by NEHGS and should be submitted on 8 ½ by 11 paper, single-sided, with no staples or attachments. Paper clips or binder clips may be used if you need to keep certain documents together. Pertinent data on the pages should be underlined in red ink, and the generation number should be written in the margin. Any pages from a published book should always include the Title Page and publication date. Documents should be legible. If a document is fuzzy or printed too small, it may not be acceptable. It is acceptable to submit on a separate page a blow-up or enlargement of the area.
2. The appropriate Society Officer receives the application for verification and review. When this is done, and the papers are verified, one copy of the finalized application is sent to NEHGS, along with the accompanying documents. A duplicate copy of all sources should be submitted to the State Society. Applications for membership should be signed by two qualified sponsors from the Society to which the applicant is applying.
3. Full names are to be given on the applications. In EVERY generation beginning with that of the applicant (and his spouse if married) references are required for all statements: names, dates and places of birth, marriage and death, and qualifying service. This is strictly enforced in every generation from the applicant to the qualifying ancestor. **(Vital Records, when available are required for the first 3 generations.)**
4. The only lineage papers which may be accepted from other Societies are from The Colonial Dames of America (CDA) and from The National Society of the Colonial Dames of America (NSCDA). These papers must be approved no earlier than January 1, 1968. These must be copies which have been approved by either the CDA Society Claims Office and bear the date of acceptance, along with the signature of the Registrar General, OR have been approved by one of the thirteen NSCDA Colonial State Society offices and bear the date and signature of the respective NSCDA Colonial State Registrar. Applicants may supply copies of the actual documentation if desired. The line of descent from the qualifying ancestor to the GSCW candidate must be

Every applicant must submit a full copy of his birth record which has the names of his parents and date and place of his birth. Some states issue a short form birth certificate which has no genealogical merit. Often birth, marriage and death certificates can be obtained for the first four or five generations from local or state offices of vital records. As a rule, if a vital record is available, it

filled in on our long form lineage papers, so that there is a GSCW record of the line of descent (which a short form would not provide.)

5. As some of the items from these organizations do not conform with the dates of service, service types or lineage requirements of the GSCW, some applications from these two Societies may not be acceptable. CDA has services on their Eligibility List that differ from GSCW, such as Tobacco Inspector. NSCDA has thirteen different Colonial State Eligibility lists, of which some services differ, such as Signers of the Declaration of Independence (1776). Any item of proof, lineage, or service, which does not meet the requirements of the GSCW, may result in the non-acceptance of the papers.

Lineage papers from other Hereditary Societies cannot be accepted as proofs, and should not be submitted, although they are often helpful as guidelines to help locate acceptable sources leading back to a qualifying ancestor.

Proof of service must come from an official source, such as a roster of soldiers, or a county or town history, transcriptions of state archives, or in the Index of Colonial Wars Ancestors. Service records from Family Genealogies, or user submitted biographies appearing in town or county histories will not be accepted.

6. Short Form Applications are available for applicants whose fathers, brothers, uncles, grandfathers and close cousins have become members in the last fifty years (**Long Form Applications, approved after 1968**). Before that time no references were required for the first four generations and many errors were made on the applications as a result. Vital record certificates linking the applicant to the forebear or common forebear with a member are dealt with in the same manner as on a Long Form Application. They should begin with the vital certificates of the applicant and his spouse and work backward to connect him with the application of the member. A copy of the application of the relative who is or has been a member should be attached. These copies can be obtained for a fee from the General Society of Colonial Wars, 1418 Baltimore Street, Suite 12-129, Hanover, PA 17331 or dcross@gscw.org or from the Secretary of the State Society where the relative was a member. These forms and attachments should be in duplicate and handled in the same way as noted in paragraph 2 above.

7. Supplemental Forms are also available for members who wish to honor additional ancestors. The application of the member may be used as the source in each generation that is the same as on his original application. A copy of this previous application should be submitted along with the Supplemental form. When it diverges from that lineage, sources should be cited as noted in paragraph 3 above. The Supplemental Application and the references should also be submitted in duplicate, as with the Long Form, Short Form and Dual Form applications.
8. Dual Form to transfer or gain dual membership, the Warrior must complete a Dual Form application in duplicate. The Warrior must obtain a letter from his current State Secretary verifying that the candidate is a member in good standing. The letter is sent to the State Secretary of the new Society. The new State Society must submit a copy of the completed Dual Form application along with a copy of the letter of good standing to the GSCW office.
9. Electronic signatures are now acceptable and notarization is no longer required. Choose the “Fill and Sign pen tool” (#1). Then choose Sign Yourself (#2) and add your signature. The graphic illustrates how to electronically sign the form.

The screenshot shows a PDF form titled "Society of Colonial Wars SHORT FORM APPLICATION FOR MEMBERSHIP". The form includes fields for "State", "SOCIETY OF COLONIAL WARS", and "Gen #". It also has a section for "Qualifying Ancestor" with fields for "who was born at" and "and was a resident of" and "and died on". The form is annotated with red circles and numbers: a red circle around the "Sign yourself" button is labeled "2", and a red circle around the "Fill and Sign" button is labeled "1".

Please send completed applications to:

NEHGS
Attn: Research Services
99-101 Newbury Street
Boston, MA 02116
617-226-1233
Email: Sarah.Dery@nehgs.org