SOCIETY OF COLONIAL WARS

IN THE STATE OF OHIO

APPLICATION GUIDE

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**PART I**

**INTRODUCTION**

Congratulations on being selected to apply for membership in the **Society of Colonial Wars in the State of Ohio**! The requirements for membership and application process may seem daunting at first. This Guide has been written to assist applicants in wending their way through the process smoothly.

**Purpose of the Society:** The Society of Colonial Wars was incorporated in 1892 to “perpetuate the names, memory or deeds of those brave and courageous men, who, in military, naval or civil service, by their acts or counsel assisted in the establishment and continuance of the American Colonies; to collect and secure for preservation and publication the manuscripts, rolls, records and other documents relating to that period; to inspire among the members and their descendants the fraternal and patriotic spirit of their forefathers and to promote in the community respect and reverence for American institutions and their history and for the principles and acts of those indomitable men which make these institutions possible and to instill and foster patriotism, service and devotion to the nation.”

**Qualifications for Membership:** Any gentleman of good moral character and reputation above 18 years of age of lineal descent in male or female line from any ancestor who served in the Army, Navy or Militia under authority of the Colonies which formed the United States during the period from the settlement of Jamestown, 13 May 1607, to the battle of Lexington, 19 April 1775, or who held office in the Colonies as a member of a legislative body, is eligible for membership. The Society also has a category for junior membership, up to the age of 18. An applicant must be personally known to at least two members of the Society of Colonial Wars in the State of Ohio.

**Who Should Use this Guide:** This Guide is written for applicants who are not applying for membership via the application of an existing member with whom they share a bloodline; in other words, those applicants who are “starting from scratch.” Any applicant applying for membership through the previously approved application of his father, or other qualifying relative, is eligible to use a Short Form application. Those applicants should contact the Membership Committee for the Short Form, and the abbreviated instructions which accompany it.

**Format of the Guide:** This Guide has been divided into the following sections:

* Part I Introduction
* Part II Outline of the Process
* Part III Application Form Instructions
* Part IV Organizing and Marking the Proofs
* Part V Standards of Proof and Types of Proofs
* Appendix Annotated Sample Application

Your Sponsor and the Membership Committee stand at the ready to answer any questions. Do not hesitate to contact either for further guidance in completing the Application Form.

**PART II**

**OUTLINE OF THE PROCESS**

There are essentially three ways to become a member: first, through the full application process using long form applications; second, through use of the short form applications; and finally, by transfer from another State Society where the individual has already been accepted into the SCW and has a General Society membership number. These procedures will describe all three methods for admission to the Ohio SCW.

Attached to these procedures is a checklist for the preparation of application papers. It gives the paperwork requirements in detail, and applies to both short and long form applications.

**Full (Long Form) Application Process:**

Each prospective applicant will be recommended by a sponsor who must be a member of the SCW, preferably in Ohio. This sponsor will make an initial determination of whether or not the prospect can reasonably be expected to meet the genealogical requirements. The sponsor will then complete a Preliminary Application form and either mail it to the Ohio Registrar or bring it to the next regular Council meeting. The council will either approve or disapprove the prospect’s application. If approved, the Preliminary Application goes to the Ohio Registrar who will:

Send a formal letter of welcome; two copies of the Long Form Application; a copy of these procedures; and a General Society Information Circular. The letter of welcome will give the prospect the status of New Applicant, and will request payment of a year’s membership dues. The New Applicant is eligible to attend all Ohio Society functions, and has one year from the date of the welcome letter to have his applications completed and in the hands of the Ohio Registrar. At the same time, the Ohio Registrar will provide the New Applicant’s information to the Secretary so the individual goes onto the membership roster and will receive invitations, etc.

When the completed Long Form applications are received by the Ohio Registrar, he will notify the Council at the next meeting, inform the Sponsor, and send both copies of the applications to the Ohio Genealogist for his approval. The Genealogist will either approve the applications or return them to the Registrar for further documentation or clarification.

When the applications are approved and signed off by the Genealogist, the Ohio Registrar will assign an Ohio Society membership number, write it in the appropriate place on the upper right side of the application forms, and send one copy to the General Society Registrar.

The General Society Registrar will approve the application and keep it as a permanent record in the General Society’s archives. He will notify the Ohio Registrar of the applicant’s General Society number and will charge the Ohio Society a fee, currently $20.00. At that time, the Ohio Registrar writes the General Society number on the Ohio copy of the application and places it into the Ohio Society vault. He will also send a letter to the Applicant welcoming him to the Society and will notify the sponsor, the Council, and the Secretary. New members are formally welcomed as part of the Winter Court ceremonies.

**Short Form Application Process:**

The short form application is used by close blood relatives of existing or recently deceased members. It is for use by “a son, grandson, blood brother or blood nephew of a member of the Society of Colonial Wars whose application for membership was dated after April 27, 1963.”

The application process for the short form is considerably simpler than for the long form. The sponsor, in most cases the blood relative, requests blanks from the Ohio Registrar. The forms are completed and returned to the Registrar along with a copy of the applicant’s birth certificate, if the blood relative is his father. If a grandfather, uncle, etc., then proof of descent or relationship must be furnished. The Registrar sends the forms to the Ohio Genealogist, and when they are approved assigns an Ohio membership number and follows the same process as for the long forms.

The applicant will have “New Applicant” status similar to that enjoyed by long form applicants, to include payment of dues and a one year period to complete the applications,

**Transfers from Other State Societies:**

Again, this is a much simpler process. The transferee provides to the Ohio Registrar a complete set of his original application forms, including all documentation, with both his State Society and General Society numbers. These items must be obtained from the Registrar of the State from which he is transferring. The Ohio Registrar will then assign an Ohio number; notify the Council and Secretary; notify the General Society Registrar; and place the copy of the application papers into the Ohio vault. He will also write a letter of welcome and request payment of the current year’s dues.

The Ohio Registrar will maintain a database showing current status of all applicants. This database will be closely coordinated with the Secretary and the Treasurer at all Council meetings and at other times as the Secretary may request. The purpose of this is to ensure that all New Applicants receive appropriate invitations, etc., requests for payment of dues, and any other correspondence. It is the responsibility of the Ohio Registrar to notify New Applicants when their one-year period is coming to an end. In unusual cases, New Applicants may request an extension from the Council.

**PART III**

**APPLICATION FORM INSTRUCTIONS**

**A. GENERAL INFORMATION ABOUT THE APPLICATION FORM**

* The SCWOH Application Form is a “protected” Microsoft Word document. This means that the existing verbiage, color, and font in the document cannot (and should not) be altered.
* The Application Form is designed to be “opened” on a computer, and then data entered directly onto the form. It is not to be printed out and completed by hand, nor with a typewriter.
* Data is entered within the gray blocks only. As data is typed into the blocks, the blocks automatically expand to accommodate the data. Note that although the gray color in the blocks appears on the computer screen, it does not appear when the Application Form is printed out.
* The default font color used on the Application Form is black, while the font style and size of data entries are “Times New Roman” and “12,” respectively.
* The Applicant should be sure to scroll past any unneeded Generation sections, so as not to overlook the sections toward the end of the Application Form.
* The Application Form should be saved on the computer at frequent intervals, so as not to inadvertently lose any entries.
* Note: In the event the Applicant does not have access to a computer, there exists a version of the Application Form designed for use with a manual typewriter. The Applicant should contact his Sponsor to request this alternative version of the Application Form.

**B. FORMAT AND STYLE GUIDELINES**

* Use FULL names (including middle names, if known). When entering a wife’s name, use full maiden name.
* Names of states, counties, cities, towns, and countries should be written out in full the first time used, but may be abbreviated in subsequent references.
* Dates are to be shown in this order: day of the month, then month, then year, without commas. Months may be entered either in full, or as a 3-letter abbreviation (but without a period after the abbreviation). For example, 21 MAR 1761. Days of the month should be expressed without a preceding zero; for example: 1 MAR 1789 (not 01 MAR). If exact dates are not known, but years and/or months are known, enter the known data as it occurs in the source document. Examples: “1761” or “JAN 1761.”
* The Application Preparer will undoubtedly encounter “double dates” attributable to the change from the Julian Calendar to the Gregorian Calendar in 1752. Briefly, the change in calendars makes dates in the months of January, February, and up to 25 March in years prior to 1752 subject to *double dating*. To add to the confusion, Quaker records are *double dated* somewhat differently. Explanations of *double dating* and Quaker dating are available in genealogy books, and on the Internet. For those interested, an excellent explanation is available at: <http://life.familyeducation.com/genealogy/family-tree/45380.html>.

For purposes of this Application, *double dates* and Quaker dates should be transcribed on to the Application Form **exactly** as they appear in the referenced work. If the Preparer believes the date as entered to be unclear, he may add a parenthetical note converting that date to either Old Style (O.S.) or New Style (N.S.). The salient point is to enter the date exactly as it appears in the source record.

* Sources cited as proofs may be abbreviated, provided they are understandable and accepted genealogical abbreviations. Examples are: *BC* for *birth certificate;* *bur.* for *buried;* and *bapt.* for *baptized*.
* Use of the qualifiers *probably,* *circa,* *before*, and *after* is allowed, as long as those terms are reflective of the proofs supplied. These terms may be abbreviated to *prob.*, *c.*, *bef.*, and *aft.*, respectively. Other qualifying terms may be used, so long as they are understandable and supported by the proofs.
* If any piece of data is completely unknown, the corresponding block should be left blank. (Note: Only blocks that are not absolutely necessary to confirm the bloodline to the qualifying ancestor may be left blank; for example, the block “died at”).
* Even if a specific date is not known, a date range may be easily provable, and should therefore be entered instead of “unknown.” Examples of this are:

A proof of death for Mary Smith cannot be located. Mary appeared in the 1850 Census in the household of her husband John. In the 1860 Census, her name does not appear in the same household, so it is likely she died between the taking of the 1850 and 1860 Censuses. Therefore, Mary’s date of death may be listed on the application as “prob. 1850-1860.”

It was known that Sarah was the wife of James Johnson, but no official record of her death can be located. The will of James Johnson is dated 24 April 1742, and in it he names all of his children, but does not name a wife. It is therefore likely that Sarah had already died when James wrote his will, so the entry for Sarah’s date of death may be listed as “prob. bef. 24 April 1742.”

* It is not unusual for an applicant to find that a piece of data requires additional explanation or elaboration. The Applicant should keep a running set of typed ***Notes***, separate from the Application Form, to fully explain any such items. In addition, any blocks that have been left blank should be briefly explained in the *Notes* (i.e., what efforts were made to find the unknown data). Each entry on the *Notes* should reference the section of the Application being explained, and the specific item. For example: *Generation 4; wife’s place of birth: (explanation)*. The page(s) of *Notes* should be attached to the final Application, along with the *Proofs*.

**PART IV**

**ORGANIZING AND MARKING THE PROOFS**

* Each and every bit of genealogical data entered on the Application Form should have a source document (the “*proof*”) which validates the entry. Information as to what types of *proofs* are acceptable is contained in Part V.
* A copy of the applicable part(s) of each proof document is to be attached to the Application.
* No original or one-of-a-kind photographs, documents, or artifacts should ever be submitted. Only clear photocopies, certified copies, or duplicate copies of photographs are to be attached.
* It is easiest to keep the proofs organized when the copies are made as the Preparer goes along through the Application. Each time an entry is made on the Application Form, or after a Generation’s data has been entered, the Preparer should make a copy of the applicable proofs. Since the application is to be submitted to the SCWOH in duplicate, many applicants find it easier to make three copies of each proof as they go along: Two for SCWOH and one for the Applicant’s own records. This approach also facilitates keeping documents in the correct sequence.
* When any document is copied, the Preparer should assure that the copy is as clear as possible and that all elements are legible. Items that are difficult to read should be clarified in the Applicant’s *Notes*.
* The Preparer should identify the pertinent information with a red underline, or yellow highlight, which goes to the margin, and in the margin write the Generation number and the initials of the person(s) to whom it refers. Each and every page should be so marked, and the Generation so noted. Care should be taken to mark only the copies and not the original document!
* On the back of **each and every page**, the Preparer should print the Applicant’s name and the number of the Generation to which the proof pertains.
* When several pages of a book or other document pertain to a single data entry, those pages may be stapled together, but the Applicant’s name and the Generation number should be printed on the back of each and every page.
* When proofs are taken from a book, the title page of that book should also be copied and submitted.
* When a proof is contained in a fragile document, such as an old family Bible, photocopying may not be a viable option. A good solution is to take a clear photograph of the page, plus the cover or title page, and submit the photographs rather than photocopies. Another option is to have a typed verbatim copy of the page prepared (noting at which points the handwriting appears to change) and then notarized.
* Proofs should follow after the Application, and should be in the same sequence as the data on the Application Form, starting with the proof of the Qualifying Ancestor’s service; then Generation 1; then each succeeding generation in order.

**PART V**

**STANDARDS OF PROOF**

In completing the Application to the Society of Colonial Wars in the State of Ohio, the Applicant is proving his descent from his Qualifying Colonial Ancestor. The *Lineage Papers* (Application plus *Proofs*) are designed to demonstrate that the ancestor in each generation was unquestionably the child of the couple in the preceding generation. The *Proofs* are necessary to support the lineage claims, and will help to produce a record that can be used by the Applicant, and his descendants.

A ***Primary Source*** is a document which is contemporary with the event itself, such as a birth or death certificate. It is first-hand information recorded by a government entity, church, newspaper, or other of a variety of other sources, including personal documents (such as family Bibles).

When a *Primary Source* cannot be found, a ***Secondary Source*** may be submitted. When a *Secondary Source* is used, the Applicant or Preparer should submit a statement describing the actions taken to locate the original *Primary Source*.

All *Primary* and *Secondary Sources* must be fully identified as to name and location of the repository, e.g. state/county/town, if a census record; page and date, if a newspapers notice; and volume and page number from books and other records.

The Society of Colonial Wars is first and foremost a hereditary society and its genealogical records are both proofs of membership qualifications and a principal purpose of its existence. The approval of an application by the Registrar is necessarily a somewhat subjective decision, especially if the Application greatly relies on *Secondary Sources*. The Registrar will make his decision based on the composition of the various *Proofs* supplied, and the weighted genealogical value of each.

**Part V (A) PRIMARY SOURCES**

* **Government Records**, such as birth certificates; marriage licenses; death certificates; divorce papers; wills; guardianship papers; adoption records; land records; probate records; court records; military service and pension records; claim records (Federal and State); passports; Social Security records (only publicly available on deceased persons), etc.

NOTE: Birth certificates must be the FULL form, showing the names of the parents. Many Departments of Health are now issuing a short form which does not include the names of the child’s parents. These are NOT acceptable.

NOTE: Marriage licenses: Especially in earlier generations it cannot be assumed that a marriage is a first marriage unless the supporting documents specifically indicate the number of times a person has been married.

* **Church records** of birth; baptism; marriage; burial; transfer of membership; church meeting minutes. Letters on church stationery stating facts are acceptable. The location of the church must be shown.
* **Cemetery** records including notarized copies of gravestone inscriptions; legible photographs of gravestones; cemetery records typed on the cemetery’s official stationery. Gravestone photos should list on the reverse side the cemetery name and location.
* **Published Vital Records**
* **Newspapers and school alumni publications** of birth, death, marriage, and anniversary notices. Notices must be dated at or around the time of the event and include the paper’s title, date, and place of publication.
* **Census Returns:** Federal/State/Special. The Federal and State Censuses may be the single most valuable source of information for proofs. The 1850 Federal Census is the first one that lists all members of a family by name and age. The earlier censuses listed only the head of household. Microfilms of these records may be found in the National Archives, Regional Branches of the National Archives, in some major public and genealogical libraries, and in the Family History Centers of the Mormon Church in many locations. The Internet site Ancestry.com has a comprehensive collection of censuses, which are easily viewed online, and can be downloaded to a computer. Fees may apply.
* **Bible Records:** Submissions should include photocopies of title pages; the page showing publication date; and all pages recording births, marriages and deaths. The name and address of the present owner should be given; if not known, explain from whom the pages were obtained. This information is important as a clue for further family history which may be required to prove lineage.

**Part V (B) SECONDARY SOURCES**

When submitting photocopies from any publication, the title page showing date of publication MUST always be provided.

* **Family genealogies** which contain complete citations of primary sources and/or where the author states reasons for his conclusions. Photocopies of title page, and pages that refer to each generation should be provided. If the volume cannot be photocopied, a notarized copy of pertinent information should be provided. Included should be the author or compiler’s full name; complete book title; publication date; and volume and page number.

 NOTE: Published genealogies in many cases are not well documented or well analyzed; in addition, they are subject to misprint, mistake, and misinformation. **For that reason they cannot stand alone as proof, and must be supported by supplemental proofs to strengthen the information in the published work.**

* **Biographical Sketches** of leading families, with the same stipulations as for Family Genealogies.
* **Contemporary letters** must include a complete copy; not just excerpts. A typed transcription should also be included if the handwriting cannot easily be read. The full name of the current owner and location of the original letter should be provided.
* **Early school attendance records** including school censuses. Location of the school should be provided.
* **Sunday school attendance records** should include the location of the church.
* **Tax Rolls**
* **Historical and genealogical publications**, if utilizing high quality research and individually approved by the Registrar. Examples of such publications are: The New England Historic and Genealogical Society Register; The New York Genealogical and Biographical Record; and The American Genealogist.
* **Printed** **birth announcements** and **funeral service memorial cards**
* **Printed abstracts** of primary source material, such as Soundex index cards of the U.S. Census.
* **Affidavits** by adult relatives living at the time of birth. These should be used only as a last resort and then, only with other proofs.
* **Government copy of an original passport application**; available only if the person is living.
* **Insurance policies**

**NOTE: Lineage papers of other hereditary societies are not acceptable as *Proofs*.**

**APPENDIX**

Specific instructions for each section of the Application Form, as well as sample entries and clarifying explanations, are contained in this Appendix. The sequence of these instructions is the same as on the Application Form.

**1. SOCIETY NUMBERS**

The two boxes in the upper right hand corner of the first page are entered by SCWOH. They should be left blank by the Applicant.

***Society No.***

***General Society No.***

**2. QUALIFYING ANCESTOR INFORMATION**

Information on the Qualifying Ancestor is entered in this section. Shown below is the type of information that goes into each block.

IN THE STATE OF: Ohio

I, the undersigned, hereby apply for membership in the Society by right of lineal descent from (\*): name of qualifying ancestor who was born in, location where born, on date of birth was a resident of where lived, and died in location of death, on date of death

THAT TO THE BEST OF DEPONENT’S KNOWLEDGE AND BELIEF THE LINE OF DESCENT SET FORTH ABOVE IS LINEAL AND NOT IN ANY CASE BY ADOPTION.

 THAT THE SERVICES OF: name of qualifying ancestor In the American Colonial Wars, upon which this claim of eligibility to membership is based, were as follows:

 Description of office(s) held and/or nature of service

Following is an example of properly entered information:

IN THE STATE OF: Ohio

I, the undersigned, hereby apply for membership in the Society by right of lineal descent from (\*): Daniel Fisher who was born in, England, on 1618 was a resident of Dedham, Massachusetts, and died in prob. Dedham, Massachusetts, on 8 October 1683.

THAT TO THE BEST OF DEPONENT’S KNOWLEDGE AND BELIEF THE LINE OF DESCENT SET FORTH ABOVE IS LINEAL AND NOT IN ANY CASE BY ADOPTION.

 THAT THE SERVICES OF: Daniel Fisher In the American Colonial Wars, upon which this claim of eligibility to membership is based, were as follows:

Representative to the General Court of Massachusetts 1658-1682, and Speaker of the House of Deputies 1680-1682

In the above example, the exact date and location of Daniel Fisher’s birth were not known, but it was provable that he was born in England in 1618, so “England” and “1618” are acceptable entries. The exact location of his death was not known, but as he lived for many years in Dedham, and as there was no evidence that he had moved, it was acceptable for the applicant to say “prob. Dedham, Massachusetts.”

**The Applicant must attach documentation (“*proofs*”) describing and proving the service of the Ancestor.**

**3. APPLICANT BASIC INFORMATION**

The Applicant’s basic information is entered in the blocks below.

I declare upon honor, that if admitted to membership, I will endeavor to promote the purposes of its Institution, and observe the Constitution and By-Laws of this Society and that I have never applied to any other State Society for membership and been rejected thereby:

Full name of Applicant:

Occupation:

Address:

The information to be entered above is self-explanatory. The Applicant’s full home mailing address should be entered in the “Address” block, and not a P.O. Box number.

**4. SIGNATURE LINES**

The dotted red lines at the end of the following section are for the signatures of the two members who are the applicant’s SPONSOR and SECONDER.

We, the undersigned, approve and recommend the above application for membership in this Society, and, from personal acquaintance, believe the said applicant to be eligible and worthy, and that, if admitted, he will be a desirable member:

………………………………………………………………………………………….

………………………………………………………………………………………….

**IMPORTANT The Application Form should not be signed by the Sponsor and Seconder until after the draft of the application has been approved by the Membership Committee, in consultation with the Registrar, and the approved final version is printed out in duplicate, according to the guidelines contained in Part II, “Outline of the Process.” Once that has been accomplished, BOTH copies of the final Application Form are to be signed by the Sponsor and Seconder.**

**5. AFFIDAVIT**

Information to be entered in the following section is self-explanatory.

AFFIDAVIT

In support of application for membership of (give full name)

State:

City or County:

      being duly sworn, says:

(Full name of deponent)

As indicated above, the Applicant should be sure to enter his full name, including middle name, in the first and last boxes. The complete name of the state where the Applicant resides should be entered, and not an abbreviation. The same applies to the City or County.

**6. ANCESTRY INFORMATION - PART I** - **DATA ENTRIES**

Up to 18 Generations can be entered on the Application Form, starting with the Applicant as Generation 1 and working backward from there. Only information for the Generations up to and including the Generation which details the Qualifying Ancestor’s parentage need be entered. In most cases, this will leave space for several additional Generations, and these should be left blank.

When listing the parents in each Generation, the father is listed in the first set of blocks, and the mother in the second.

The names of the persons through whom the bloodline of the Qualifying Ancestor ascends are CAPITALIZED in each generation, including the Applicant’s in the first Generation, and the Qualifying Ancestor’s in the last.

Shown below is the type of information that goes in each block.

The said: FULL NAME OF PERSON IN BLOODLINE CARRIED FORWARD FROM PRECEDING SECTION was the child of:

2. full name of father of that person born at: father’s place of birth on: father’s date of birth

died at: father’s place of death on: father’s date of death married on: date of marriage of father to mother

to: full maiden name of mother of that person born at: mother’s place of birth on: mother’s date of birth

died at: mother’s place of death on: mother’s date of death married at: place of marriage of father to mother

Following is an example of a properly entered generation:

The said: ABIGAIL FISHER was the child of:

8. JOHN FISHER born at: Needham, Massachusetts on: 30 January 1717

died at: Needham, Massachusetts on: 17 October 1788 married on: 22 May 1740

to: Mary Fuller born at: Needham, Massachusetts on: 20 October 1716

died at: Needham, Massachusetts on: 2 October 1759 married at: Needham, Massachusetts

In the above example, no middle names are shown. Either the individuals did not have middle names, or they were not known.

Note that both ABIGAIL FISHER and JOHN FISHER are capitalized, as they are both in the bloodline of the Qualifying Ancestor.

**7. ANCESTRY INFORMATION - PART II - “PROOFS” ENTRIES**

The information entered in the “Proofs” blocks should be arranged, as far as possible, in the same sequence as the data it supports, namely:

 1. Father’s name; place of birth; date of birth

 2. Father’s place of death; date of death

 3. Date of marriage of father to mother

 4. Mother’s maiden name; place of birth; date of birth

 5. Mother’s place of death; date of death

 6. Place of marriage of father to mother

Books and other published works should be properly described. The first time the work is cited, it should be as follows: Author Last Name, First Name, “Book Title” in quotes, Publisher Place, Name, Date, Volume and Page of specific citation. If the work is to be referenced more than once in the Application, it should be assigned an abbreviation. In subsequent references to that source, the abbreviation may be used. For example, if multiple proofs are contained in a book called *Trenton Vital Records*, the first reference to that book would be written: Smith, John, “Trenton Vital Records,” Newark, Jones Publishing, 1942 (“TVR”) Volume 16, page 339. Subsequently in the Application, the book may be referred to as simply *TVR*. The terms *ibid* (“in the same book, chapter, page, etc.”) and *op cit* (“in the work cited”) may also be used, where appropriate.

Each entry of a proof should state not only the specifics of the proof, but also the event it proves, e.g.: *State of New Jersey Death Certificate, 1925 death*.

Very often multiple pieces of data will be contained in the same document. For instance, a Birth Certificate would likely specify not only the date and place of the person’s birth, but also the names of the parents. In these cases, the document need only be mentioned once within the Generation, with all the data it proves being stated. For example: *State of New Jersey Birth Certificate, 1941 Birth and Parentage*.

The phrase “Copies herewith” should follow the proof references in each Generation.

Using the same people and events as in the example on the preceding page, following are the properly entered proofs:

Proof [s]

Ed. Hanson, Robert, Vital Records of Needham, Massachusetts 1711-1845, Camden, Maine, Picton Press 1997 (“VRN”), p. 30, 1717 Birth and Parentage; p. 169, 1788 Death and 1759 Death; p. 37, 1716 Birth; p. 123, 1740 Marriage. Copies herewith.

In the above example, the Applicant was fortunate to have all the proofs for that Generation contained in the same book. After the first and only mention of the book (Vital Records of Needham, Massachusetts 1711-1845), each event is named and associated with the correct page number of the book. If the same book is referenced in ensuing Generations, it may be referred to by the abbreviated name ***VRN***.

The Applicant should refer to Part V (“Standard of Proofs”) for a discussion of the types of documents and artifacts that may be submitted as ***Primary Sources*** and ***Secondary Sources***.

The Applicant should refer to Part IV (“Organizing and Marking the Proofs”) for information on how to organize and mark the documents which are used as the proofs.

**8. SIGNATURE OF APPLICANT AND NOTARIZATION**

In this section, the Applicant is to sign on the line above the words “Signature of Deponent” in the presence of a Notary Public. The Notary Public then completes the remaining areas in accordance with standard practices, and applies his seal.

**IMPORTANT The Application Form should not be signed and notarized until after the draft of the Application has been approved by the Membership Committee, in consultation with the Registrar, and the approved final version is printed out in duplicate, according to the guidelines contained in Part II, “Outline of the Process.” Once that has been accomplished, BOTH copies of the final Application Form are to be signed in the presence of the Notary, and notarized.**

*And deponent further says that the said pedigree of ancestry, and the services of the ancestor mentioned in the foregoing record, and the statements herein set forth, are true, to the best of his knowledge and belief.*

*…………………………………………………………………………………………*

 *(Signature of Deponent)*

*Subscribed and sworn to before me at:*

*…………………………………………………………*

*this ………….day of ………………………………… A.D. 20…….*

*………………………………………………………….*

*………………………………………………………….*

*(Seal required when the Notary, Commissioner, or Justice has one)*

**9. FOR SCWOH USE ONLY**

The next section is to be completed by SCWOH after it receives the final Application Form in duplicate. The Applicant should leave this section blank.

 *(to be filled in by Officers)*

*Qualifications examined and accepted,*

*………………………………………………………………………………………………*

*Genealogist*

*No………………………….*

*Society of Colonial Wars*

*In the State of……………………………….*

*Application for Membership*

*………………………………………………………………………………………………*

*IN RIGHT OF*

*………………………………………………………………………………………………*

*Dated………………………………..20………………*

*…………………………………………………………………………………………..……….*

*Secretary*

*Notified: …………………………………………. 20…………..*

**10. PERSONAL HISTORY**

The final section of the Application Form is for including additional personal information about the Applicant.

PERSONAL HISTORY OF CANDIDATE INCLUDING ITEMS OF INTEREST TO

HIS DESCENDANTS

1. Names of grandparents other than those given in application:

2. Maiden name of wife:

 Date and place of her birth:

 Date and place of her marriage:

3. Names and dates of birth of children:

4. Education and degrees:

5. Military, naval, or civil service:

Item 1: In these two blocks are entered the full names of the Applicant’s grandmother and grandfather (the ones not already referenced in Generation 3 of the application).

Item 2: The full maiden name of the Applicant’s wife is entered; the date and place of her birth; and the date and place of her marriage to the Applicant.

If the Applicant has been divorced and remarried, it must be noted, to confirm the correct parentage line of the Applicant’s children. The Applicant should supply a copy of the divorce decree (showing the date, but not all the specifics) or a notarized document giving the date the divorce was made final.

If the Applicant is a widower, he should so state, and attach a copy of his wife’s death certificate.

Item 3: The full name of each of the Applicant’s children is entered in a separate block, followed by that child’s date of birth.

If the Applicant has been divorced and remarried, he should, for each child, also enter the name of the mother of that child.

If one or more adopted children are listed, it should be so noted.

Any differences in surnames, such as use of the name of a stepfather, should be noted and explained.

**10. PERSONAL HISTORY - continued**

Item 4: College and graduate degrees should be entered. Each entry should contain the name of college, university or program; degree year; and degree.

Item 5: For military and naval service, items to be entered are branch of service; dates of service; rank attained. For civil service, items to be entered are position or office; dates held; locale or jurisdiction.

For all items in this section, the format for entering dates and names is the same as described on the first page of these instructions.

If any item(s) do not apply, either leave blank, or enter “N/A” in the block.

**11. INITIALS**

In the lower left-hand corner of each page, there is a line on which the Applicant writes his initials.

**IMPORTANT The Application Form should not be initialed until after the draft of the Application has been approved by the Membership Committee, in consultation with the Registrar, and the approved final version is printed out in duplicate, according to the guidelines contained in Part II, “Outline of the Process.” Once that has been accomplished, BOTH copies of the final Application Form are to be initialed by the applicant on each and every page.**

**CONTACTS:**

**Governor governor@colonialwarsoh.org**

**Registrar registrar@colonialwarsoh.org**

**Genealogist genealogist@colonialwarsoh.org**

 **General Information info@colonialwarsoh.org**

**Website** [**http://www.colonialwarsoh.org/index.php**](http://www.colonialwarsoh.org/index.php)