



# **Texas SAR**

## **How to Prepare an Application**

**Oct 22, 2022**

**Genealogy Committee**

**And State Registrars:**

**Chuck Wagner**

**Jerry Pinkerton**

# National Goals



From GG Green - Week of 15 JUL - 21 JUL 2022:

Reviewed 85 New, 50 Supplementals, 2 Memorial

38 Applications were pended (78% approval rate)

Average time to review applications - 1 hour 49 minutes

New Application backlog 12 weeks

Supplemental backlog 25 weeks

Goals for 2022-2023 include:

Reduce the backlog of applications to four weeks

Raise application approval rate to 90%

Reduce genealogy staff member time per application to one hour

# Approval Rates



| Society | Total | New  | Sups | Total  | All   | New   | Sup   |
|---------|-------|------|------|--------|-------|-------|-------|
|         | Apps  | Pend | Pend | Pended | Apps  | Apps  | Apps  |
| TX      | 286   | 10   | 16   | 26     | 95.1% | 96.8% | 91.1% |
| FL      | 246   | 32   | 6    | 38     | 97.6% | 99.5% | 91.1% |
| PA      | 138   | 6    | 3    | 9      | 96.4% | 96.9% | 95.2% |
| GA      | 130   | 18   | 33   | 51     | 71.5% | 90.6% | 12.5% |
| VA      | 127   | 13   | 15   | 28     | 88.2% | 93.6% | 71.0% |
| NC      | 124   | 11   | 10   | 21     | 88.7% | 93.9% | 68.0% |
| CA      | 121   | 13   | 21   | 34     | 84.3% | 85.7% | 82.4% |
| TN      | 121   | 5    | 6    | 11     | 95.0% | 93.4% | 97.8% |
| OH      | 115   | 4    | 12   | 16     | 93.9% | 96.2% | 88.6% |

# Online Training



- As of Monday October 17 three broadcasts have been held.
- Videos of the presentations are available on the SAR website in the dark blue banner as "elearning". Viewing this site should also generate a certificate of training completion.
- Alternatively look at the Genealogy Tab in the white banner and then look for Genealogy Resources



# **Applicant's Birth Certificate**

**The Applicant is required to furnish a copy of his birth certificate.**

- **The birth certificate can be a state birth certificate, hospital birth certificate, or baptismal certificate.**
- **The birth certificate must list his parents and it must list his sex as male (boy will also suffice).**



# Documentation Guidelines

- **Do NOT supply redundant information when the package already contains adequate proof, ie, a death certificate and a census record.**
- **Transcriptions must include a copy of the original document.**
  - **Transcriptions required for foreign language documents**
- **Copies of newspaper articles must include publication names, locations, and dates of publications.**
- **Published sources must provide the title, author, and date of publication and the page(s) of interest.**

# Family History Books



## Family History Books typically are NOT Acceptable

- Unless the Book contains the Sourcing of Facts
- It may be listed in a DAR Application, but look to see if the source was bracketed by parentheses denoting as an unacceptable source to the DAR Genealogist

FAMILY OF JOHN AND JANE MC CAY

John MC CAY was born in 1770 in the state of Virginia (taken from the 1850 census of Pulaski Co., Ind.). His grandfather was a native of Northern Ireland, probably near or in the City of Belfast. It is probable that it was his parents who were the ones that originally migrated to this country from Ireland. John married Jane \_\_\_\_\_ who was born about 1776 in Virginia before 1792. They raised a family of eleven children. This book is about their eleven children and their descendants.

- I. Robert MC CAY b. 1792 in Virginia, married Martha WILSON (pages 1-13)
- II. Nathan MC CAY b. 1794 or later in Virginia, married (see page 14)
- III. Rankin MC CAY b. 1797 in Virginia, married Uphamia WILSON (pages 15-16)
- IV. Sally MC CAY b. before 1800 in Virginia, married a WALKUP (page 17)
- V. Lewis MC CAY b. 1803 in Virginia, married Aletha HUDDLESTON (pages 18-32a)
- VI. Lydia MC CAY b. 1806 in Virginia, married William SUTTON (pages 33-34)
- VII. Abner MC CAY b. 1808 in Virginia (no descendants) (page 35)
- VIII. Hamilton MC CAY b. 1810 in Ohio, married Malinda LEWIS (pages 36-37)
- IX. Julia Ann MC CAY b. 1812 in Ohio, married Fielding SIMMONS (page 38)
- X. Jane MC CAY b. 1815 in Ohio, married John D. RECORD (pages 39-40)
- XI. John MC CAY b. 1816 in Ohio, married Pamela THORPE (pages 41-45)

## Unacceptable Source

No sources listed in a bibliography or in footnotes.

SOURCE: The McCay Family, A Genealogical Record of John McCay and His Descendants, Betty L McCay, 1970





# DAR Record Copies

**Only Record Copies of DAR Applications Approved after 1 January 1985 are acceptable as Proofs**

- **Earlier Applications help in finding information or could be used if information has verification tic marks and the source meets today's Genealogical Standards**
- **Chapter Copies not acceptable**
- **Include "GRS Cover Sheet" & all Pages with DAR Record Copies submitted as Proofs (Total of 4 pages)**

**Short Forms can be used if approved after 01 Jan 1985, but only for the generations listed on the short form.**



# **SAR Record Copies**

## **SAR Applications Approved after 1 Jan 2012 are Acceptable as Proofs**

**Earlier Applications can be used if information has verification tic marks, and the sources meet today's Genealogical Standards.**

**Although the part about sources isn't in the Genealogy Policy Manual, Bill Schwenke (Genealogy Committee Chair) has said that Staff Genealogists have been directed to pull those applications and make sure the proof meets today's standards.**



# **Document Preparation**

**Document readability can be improved dramatically through the use of an image editor such as Windows Office Picture Manager, Mac Photo app, Irfanview, or Photoshop.**

**On the SAR Website, under the Genealogy Resources, there is a presentation by Denise Hall on how to use MS Office Picture Manager.**



# Document Preparation

- 1) Download an image from Ancestry, Fold3, or FamilySearch.**
- 2) Edit image**
  - 1) Straighten image if needed**
  - 2) Crop image to remove black edges or to crop a two-page image to a one-page image**
  - 3) Invert image if needed (white letters on a black background)**
  - 4) Adjust brightness (darken/lighten) and contrast (sharpness) as needed.**
  - 5) Save or export image**
- 3) Print image**
  - 1) Open image in a web browser**
  - 2) Open up print dialog box**
  - 3) Adjust scale to fill up page**
  - 4) Print image to printer or to a PDF file**
- 4) Annotate document**
  - 1) Underline pertinent parts of document in red, ie, names, dates, places**
  - 2) Write Generation # in red in the margin near names**
  - 3) Generation # in red in upper right hand corner.**

# Ancestry Image Download



ancestry.com/imageviewer/collections/7667/images/4211195\_00169?pid=17643514

1860 United States Federal Census for James A Gladney  
Alabama > Randolph > Northern Division

| Dwelling No. | Family No. | Name              | Age | Sex | Color | Occupation | Real Estate | Personal Estate | Birthplace |
|--------------|------------|-------------------|-----|-----|-------|------------|-------------|-----------------|------------|
| 4            |            | Wm Gladney        | 27  | M   |       |            |             |                 | Mo         |
| 5            |            | Joseph Gladney    | 12  | M   |       |            |             |                 | Mo         |
| 6            |            | Mary Gladney      | 22  | F   |       |            |             |                 | Mo         |
| 7            | 1161 1162  | Henry Rogers      | 22  | M   |       | Farmer     | 25          | 250             | Mo         |
| 8            |            | Mary Rogers       | 25  | F   |       | Domestic   |             |                 | Mo         |
| 9            |            | Wm Rogers         | 7   | M   |       |            |             |                 | Mo         |
| 10           |            | John Rogers       | 6   | M   |       |            |             |                 | Mo         |
| 11           |            | J J Rogers        | 1   | M   |       |            |             |                 | Mo         |
| 12           |            | Wm Rogers         | 2   | M   |       |            |             |                 | Mo         |
| 13           |            | Ann Rogers        | 2   | F   |       |            |             |                 | Mo         |
| 14           | 1163 1164  | Amuel Gladney     | 34  | M   |       | Farmer     | 250         | 60              | Mo         |
| 15           |            | Joseph Gladney    | 63  | F   |       | Domestic   | 200         | 150             | Mo         |
| 16           |            | Mary Gladney      | 32  | F   |       |            |             |                 | Mo         |
| 17           |            | Ann Gladney       | 29  | F   |       |            |             |                 | Mo         |
| 18           |            | Joseph Gladney    | 27  | M   |       |            |             |                 | Mo         |
| 19           |            | William Gladney   | 5   | M   |       |            |             |                 | Mo         |
| 20           |            | Elizabeth Gladney | 2   | F   |       |            |             |                 | Mo         |
| 21           | 1165 1166  | David B. Bean     | 32  | M   |       | Farmer     | 350         | 250             | Mo         |
| 22           |            | Wm Bean           | 29  | M   |       | Domestic   |             |                 | Mo         |
| 23           |            | J. B. Bean        | 10  | M   |       |            |             |                 | Mo         |
| 24           |            | Wm Bean           | 8   | M   |       |            |             |                 | Mo         |
| 25           |            | Martha Bean       | 6   | F   |       |            |             |                 | Mo         |
| 26           |            | Rebecca Bean      | 4   | F   |       |            |             |                 | Mo         |
| 27           |            | Jay Bean          | 1   | M   |       |            |             |                 | Mo         |
| 28           | 1167 1168  | Amiel Gladney     | 66  | M   |       | Farmer     | 250         | 150             | Mo         |

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Download

Rotate left

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Invert colors

Settings

Help & tips, feedback

Report problems

James A Gladney  
1860 United States Federal Census  
Saved To  
James H Gladney  
Detail Related Source  
Suggested Records  
U.S., Find a Grave Index, 1600s-Current  
Name: James Hugh Gladney  
Texas, U.S., Death Certificates, 1903-1982  
Name: J H Gladney  
Comments  
Write a comment.

Image 163 Image 164 Image 165 Image 166 Image 167 Image 168 Image 169

# FamilySearch Image Download



How-to-Correctly-Print-Image x | lrfanView - Official Homepage x | James H Gladney - Facts x | New York Probate Records, 16: x

familysearch.org/ark:/61903/3:1:33S7-9YCX-XPN?i=17&cc=1920234&cat=626006

Apple Twitter Wikipedia Yahoo! News Bookmarks Genealogy Facebook RVs Travel Oilfield Mail Bookmarks Google Popular

FamilySearch Family Tree Search Memories Get Involved Activities

Records Images Family Tree Genealogies Catalog Books Wiki

Film # 005116333

Source Box Attach to Family Tree

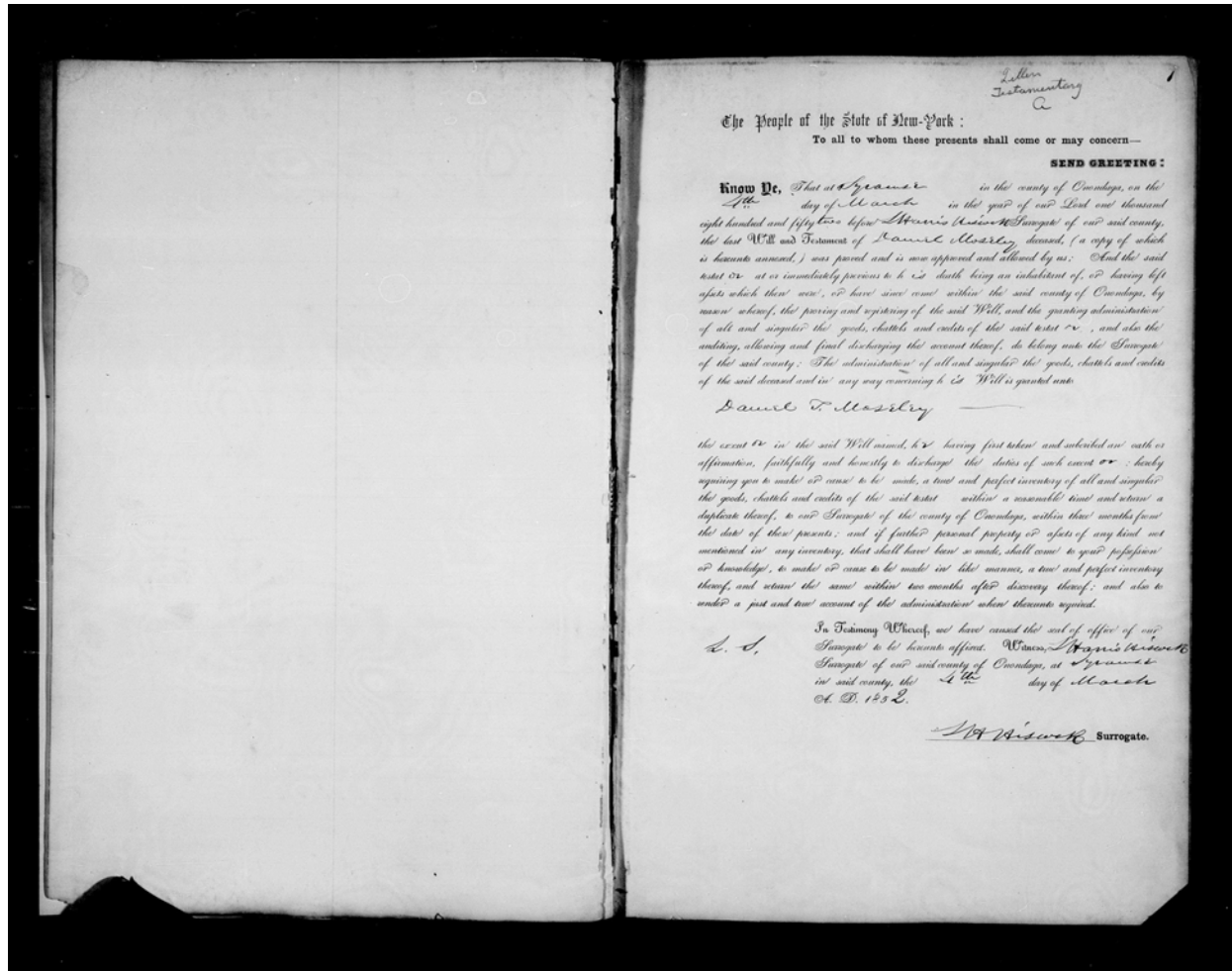
Image 18 of 563

Print Download Tools

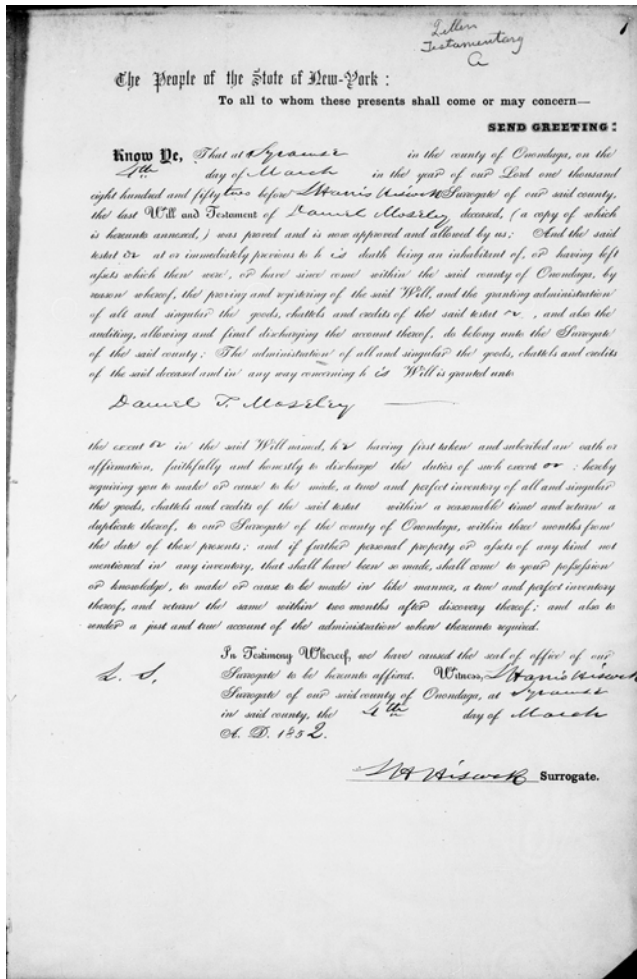
Image Index Information

No indexes are available.

# Image Editing Example



# Image Editing Example



1. Cropped image
2. Lightened image



# Image Editing Example



**REGISTRATION CARD**

SERIAL NUMBER **1742** ORDER NUMBER **A3712**

1 **Charley Cecil Wagner.**

2 PERMANENT HOME ADDRESS:  
**R.F.D. No. 2, Fullerton Orange Cal**

Age in Years **45** Date of Birth **Nov 22 1873.**

**RACE**

|                                       |       |          |        |
|---------------------------------------|-------|----------|--------|
| White                                 | Negro | Oriental | Indian |
| 5 <input checked="" type="checkbox"/> | 6     | 7        | 8      |

**U. S. CITIZEN**

|  |             |  |       |
|--|-------------|--|-------|
| Native Born                            | Naturalized | Citizen by Father's naturalization Before Registration, Majority | Alien |
| 10 <input checked="" type="checkbox"/> | 11          | 12   | 13    |

15 - If not a citizen of the U. S., of what nation are you a citizen or subject?

PRESENT OCCUPATION **Farmer** EMPLOYER'S NAME **works for self.**

18 PLACE OF EMPLOYMENT OR BUSINESS:  
**R.F.D. No 2 Fullerton Orange Cal**

NEAREST RELATIVE Name **Maud Wagner** Address **R.F.D. No 2 Fullerton Orange Cal**

I AFFIRM THAT I HAVE VERIFIED ABOVE ANSWERS AND THAT THEY ARE TRUE  
P. M. G. O. **Charley Cecil Wagner**  
Form No. 1 (Red)

**REGISTRAR'S REPORT 4-4-30. C**

**DESCRIPTION OF REGISTRANT**

| HEIGHT |  |       | BUILD   |  |       | COLOR OF EYES | COLOR OF HAIR    |
|--------|--|-------|---------|--|-------|---------------|------------------|
| Tall   | Medium                                 | Short | Slender | Medium                                 | Stout |               |                  |
| 21     | 22 <input checked="" type="checkbox"/> | 23    | 24      | 25 <input checked="" type="checkbox"/> | 26    | <b>Grey</b>   | <b>Br. Brown</b> |

23 Has person lost arm, leg, hand, eye, or is he obviously physically disqualified? (Specify.)

28 I certify that my answers are true; that the person registered has read or has had read to him his own answers; that I have witnessed his signature or mark, and that all of his answers of which I have knowledge are true, except as follows:

Date of Registration **Sept 12, 1918**

Local Board for Division No. 2,  
for the County of Orange,  
State of Cal.

**Fullerton, Calif.**

(STAMP OF LOCAL BOARD)

(The stamp of the Local Board having jurisdiction of the area in which the registrant has his permanent home shall be placed in this box.)

(OVER)

# Image Editing Example



4

REGISTRATION CARD

SERIAL NUMBER 1742 ORDER NUMBER A3712

1 *Charley Cecil Wagner.*

2 PERMANENT HOME ADDRESS:  
*R.F.D. No. 2 Fullerton Orange Cal*

Age in Years 45 Date of Birth Nov 22 1873.

RACE

|                                       |       |          |        |
|---------------------------------------|-------|----------|--------|
| White                                 | Negro | Oriental | Indian |
| 5 <input checked="" type="checkbox"/> | 6     | 7        | 8      |

U. S. CITIZEN

|  |             |   |           |               |
|--|-------------|---|-----------|---------------|
| Native Born                            | Naturalized | Citizen by Father's naturalization Before Postmaster's Majorities | Declarant | Non-Declarant |
| 10 <input checked="" type="checkbox"/> | 11          | 12  | 13        | 14            |

15 - If not a citizen of the U. S., of what nation are you a citizen or subject?

PRESENT OCCUPATION 16 *Farmer* EMPLOYER'S NAME 17 *works for self.*

18 PLACE OF EMPLOYMENT OR BUSINESS:  
*R.F.D. No 2 Fullerton Orange Cal*

NEAREST RELATIVE

Name 19 *Maud Wagner*

Address 20 *R.F.D. No 2 Fullerton Orange Cal*

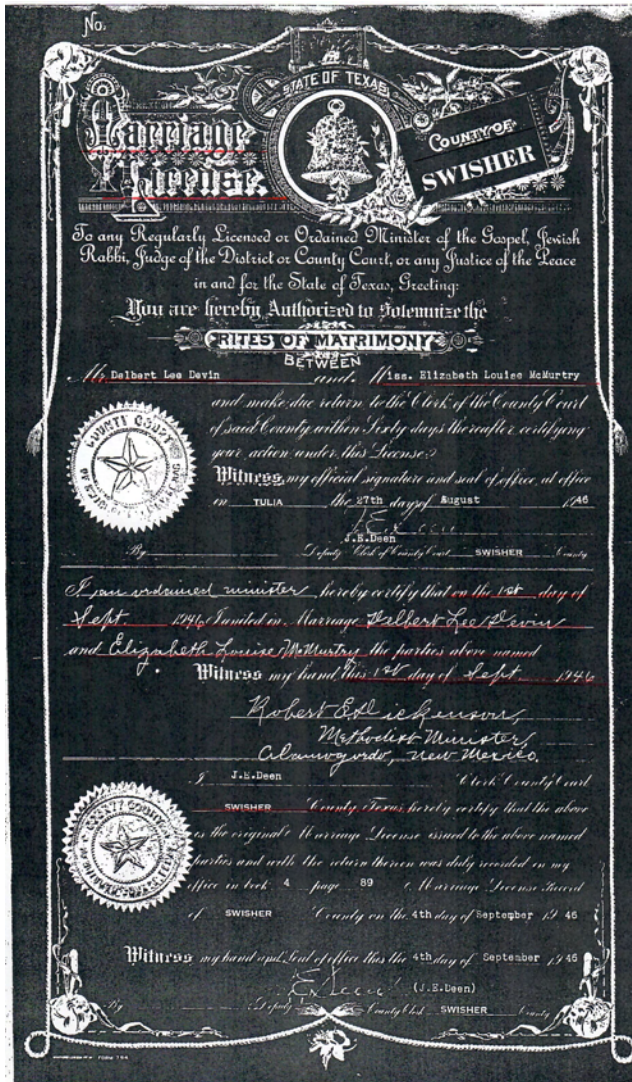
I AFFIRM THAT I HAVE VERIFIED ABOVE ANSWERS AND THAT THEY ARE TRUE

P. M. C. O. *Charley Cecil Wagner*

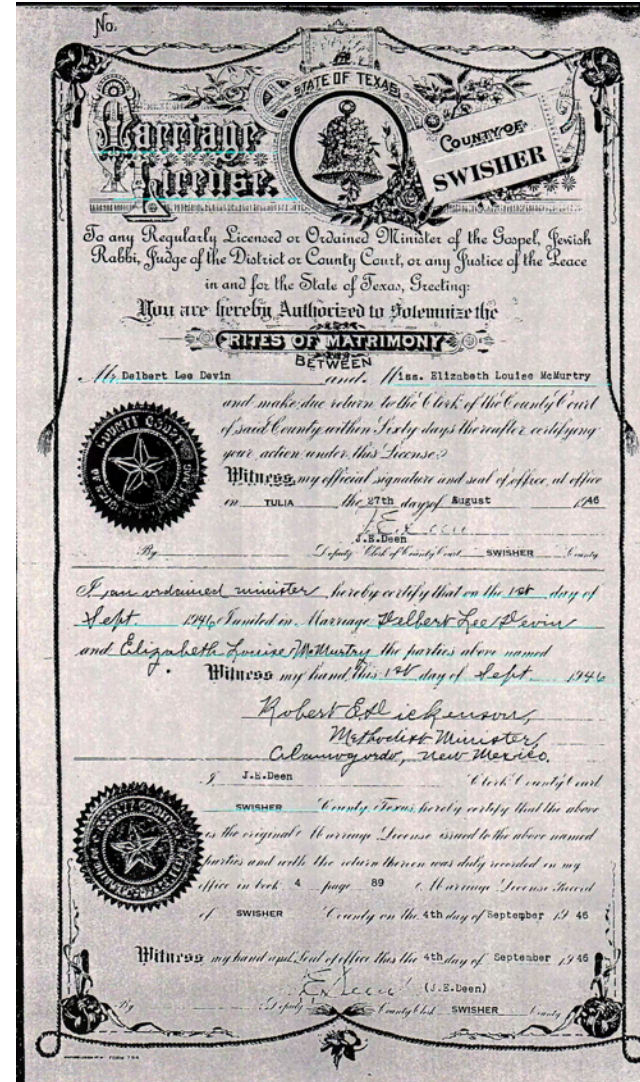
Form No. 1 (Red)

1. Straightened image
2. Cropped image
3. Darkened image
4. Saved image changes
5. Print using a web browser
6. Annotate

# Image Editing Example



Inverting a  
reverse image





# Image Editing Example

□

Gen 5 Clemence Neal Lash was born in Columbia City, Indiana, March 31st, 1867 and departed this life at Topeka Kansas, December 27, 1916, aged 49 years, 8 month and 26 days.

Gen 4 On the 24th day of November 1892 he was united in the bonds of Holy Matrimony to Amanda Irene Way, to this union four sons were born, Glen, Ralph, Bernice and Lyle. His wife departed this life February 12, 1914, and he was again united in marriage to Mrs. Mary Bowling who with the four sons, a mother, five brothers, Will of Talmo, Myron of San Deigo, Calif., Clarence and Murray of Belleville and Brady of Kansas City, Mo., three sisters, Mrs. Rose Evans of Littleton, Colo., Mrs. Stella Baldwin and Mrs. Myrtle Patterson of Belleville survive him and mourn his untimely departure to the spirit world. All of these are present save Myron of California.

Mr. Lash was a man of sunny disposition, optimistic and cheerful. In the business world he was always honest and upright. He made it the rule of his life to be always doing acts of kindness and many a needy person in Republic County has grasped his hand reached out to help them in the time of their extremity. He confessed Christ as his personal Savior during the Rayburn Meetings last June, and so was ready to go when he was called so suddenly and unexpectedly last Wednesday.

Gen 5

"The golden gates were opened  
As a gentle voice said "come"  
And with farewells unspoken  
He calmly entered home."

Short services were held at the family home and then the remains were taken to Highland Baptist church where services were conducted by Rev. F. R. Beery assisted by Rev. J. O. Borton and interment was made in the Highland cemetery, last Saturday, December, 30.

The Democrat is requested by the relatives of the late C. N. Lash to express their sincere thanks to the many friends and old neighbors of the family in this community for their many acts of helpfulness and expressions of sympathy in the hour of their bereavement.

- Downloaded Obituary in JPG format
- Used image editor to break obituary into 2 parts
- Pasted both parts into Word.
- Added source info
- Printed to PDF file.
- Added annotations

# Printing Index Records



▫

## Robert Philip McFall

in the U.S., Social Security Applications and Claims Index, 1936-2007

Detail

Source

2

Name: Robert Philip McFall  
[Robert McFall]

Gender: Male

Race: White

Birth Date: 7 Feb 1930

Birth Place: Braddock All, Pennsylvania

Death Date: 13 May 2006

3

Father: [George McFall](#)

Mother: [Mary Burns](#)

SSN: 181225190

Notes: Jun 1944: Name listed as ROBERT PHILIP MCFALL; 23 May 2006:  
Name listed as ROBERT MCFALL

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1. Print directly from Ancestry.
2. Annotated

# Tombstones



- The tombstone must be readable
- It must be a period stone.
- Family information in a Find A Grave Memorial is not acceptable for proof of lineage.

# Suggested Tombstone Record



- Create a Word document
- Create a 2-column layout
- In the first column, paste a copy of the tombstone image
- Below it, type:
  - SOURCE: FAG Memorial #12459876
  - Hill Cemetery
  - Evansville, Vandenburg County, IN
- Transcription of the tombstone (definitely a best practice)
- Type a hard page break to go to the 2<sup>nd</sup> column
  - Windows Ctrl-Enter / Mac Command-Enter
- Repeat for spouse in 2<sup>nd</sup> column
- Do not include any other information on this document other the Memorial #, cemetery, and transcription.
  - One exception - if the tombstone lists the date of death and age in yrs mos days, Calculate a date of birth and type it below the transcription, ie, Calculated DOB: 05 Jul 1810.

# Suggested Tombstone Record

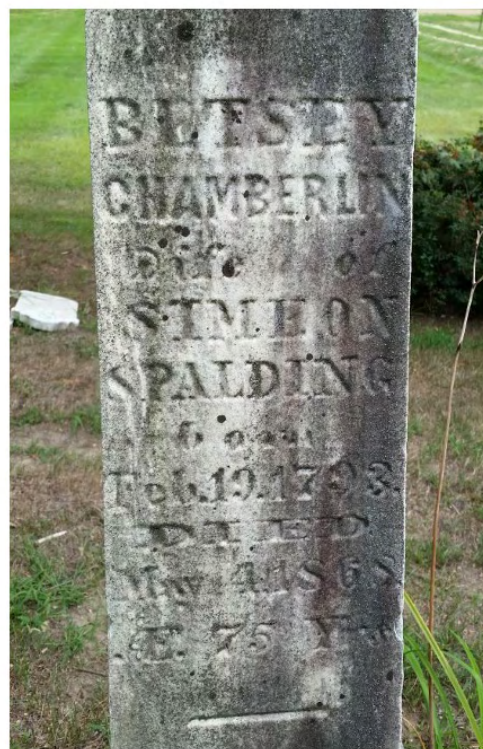


□



Find A Grave Memorial # 67346187 Welch Cemetery  
Sunfield, Eaton County, MI

Simeon Spalding **Gen 7**  
Born Feb 26, 1791  
Died Aug 27, 1860  
AE 76 YRS



Find A Grave Memorial # 67346186 Welch Cemetery  
Sunfield, Eaton County, MI

Betsey Chamberlin **Gen 7**  
Wife of Simeon Spalding  
Born Feb 19, 1793  
Died May 4, 1868  
AE 75 YRS



# Census Records



- Most census record images will need to be edited with an image editor before printing.
- 1850, 1860, 1870, 1880, and 1950 US Census Records are to be printed in portrait orientation.
- The 1900 US Census can be printed in either portrait or landscape orientation.
- The 1910, 1920, 1930, & 1940 US Census Records are to be printed in landscape orientation.
- Do NOT include the Census indexes, only the US Census record itself.

# Proof Summaries



- Proof summaries are used tie multiple documents together to support a reasonable conclusion. Typically, these conclusions support generation linkages.
- Proof summaries should state or summarize important facts from each source document.
- Use the facts to draw a reasonable conclusion.
- List the Proof Summary and all its underlying source documents in the Reference Section of the appropriate Generation.

FAMILY OF JOHN AND JANE MC CAY

John MC CAY was born in 1770 in the state of Virginia (taken from the 1850 census of Pulaski Co., Ind.). His grandfather was a native of Northern Ireland, probably near or in the City of Belfast. It is probable that it was his parents who were the ones that originally migrated to this country from Ireland. John married Jane \_\_\_\_\_ who was born about 1776 in Virginia before 1792. They raised a family of eleven children. This book is about their eleven children and their descendants.

- I. Robert MC CAY b. 1792 in Virginia, married Martha WILSON (pages 1-13)
- II. Nathan MC CAY b. 1794 or later in Virginia, married (see page 14)
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- VI. Lydia MC CAY b. 1806 in Virginia, married William SUTTON (pages 33-34)
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- X. Jane MC CAY b. 1815 in Ohio, married John D. RECORD (pages 39-40)
- XI. John MC CAY b. 1816 in Ohio, married Pamela THORPE (pages 41-45)

## Unacceptable Source

No sources listed in a bibliography or in footnotes.

SOURCE: The McCay Family, A Genealogical Record of John McCay and His Descendants, Betty L McCay, 1970

# Proof Summary Example



- On page 1 of the book, *The McCay Family, A Genealogical Record of John McCay and His Descendants* (hereafter referred to as “The McCay Family”), there is listing of John and Jane McCay’s family. Due to the lack of sources, this book would normally not be considered an acceptable source.
- The *McCay Family*’s author, Betty L McCay, in the Forward to her book paid tribute to her uncle, John Record McCay, who at the age of 99 contributed greatly to her book.
- John Record McCay’s death certificate lists his parents as John McCay and Permelia Tharp. John McCay and Permelia Thorpe can be found on pg 1 of the *McCay* book. Therefore, the children of John and Jane McCay would be John Record McCay’s aunts and uncles. It is reasonable to conclude that John Record McCay would have personal knowledge of his who his aunts and uncles were.



# Proof Summary Example

- As John Record McCay was born in 1863 and his grandparents, John and Jane McCay apparently died before 1860, he could not have personal knowledge of his grandparents.
  - On John D McKay's death certificate (John Record McCay's father), his parents are listed as John McKay and Jane Gillum.
  - Therefore, it is reasonable to conclude that the family record of John and Jane McCay on pg 1 of The McCay Family is a true and correct representation of their family.
- This Proof Summary was used in SAR RC#191095 – James Gilliland to link Generation 7 to Generation 8.

# Elimination Proof Summary



- Jones Kendrick passed away in 1854 in Houston County GA. His will named his wife, Charity, children Benjamin C Kendrick, James D Kendrick, Amanda L Kendrick, Martha V Kendrick, Mary (wife of John B Cashion), Jane (wife of James W Brown), Sarah (wife of James F Green), Eliza (wife of Thos F Faulkner), Elizabeth Kendrick, Martin Kendrick, William Kendrick, John H Kendrick, and John Henry.
- Prove the William Kendrick who was living in Grimes County TX is the son listed in his will.



# Elimination Proof Summary

- Determined birth dates for most of the children listed in will intentionally excluding William Kendrick. Mary Kendrick's birth date could not be determined.

| Child                     | Born     | Spouse            | Birth source / Comments |
|---------------------------|----------|-------------------|-------------------------|
| <b>Sarah A Kendrick</b>   | Abt 1820 | James L Green     | 1850 US Census          |
| <b>Martin Kendrick</b>    | 1822     | Eliza A Brown     | Tombstone               |
| <b>Mary Kendrick</b>      |          | John B Cashion    | Speculative placement   |
| <b>Jane Kendrick</b>      | Abt 1827 | James W Brown     | 1850 US Census          |
| <b>John Kendrick</b>      | Abt 1829 |                   | 1850 US Census          |
| <b>Eliza Kendrick</b>     | Abt 1833 | Thomas F Faulkner | 1850 US Census          |
| <b>Civility Kendrick</b>  | 1834     | John Henry        | Tombstone               |
| <b>Elizabeth Kendrick</b> | Abt 1837 |                   | 1850 US Census          |
| <b>Benjamin Kendrick</b>  | 1838     |                   | Death certificate       |
| <b>James Kendrick</b>     | Abt 1843 |                   | 1850 US Census          |
| <b>Amanda Kendrick</b>    | 1845     | Harry J Anderson  | Tombstone               |
| <b>Martha Kendrick</b>    | 1847     |                   | Tombstone               |

# Elimination Proof Summary



- William Kendrick is listed in Jones Kendrick's will between Martin Kendrick and John Kendrick.
- Therefore, William Kendrick was likely born between 1823 and 1833.
- Searched the 1850 US Census for any William Kendrick born in Georgia.





# Elimination Proof Summary

| Name                      | Residence                      | Born     | Birth place | Comments   |
|---------------------------|--------------------------------|----------|-------------|--|
| <b>William W Kendrick</b> | Dist 1, Baker Co, GA           | Abt 1814 | GA          | Too old  |
| <b>William Kendrick</b>   | Summerville, Chattoogna Co, GA | Abt 1846 | GA          | Too young  |
| <b>William O Kendrick</b> | Dist 68, Pike Co , GA          | Abt 1801 | GA          | Too old  |
| <b>William M Kendrick</b> | Dist 68, Pike Co, GA           | Abt 1838 | GA          | Too young  |
| <b>William T Kendrick</b> | Dist 68, Pike Co, GA           | Abt 1846 | GA          | Too young  |
| <b>William M Kendrick</b> | Dist 68, Pike Co, GA           | Abt 1821 | GA          | Too old  |
| <b>William Kendrick</b>   | Dist 24, Talbot Co, GA         | Abt 1850 | GA          | Too young  |
| <b>William Kendrick</b>   | Div 2, Lauderdale Co, GA       | Abt 1837 | GA          | Too young  |
| <b>William Kendrick</b>   | Dist 21, Macon Co, GA          | Abt 1844 | GA          | Too young  |
| <b>William R Kendrick</b> | Dist 6, Itawamba Co, MS        | Abt 1801 | GA          | Too old  |
| <b>William C Kendrick</b> | Grimes Co, TX                  | Abt 1822 | GA          | Death certificate shows that this William C Kendrick was born in 1826. |
| <b>William Kendricks</b>  | Newton Co, MS                  | Abt 1825 | GA          | Right age  |
| <b>Wm Kendrick</b>        | Div 90, Warren Co, GA          | Abt 1838 | GA          | Too young  |
| <b>Wm Kendrick</b>        | Dirt Town, Chattoogna, GA      | Abt 1845 | GA          | Too young  |
| <b>W Kendrick</b>         | Dist 38, Hall Co, GA           | Abt 1822 | GA          | Too old  |
| <b>Wm A Kendrick</b>      | Union, El Dorado Co, CA        | Abt 1821 | GA          | Too old  |
| <b>William Kendrick</b>   | Columbia Co, GA                | Abt 1832 | GA          | Right age  |
| <b>William B Kendrick</b> | Columbia Co, GA                | Abt 1832 | GA          | Right age  |
| <b>William Kendrick</b>   | Columbia Co, GA                | Abt 1807 | ?           | Too old  |
| <b>William Kindrick</b>   | Dist 1, Baker Co, GA           | Abt 1795 | GA          | Too old  |
| <b>William N Kindrick</b> | Dist 1, Baker Co, GA           | Abt 1843 | GA          | Too young  |
| <b>William Kindrick</b>   | Summerville, Chattoogna Co, GA | Abt 1849 | GA          | Too young  |

# Elimination Proof Summary



- The 2<sup>nd</sup> William Kendricks died in 1864 in the Civil War. This can't be the correct William Kendrick as William Kendrick's son Robert Kendrick was born in 1874.
- The 3<sup>rd</sup> and 4<sup>th</sup> William Kendrick are the same person. Enumerated with his parents and then in the next family as a Plantation Overseer. The William Kendrick we are looking for has to be living on his own. Therefore, this William Kendrick can be eliminated.
- This leaves the William Kendrick living in Grimes County TX as the correct William Kendrick. He is enumerated next to James L and Sarah (Kendrick) Green.



# Application References

## Examples following the APM on pg 21-25

b/c Joseph Smith

d/c Mary Howard

m/c John Jones to Susan Peacock

Milam Co TX Will Book 2, pg 34, Joseph Smith

Ector Co TX Deed Book H, pg 100, Thomas Head dec.

1880 US Census - White Co TN, pg 124, John Smith hh

White County TN History, 1896, pg 385, John Smith

Obituary - John Smith, Los Angeles Times, 04 Jun 1935, pg 25

DAR RC# 969696 – Thomas Smith

SAR RC# 156000 – Thomas Smith



# Application References

## Not in the APM

TX Marriage Index – John Jones to Susan Peacock

OH Birth Index – Howard Smith

SS Application/Claims – Mary Smith

SSDI – John Smith

Proof Summary – John Smith's Parents

**References should be typed continuously with each reference separated by a semicolon.**

d/c John Smith; d/c Mary Smith; m/c John Smith to Mary Hope

d/c John Smith; SS Application/Claims – Mary Hope; TX Marriage Index – John Smith to Mary Hope

# Revolutionary War Service



**Patriot Ancestor must have provided acceptable service to the Colonies.**

- **Military: Served in a militia, Continental Army or Navy, Spanish Army, French Army or Navy**
- **Civil: Served as an elected or appointed official**
- **Patriotic: Paid a war tax, furnished supplies, or suffered depravation at the hands of the British Army or its allies.**



# Service Description

**A Patriot's service should be written in a sentence. Please do not just copy service directly from the DAR or SAR website.**

- **Military service should include rank and place of service**
  - **Private in Capt Smith's Company in Berks County PA Militia**
- **Civil and patriotic service should also include place of resident.**
  - **Fence Viewer and Road Surveyor in Springfield VT.**
  - **Furnished supplies in Loudoun County VA.**
- **Do not state the type of service, i.e., Patriotic Service**



# Proof of Service

- **DAR or SAR Record Copies are the best**
- **Pension Records are the next best source as they were usually applied for where the pensioner would pass away.**
- **A number of other sources are acceptable as well.**
  - **One caveat – proof of residency during the revolution may be required if the Patriot moved during his lifetime, ie, if a Patriot was born in CT, did service in MA, and died in VT.**
- **Watch out for multiple people of the same name and the age of the person.**



# Citing Proof of Service

- **Do not cite Proof of Service in the Patriot's generation.**
- **DAR or SAR Record Copies**
  - **Record copy number – "Patriot name" cites "References cited in Record Copy"**
  - **DAR RC #969696 – Joseph Smith cites S9876**
- **Other Proofs will follow normal citation rules**



# Application Forms



**Online application form to be updated**

**Preferred by NSSAR**

**Use pdf or Word applications**

**Ultimately Word version will be phased out**

**SARApAid by Ray Cox is an approved SAR application and can be found on [coxsoftware.com](http://coxsoftware.com)**

**Use 2017 Version of pdf or online form**

**Print on both sides on SAR watermarked paper**

**Please include a plain paper for State Registrar review**

**Print proofs on letter sized paper**

**Portrait preferred**

**Never print on the back of pages.**

# General Guidance for Applications



- Provide proof for every name, date, place **OR LEAVE IT BLANK.**
- Print zoom documents on a separate sheet of paper.
  - add note “see zoom” on full page document
- Always make changes the SAR or DAR reviewer made on the RC
- Mark generations in red at the top right corner
- Red underline the important info, especially on the old Wills and deeds, ie, names, dates, places
- Documentation is to be organized with generation 1 first followed by the rest of the documentation in generational order.
  - If a source document covers multiple generations, it should be included with the most recent generation for which it applies.



# Entering Information

- **Standard Format for entering dates: Day Month Year**
  - **Example: 10 Oct 2021**
- **Do not type “unknown”, “never married”, “living”, etc.**
  - **If unknown leave it blank**
- **Use mixed case for names, dates, and places. DO NOT use all capitals. All capitals are harder to read and slows down the review process.**
- **Name variations should be listed**
  - **Eliza/Elisabeth**
  - **Joe/Joseph**



# Entering Information

## Standard Format for entering places: Town/County/ ST

Example: Houston / Harris / TX

Use Slashes, not commas

Do not use County or Parish after the county or parish name

Use 2 letter postal abbreviations for states

- **If a town/city is not listed on the source document, do not list it on the application.**
  - Example: / McLennan / TX
- **If a county or parish is not listed on the source document, do not list it on the application.**
  - Example: Waco / / TX
- **If a town/city and county/parish are not listed, list only the state**
  - Example: / / TX
- **Putting a space before and after a slash enhances readability**

# Entering Information



**Genealogy Policy Manual 3.5001** List on the application only information for which a proof is given. If a proof is found to be insufficient, the reviewing staff genealogist will bracket the claim on the application.

- **Facts must be documented in attached Proofs**
- **Facts contained in a Birth Record, Marriage Record, Death Record, Census Record or Probate Records**
- **Use Wife's Maiden Name (if previously married use Mrs. Married name).**
- **If no proofs are available, then leave the lines blank**

# Entering DAR RC Information



DAR Record Copy

Christina X

a 1850

c 1850

p 1850

SAR Application

Christina

bef 1850

abt 1850

aft 1850

All other DAR abbreviations should copied to the SAR Application, i.e., liv, prob, etc

# Special Cases



- **If a tombstone was used to document a death date, then the burial place should be used for the death place with “bur” placed before the place.**
  - 10 Jan 1865 bur Sunfield / Eaton / MI
- **If a census is the last known date that an ancestor was living, say the 1850 US Census and they were enumerated in Pulaski County IN.**
  - Aft 1850 liv / Pulaski / IN



# Lineage Example

4 - Great Grandson of Wright Leslie Spalding born 27 Oct 1887 Susanville // CA  
 NSSAR# \_\_\_\_\_ died 31 Dec 1938 Janesville / Lassen / CA  
 and his wife Dolly Ruth Hemler born 17 Apr 1887 \_\_\_\_\_  
 NSDAR# \_\_\_\_\_ died 17 Nov 1973 / Lassen / CA  
 Who is the son X /daughter \_\_\_ of married 18 Jun 1910 / Lassen / CA

References:

**WWI Draft Card; CA Burial Permits - Wright Spalding; CA Death Index - Dolly Spalding; CA County Marriages - Wright Leslie Spalding to Dolly Ruth Hemler**

5 - Great <sup>2</sup> Grandson of John Bridges/Bridger Spalding born 11 Oct 1864 Susanville // CA  
 NSSAR# \_\_\_\_\_ died 09 Jan 1934 Susanville / Lassen / CA  
 and his wife Mary Ellen Hall born 03 Jun 1864 \_\_\_\_\_  
 NSDAR# \_\_\_\_\_ died 30 Oct 1937 Susanville // CA  
 Who is the son X /daughter \_\_\_ of married 18 Mar 1884 / Lassen / CA

References:

**Obituary (John Spalding, The Sacramento Bee, Sacramento CA, 11 Jan 1934, pg 7); CA Burial Permits - John Spalding; CA Burial Permits - Mary Spalding; CA Marriage Index - J B Spalding to Mary E Hall**

6 - Great <sup>3</sup> Grandson of Zetus N Spalding born 13 May 1819 // VT  
 NSSAR# \_\_\_\_\_ died 17 May 1898 bur Susanville / Lassen / CA  
 and his wife Mary A Brown born 16 Jul 1840 England  
 NSDAR# \_\_\_\_\_ died 10 Nov 1905 bur Susanville / Lassen / CA  
 Who is the son X /daughter \_\_\_ of married \_\_\_\_\_

References:

**Find A Grave Memorials #22611359 & #22611352; 1880 US Census (Lassen County CA, SD 3 pg 18, Z N Spalding hh); 1850 US Census (Huron County OH, pg 96, Simeon Spalding hh)**





# Service Example

## ANCESTOR'S SERVICE

The said BENJAMIN SPALDING who resided during the American Revolution at CORNISH, CHESHIRE CO, NH

assisted in establishing American Independence while acting in the capacity of Pvt for the state/country of NH Ancestor Number A107531

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

1) CAPT, PAYNE, COL HAZEN

SAMUEL

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)*

\*S14564

## REVOLUTIONARY PATRIOT ANCESTOR

I hereby apply for membership in this Society by the right of bloodline descent from Benjamin Spalding Gen # 8 who assisted in establishing American Independence while acting in the capacity of:

Private in Captain Samuel Payne's Company, Colonel Hazen's Regiment of Militia in Cheshire County NH.

## PROOF OF SERVICE

DAR RC#1021390 - Benjamin Spalding cites Pension S14564



# Service Example

**GILLILAND, JAMES**

Ancestor #: A044934



**Notice: DATA IN THE CORRECTION FILE** [\(WHY?\)](#)

Service: VIRGINIA Rank(s): ENSIGN

← Needs to be included

Birth: 3-16-1749 AUGUSTA CO VIRGINIA

Death: 2-14-1844 GREENBRIER CO VIRGINIA

Pension Number: R4029V

Service Source: R4029V

Service Description: 1) GREENBRIER CO MILITIA

← Not sufficient by itself

2) ALSO SGT; CAPTS HAMILTON, RENICK

## COMMENTS

[\(Overview\)](#)

1) PENSION REJECTED FOR LACK OF EVIDENCE OF SIX MONTH SERVICE.

2) SEE DATA CF REGARDING SERVICE FOR SEVERAL JAMES GILLILANDS IN VA. 6/2010.

Served an Ensign and Sergeant under Capts Hamilton and Renick in the Greenbrier County VA Militia



# Family Group Applications

- **All Applications should list the same documentation for each generation.**
- **Submit only one set of documentation shared by all members of family group.**
- **Place those documents with the first person in the group, (typically the oldest).**
- **Include a statement on the 2<sup>nd</sup>, 3<sup>rd</sup>, etc, in common Generations**
  - **b/c Harry Smith, d/c Leona Smith (documents in Joseph Alan Smith's application)**
  - **Please don't use father, brother, etc.**



# Family Group Applications

- **Only copies of birth certificates are required to connect to the common ancestor.**
  - The documentation submitted by the primary applicant will provide the remainder of the supporting documentation
- **For a Grandson's application, the only additional documentation required would be a copy of his and his father or mother's birth certificate showing the blood line to the Grandfather.**
- **Registrars can submit Family Applications for different Chapters together.**
  - For example, the father joins the Patrick Henry Chapter, and the son joins the Plano Chapter.



# **Supplemental Applications with common lineage**

- **All Applications should list the same documentation for each generation**
- **Submit only one set of documentation shared by the common lineage of the supplemental applications**
- **Place those documents with one person in the group**
- **Do not duplicate the documents with other applications**
- **Include proof documents only for generations not proven by the proof of common lineage**
- **Include a statement that proof documents are the same for all applications, except for proofs filed with the application.**



# Proof Lineage

Double check that you have proved lineage from applicant to patriot Applicant:

b/c ties applicant to parents

Parent b/c or d/c ties next generations

Continue to tie by b/c, d/c, census

Census 1850 and subsequent lists parents and children

Before 1850 use evidence to connect each generation to intermediate generations and then to the Patriot.

Patriot's will

Indentures

Deeds

# Submitting Applications



- Verify the application fee on the Texas SAR website.
  - Make sure the check is made payable to TXSSAR and for the correct amount.
- Confirm that Applicant & Sponsors have signed
- Verify spelling of Applicant's Name (for Member Certificate)
- Include Two Copies of the Application
  - One on SAR Legal Watermarked Paper, with all Signatures
  - Work copy for the State Registrar on plain Legal Paper. Doesn't need to be signed.



# Applications Submitted are to be Approval Ready

Dates and Places are in proper format

Changes made by DAR and SAR reviewers are entered  
on the application

Includes Information & Dates that are proven by Proofs  
Attached or SAR / DAR Record Copies

Supporting Document must be included

**If no proof provided leave blank**

Regular, Memorial, Junior, & Supplemental applications  
to be reviewed and signed as reviewed by Chapter  
Registrars

Unless already signed as Applicant, Sponsor or Co-Sponsor





# Well Prepared Application

A Chapter Registrar/Genealogist's goal is to prepare a well documented application that doesn't have any corrections by the NSSAR Staff Genealogists.

|   |  |
|---|--|
| <p>4 - Great Grandson of <u>Henry Roland Klinger</u><br/>           NSSAR# _____<br/>           and his wife <u>Sallie Mae Zartman</u><br/>           NSDAR# _____<br/>           Who is the son <input checked="" type="checkbox"/> /daughter ___ of<br/>           References:<br/> <b>SAR RC #207120 (John Phillip Klinger)</b></p>          | <p>born <u>30 Nov 1883</u> / <u>Dornsife / Northumberland / PA</u><br/>           died <u>24 Aug 1969</u> / <u>Allentown / Lehigh / PA</u><br/>           born <u>12 Nov 1882</u> / <u>Dornsife / Northumberland / PA</u><br/>           died <u>31 Aug 1976</u> / <u>Allentown / Lehigh / PA</u><br/>           married _____</p> |
| <p>5 - Great <sup>2</sup> Grandson of <u>Gabriel Klinger</u><br/>           NSSAR# _____<br/>           and his wife <u>Clara Melissa Wolfe</u><br/>           NSDAR# _____<br/>           Who is the son <input checked="" type="checkbox"/> /daughter ___ of<br/>           References:<br/> <b>SAR RC #207120 (John Phillip Klinger)</b></p> | <p>born <u>16 Oct 1855</u> / <u>Schulykill / PA</u><br/>           died <u>08 Oct 1941</u> / <u>Rockefeller / Northumberland / PA</u><br/>           born <u>04 May 1863</u> / <u>// PA</u><br/>           died <u>09 Jan 1929</u> / <u>Rockefeller / Northumberland / PA</u><br/>           married _____</p>                     |
| <p>6 - Great <sup>3</sup> Grandson of <u>Samuel Klinger</u><br/>           NSSAR# _____<br/>           and his wife <u>Magdalena X</u><br/>           NSDAR# _____<br/>           Who is the son <input checked="" type="checkbox"/> /daughter ___ of<br/>           References:<br/> <b>SAR RC #207120 (John Phillip Klinger)</b></p>          | <p>born <u>16 Sep 1824</u> / <u>// PA</u><br/>           died <u>04 Feb 1903</u> / <u>bur / Northumberland / PA</u><br/>           born <u>19 Mar 1830</u> / <u>Schulykill / PA</u><br/>           died <u>17 Jul 1874</u> / <u>bur Sunbury / Northumberland / PA</u><br/>           married _____</p>                             |



# Tips and Strategies for Registrars/Genealogists



# Application Best Practices

When responding to a potential applicant

- Ask if he has a Patriot Ancestor he would like to use.
- Ask him if he has any DAR or SAR relatives.
- Ask if he has a tree on Ancestry
  - If he does, ask him to share his tree with you and send him instructions on how to do this.
- If he doesn't have a tree, ask for a lineage back to a Patriot ancestor.
- Using the DAR Descendants or SAR Descendants search function, see if any of his ancestors are in the Descendants listings.
- If you can find an ancestor in the DAR Descendants' database, do a quick vetting on the remainder of his lineage to see if it holds together specifically focusing on generation linkages.



# Ancestry Tree Invite

The best way to share your Ancestry tree with me is to do the following:

- 1) Log into Ancestry
- 2) Go to your tree.
- 3) Click on the tree name in the upper left hand corner
- 4) Click on Sharing
- 5) Click on Invite people
- 6) Click on Email
- 7) Type in my email, ***email address***, and click on Send invites (my username is ***username***, but email invites seems to work better)
- 8) Click on the tree name in the upper left hand corner
- 9) Click on Tree Settings
- 10) Click on Sharing
- 11) On the line with ***username***, click the box "Can see living people"
- 12) Click on Save Changes

This procedure only allows me read only access to your tree.



# Application Best Practices

- Pull as many documents as possible out of the applicant's tree including documents on non-bloodline spouses.
  - Best to save documents as PDFs for future printing.
- Ask the applicant to supply any missing documents.
- Once you have all of the needed documents, print all of the documents.
  - Be sure to annotate documents with red lines under pertinent names, dates, and places and write the generation number in the margins closest to the person it applies to.
- Once you have printed all of the needed documents, type up the application yourself using the documents to only type up what is proved.
- Proof the application, and have the applicant proof the application as well.
- Print the application on SAR watermarked paper.
- Be sure to ask the applicant if he has any brothers, sons, grandsons who would also like to join.



# DropBox

- DropBox is an online storage system.
- You may join for free and have up to 2GB of storage.
- You can create folders and share those folders with the applicant.
- Files stored on DropBox are kept encrypted.
- After an application has been approved by National, you can simply delete the folder and the files are permanently deleted.



# Mailing Applications

- Plain brown envelopes work very well for mailing.
  - You may have to order appropriate envelope size online
- You may choose to use Priority Mail.
  - Online USPS Store has legal size Priority Mail Envelopes available for free in packs of 10 and they will ship free of charge to your home or office.
  - If you use USPS mailers, please do not tape the flap.
  - If you use USPS envelopes, you can use the Click N Ship feature of the USPS website to purchase and print postage labels.
- Please do not use Return Receipt Requested.
- There is no need to put cardboard, poster board, or peanuts in the envelope to protect the application.



# Pended Applications

- If a Staff Genealogist has decided that additional proof is needed or there is an error in lineage, the Staff Genealogist will send the State Point of Contact (Coastal or Inland Registrar) an email listing the problems with application.
- We typically will forward these emails onto the Chapter Registrar/Genealogist.
- Pended applications can be “cured” by submitting additional information to the Staff Genealogist.
- If an application can not be “cured,” a replacement application can be submitted in its place.
- **Communication with the Louisville Staff Genealogists is limited to the State Point of Contact. Chapter Registrars/Genealogists are not permitted to communicate with the Staff Genealogists.**





**Questions?**