# NSSDP Application Guidelines

(Revised 01 August 2023)

This Revision is effective 9-1-2023 unless otherwise noted below and replaces all previous versions. It should assist you and/or the applicant in preparing applications/authorities for review/approval for membership in NSSDP.

Unless the potential new member is joining as a member-at-Large (MAL), applications should be reviewed by the Branch Registrar (BR) to ensure everything is correct and "review ready" before forwarding to the Registrar General (RG) for final approval. MAL applications will be submitted directly to the RG per instructions sent to the applicant following their initial inquiry.

Adhering to the following guidelines will help ensure applications are approved in a timely manner:

1) **Application Form**:

   Current applications and addendum pages are available as PDF documents on the National website, through the BR, or through the RG. Older versions of the application will not be accepted going forward.

   The application should be printed on legal size paper and on both sides of the page in the order shown on the application. Applications will no longer be accepted if printed on 4 pages and/or if printed on letter size paper. Virtually all printers today will accommodate legal size paper and can be printed on both sides of the page. You may need to print 1 side, then reinsert the page to print page 2 on the back of the page 1, etc. Send only 1 copy of the application. When the application is approved, a copy will be sent to the BR electronically with instructions to retain a copy for Branch files while forwarding a copy to the member for their files. The current application will be used for all new and supplemental applications.

   All data listed on the application must be supported with authorities for both spouses.

   Dates must be listed as follows: 01 Mar 1847, Mar 1847, or c 1847 (if the complete date is unknown). Usually, the complete date for the first 3 or 4 generations should be available from various sources. Often, for later generations, the year may be the only date identified.

   All generations (to the qualifying ancestor) and related authorities must be listed on the application by generation. Also, all data listed by generation needs to be supported with references (dates, locations, links between generations, etc.).

   If citing an existing Record Copy (RC) with National Number and approval signatures for NSSDP or another society, be sure to list the National Number and the authorities cited on that application for each generation referenced. References cited on the RC must be listed exactly as shown on the RC, except when adding/correcting data that may have been listed incorrectly or has since been discovered or updated. RC's approved before 1990 are not acceptable as authorities, though the RC may be useful as sources are most likely still admissible.

   Data listed on RC's in parentheses including dates, places, or names have not been adequately supported by authorities cited on that application and have been excluded by the Genealogist for that society. As such, that information is not admissible and should not be included on the application. If you have found additional documentation that supports the data in question, include the new authority on the application.

2) **Qualifying Ancestor**:

   The Qualifying Ancestor cited as the Pilgrim must have settled in one of the colonies before 1700. Date and place of birth of the qualifying ancestor must be shown on the application. Ancestors born in one of the colonies cannot be cited as a qualifying ancestor. Birth or Baptismal date and Death date and locations must be included to support the immigration date to the colonies before 1700.

3) **Signatures:**

   The Applicant and BR should sign and date the application on the first and last pages of the application. Two

sponsors can sign the application on the first page.  Or, their names, addresses, and National # can be added in the space provide at the bottom of the first page thus eliminating the additional time needed to sign the application.

4) **Fees:**

Application Fees for the 1st year including Application Fee, Genealogist Fee, and National Dues are as follows:

- Regular Members:  $65 for 1st year
- Junior Members:  $50 for 1st year
- Supplementals (without certificate): $40
- Supplementals (with certificate):  $50

**5)** **Authorities and Supportive Documentation:**

- Only 1 copy of the application and related authorities is needed.
- Send copies of authorities cited as they will not be returned.
- If applications for other family members citing the same lineage are submitted at the same time, only 1 copy of the authorities is needed except when dates/locations for Gen 1-3 or the qualifying ancestor may vary.
- The Qualifying Ancestor cited must have been born outside the colonies and arrived by 1699.  Arrival date and country of origin must be clearly shown as well as the Birth Date, Death Date, and locations.
- All sources cited must be legible and enhanced/enlarged as needed.   Most computers have photo enhancing software that allows the image to be enhanced and/or enlarged making it easier to read.  If magnification is needed to read the data cited, it's likely that authority will not be considered admissible.
- Record Copies of approved applications from NSSDP and/or other societies can be used as an authority for the application provided the application was approved after 1990 and includes all pages showing approval signatures and National Number of the applicant cited.  The major societies are included, some of the less known societies may not be admissible.  If in doubt, check with the RG before citing.  You must notate the Society and National # as well as cite the specific authorities per generation used to support the lineage.
- Birth (or Delayed Birth), Marriage, and Death Certificates (if applicable) are required for the first 3 generations and should include complete dates and locations.  If these are not available (i.e., the event occurred before certificates were issued) alternative sources that are credible can be substituted (this typically would apply from Gen 4 to the ancestor but may include Gen 3 in some cases).
- Sources supporting Generation 4 to the qualifying ancestor can include the following:
  - Birth, Marriage, and death registers, credible publications (i.e., NEHGR or comparable, if from a register, be sure to include the Title page and the Copyright page if available)
  - Record Copies of applications from other societies can be used if approved after 1990.  Be sure to include the Society, National Number, and sources listed on the application by generation.
  - Church Records (i.e., baptismal, marriage, or death records with Title Page).
  - Bible Records (i.e., birth, baptismal, marriage, or death records with Title Page).
  - Census Records with exceptions as follows:
    - 1910-1950 Census can support DOB and marriage date (based on years married and age when married) and can be used to support birthplace for several generations.
    - 1900 Census can be used to prove DOB and marriage date per years married if the BC or Marriage Record isn't available and can be used to support birthplace for several generations.
    - 1880-1950 Census should prove links between 2+ generations and list other family members in the household.  Sometimes, earlier census may also show the relationship as well.
    - 1850-1870 Census will show members in a household but may not prove the relationship.  Using siblings listed in a household before 1880, who are identified on the 1880 census, you may be able to show how your lineage is connected.
    - 1790-1840 Census can be used to show an approximate DOB for the head of household listed based on age.  You can also use this data to support birthplace of a child based on where the head of household was living before and after the DOB of the child.  When using pre-1850 census data, the summary page must be included with the actual record.

- o Grave Photos (i.e., Find-a-Grave) provided the information cited is limited to what is shown on the marker, which must be legible. Again, enhancing software can sharpen and enlarge the photo making it easier to read proving the data shown. The data shown on the page, other than the marker, such as the narrative provided is not admissible.
  - o Wills and Estate Records must include the book/page number shown on the Title Page.
  - o Publications (i.e., county histories, journals, periodicals, family histories, etc.) provided the source used is supported with footnotes and other sources (otherwise it may be hearsay and generally is not admissible). The Title, Copyright Pages, and Bibliography must be included to validate the information provided in the publication. Most sources like the Barbour Collection found online on Ancestry, Family Search, etc. generally include the Title and Copyright pages which should be included or can include a summary page or index page.
  - o Draft Registration for WW1 or WW2 can be used to prove DOB/place, possibly link with the parents, and/or support a marriage date, but only if primary documents (marriage record) are not available.
  - o If citing a record bond or license, be sure to indicate that on the application.
- The generation number supported by the authority cited should be written in the upper right-hand corner of the page in red. It is also helpful to provide a brief summary proven by that source in the margin (i.e., "Gen 5, links w Gen 6 with DOB/place").
- Information supporting the application should be underlined in red. Information highlighted with a marker will not be accepted.
- Lineage books are not admissible sources since the authorities proving the lineage cited are not included. But they can serve as a guideline so you know you are on the right track. However, a record copy of that application based on the National Membership Number cited can be accessed and used provided it was approved after 1990. Copies are available electronically with a modest search fee charged to pull and send a copy of the application.
- Indexes, such as a summary index often cited on Ancestry (re marriage, birth, immigration date, etc.), w/o a copy of the actual document are not admissible. An index is considered hearsay as it isn't validated by the document it references. An index page can be included, however, with the document if it helps identify what the document proves.
- If it is determined additional documentation is needed, the RG will notify the BR and will complete the review upon receipt of the additional information requested. This will delay approval of the application.

## 6) **Preparing the Application**

As discussed previously, the Branch Registrar should work with the applicant and review the application and documentation, making corrections as needed, ensuring the packet is "review ready" before submitting.

Do not mark on the application being submitted. If needed, make a copy to be used as a worksheet.

Also, be sure to use the current version of the application and addendum page and be sure the application is printed on both sides of the page using legal size paper. Applications are available on the NSSDP website under forms, or directly from the RG.

Once completed, submit the application, references, and check payable to NSSDP (do not include check for the Branch) to the RG for final review. Once approved, a copy of the application will be sent to the BR for their files with instructions to forward a copy to the applicant. A certificate will be sent directly to the applicant. The larger certificate is available for an additional $30 by request.

**If you have any questions or need assistance, please email the RG (registrar_genealogist@aol.com)**