



Application preparation checklist for Branch Registrars

√**Two page application** - Print application on only two sheets of legal size paper back-to-front. Four page applications will not be accepted. One can print a back-to-front two page application by printing the first page only, then re-inserting the page and printing the second page on the back and so forth. If the application is found acceptable, a verified copy will be sent to the Branch Registrar via electronic attachment. The Registrar General will not provide copies of the verified application to the Branch except in the case of missing Branch copies of previously verified papers. **SEND ONLY THE ORIGINAL PREPARED APPLICATION. A COPY OF THE APPLICATION IS NOT NEEDED.**

√**Qualifying ancestor** - **Double check the birthplace of the qualifying ancestor**. The national bylaws state, "...the term **"Pilgrim"** shall denote any **IMMIGRANT** (emphasis mine) who settled before 1700 within the territory which became the forty-eight contiguous states..." An immigrant, by definition, migrates to another country; therefore the qualifying ancestor cannot have been born in the United States, i.e., must have been foreign born.

√**Acid free paper** - acid free paper is preferred. Legal size of course. Other sizes are not acceptable.

√**Original signatures** – The application must both have original signatures of the sponsors and Branch Registrar. – please fill in the date you signed.

√**Fees** –

- The membership fee for regular members shall be \$35.00 which includes \$18 application fee, \$10 genealogist's fee, and \$7.00 National dues.
- Junior Membership fee shall be \$23 which includes \$13 application fee and \$10 genealogist's fee.
- Supplemental fee is \$20 which includes a \$10 National fee and \$10 genealogist's fee. If the applicant wishes a supplemental certificate the fee is \$25.00.
- Enclose a check from the Branch Treasurer or applicant in the correct amount **made payable to the Treasurer General, NSSDP.**

√**Typing application** – Include ALL generations and references for each back to the qualifying ancestor on every application.

- Provide documentation for each fact stated in each generation.
- If utilizing a verified application from a different lineage society or from NSSDP as documentation, the application and references of authority must be typed exactly as on the referenced approved application with the exception of adding/correcting additional data/documentation. Do not show only a reference number for a previously approved

application from another lineage or NSSDP society as the reference authority or the application will be returned unexamined.

- Please do NOT type parentheses on any blank lines in the application even if made by a genealogist on a previously verified application.
- Please include the zip code +4 for all applicants.

√**Documentation** - Please UNDERLINE IN RED all pertinent data on each piece of documentation as this will assist the Registrar General in processing applications in a timely manner.

- Write on each piece of documentation the generation number to which it applies.
- Documentation for each generation of the lineage must identify the individuals named (including spouses) and must establish the relationship from one generation to another. All documentation submitted shall conform to the present day standards of evidence.
- Full dates with proof of birth, marriage and death (where applicable) must be furnished for generations one through three.
- Birth certificates, marriage licenses and certificates, death certificates, wills, deeds, probate records, family Bibles and some census records (documents executed at the time of the event) are considered legal records of evidence.
- Generations without dates and places, or other supporting documentation, may be considered with additional supporting information. If documentation cannot be provided for a specific date for example 4 July 1775, use “ca” 1775 or “about” 1775.
- All references cited to support the lineage and service must be accompanied by a copy of the record. If from a published source (public or private), the title of the book, author, date of publication, volume and page or pages must be stated.
- Documents must be legible.
- Unsupported statements in a county history, family genealogy or newsletter, are not valid proof to establish a line of descent.
- Record copies of approved applications from most lineage societies may be sent as documentation as long as the record copy follows the same lineage. Acceptance of a record copy from another lineage society is at the discretion of the Registrar General. If in doubt, please ask before sending a record copy from another lineage society.

NOTE that insufficient documentation concerning any generation will delay approval of the application

√ **Documentation copies** – Only one set of documentation is required per applicant. Please do not send multiple copies of the same proofs. If there is more than one applicant in the same family, using the same lineage, one set of documentation will suffice.

√**Previewing applications** – Please use ONLY pencil when you are reviewing an application sent to you by a prospective member. This allows the Registrar General to make necessary adjustments to the application as necessary.

√**Application** – If you do not have a PDF version of the NSSDP application please contact the Registrar General. It will send it to you via email.

Should you have questions, please contact the Registrar General for assistance.