

APPLICATION CHECKLIST

- Is the application printed on 8 ½ x 14-inch, SAR-watermarked paper, printed two-sided, legal-size?
- Are all generations completed from the applicant to the Revolutionary War patriot, with the last generation being the patriot? **Do not extend lineage beyond the patriot's generation.**
- Has the applicant signed the application?
- For new-member applications, have the State Registrar, State Secretary, and two Sponsors signed the application?
- For supplemental applications, have the member and the State Registrar (or other designated officer) signed on the back?
- If submitting multiple applications for the same patriot, has only one set of documentation for shared generations been submitted? Are they attached to the "primary" family member (usually the oldest)? Are all family members applying together listed on one transmittal sheet?
- Have photocopies been made of all supporting documentation? Do not send original documents, as they will not be returned. Do not alter photocopies; submit a note of explanation if there is an error on a document.
- Have all pertinent names, dates, etc., been underlined in red on the documentation? Do not use highlighters or felt-tip pens. Have the pertinent generations been noted in the margins?
- Is each piece of documentation **complete** (are any parts cut off?) and **legible**? Is each piece of documentation printed as a full-page image? (It is not recommended or necessary, though, to enlarge already-readable images of, for instance, a 4" x 6" original document.) *Remember, if you can't read it, we can't read it.* Transcriptions may be included, along with the corresponding full-sized originals, such as for handwritten wills.
- Are English translations included for foreign-language documents?
- Does the applicant's birth certificate reflect the spelling of his name as he currently spells it? If there is a difference, an explanation must be included; otherwise, his membership certificate will reflect the spelling on his birth certificate.
- Is the documentation in generational order, with the applicant's generation on top, and without staples or paperclips and without adhesive tape or sticky notes? Do not submit documentation in binders or folders. Use one suitably sized paperclip or binder clip to contain the entire set of documentation.
- If connecting to a DAR or an SAR application, has the national number(s) and patriot name associated with that specific application (very important for supplementals) been cited in the References section? Do not use DAR ancestor numbers or SAR "P" numbers; neither of those numbers conveys any usable data.
- When submitting a DAR application as proof, it must: 1. be a record copy, and 2. include all four pages, printed in their entirety. *Printer settings may need adjusting to print a legal-sized DAR application on standard-sized paper.*
- Has the applicant proofread his entire application?
- Has the chapter (if applicable) and state society been entered at the top of the application?
- Have dates been entered as "01 Jan 1900," using only the *first three letters* of each month (with one space between the day, month, and year, and with no hyphens, slash marks, or periods)?
- Have locations been entered as "city/county/state," using the standard, uppercase, two-letter, "post-office" abbreviations for each state? **Do not spell out state names.** Include *both* the city and county names, if stated by documentation. For most foreign countries, the first three letters (uppercase) can be entered.
- Have names been entered in full, when proven by documentation? *Do not use initials when complete names are proven.*
- Has the patriot's name been entered in the field at the top of the first page of the application? (Do *not* include a patriot's title or military rank or any type of patriot/SAR/DAR numbers; only his/her *name* is to be entered in that field.) Does his/her name spelling match his/her name spelling in the lineage section?
- Has the patriot's service been *described* in the field toward the top of the first page of the application where it asks in what capacity the patriot served?
- Has the reference for the ancestor's service been entered in the designated field on the back of the application? This must be the record-of-the-day "authority" for proof of service. The *proof-of-service citation* is entered on the back, **not** the *description* of service.

Note: Please leave all unknown or non-applicable fields on the application BLANK. Do not enter "N/A", "unk", "???", etc.

- Is the check amount correct? Verify costs for membership categories and supplementals at <http://www.sar.org/Membership/Costs>.

State and Chapter Registrars and sponsors/application preparers are strongly urged to refer to the Application Preparation Manual and Genealogy Policies Manual on the SAR website:
<http://www.sar.org/Committees/Genealogy/Policies>.