

Guidelines for Filling Out An Application

When filling out the application you will use date as day month and year filled out as ie. 07 Jan 1956 for every person listed for each event for them i.e. birth, marriage and death. When filling out the location for each event i.e. birth, marriage and death for each person listed it will be filled out as City, County , State Abbreviations i.e. Charleston, Charleston co, SC.

Every applicant must submit a full copy of his birth record which has the names of his parents and date and place of his birth. Some states issue a short form birth certificate which has no genealogical merit. Often birth, marriage and death certificates can be obtained for the first four or five generations from local or state offices of vital records. As a rule, if a vital record is available, it should be submitted, rather than less reliable secondary sources. A full copy of a death certificate notes the date and place of birth, and the names of the parents and spouse of the decedent. If this is the case, a birth certificate is not required for that individual. Photocopies of family Bible records, wills, deeds and other court records are acceptable sources. Church records of baptisms, marriages and burials, as well as letters from cemeteries with entries concerning burials in family plots and pictures of tombstones can be attached and noted. Find-a-Grave.com entries are only acceptable for information which appears on the photo of a period correct stone. Family linkages which do not appear on the stone will not be accepted. Copies of Federal Census returns which can now be easily found on "Ancestry.Com" are qualifying sources. The image of the full page of the actual Census should be submitted. As above, if needed, an enlargement of the relevant area may be submitted on a separate page. Photocopies of newspaper and other periodical announcements of family events can be used, but the information as to the name of the paper, date and place of publication and the page number should be noted. In the case of printed sources such as well documented family genealogies, local and state histories, and other printed biographical works, photocopies of the title pages and other pages which note the publisher and date publication must accompany the application. Other Genealogical Organizations applications are not accepted as primary sources of proof. They may be added as secondary sources of proof but you will need other documents to go along with it.