

Guidelines to Completing N.S.C.A.R. Applications

1. The CAR application in PDF can be downloaded from our website [see Forms] at: www.nscar.org. Complete the application PDF or use a typewriter to complete the application. The lineage section on pages two and three must be completely filled in down to and including the Patriot. C.A.R. does not accept 'short forms'.
2. A completed application must be printed, **not photocopied**, on one side of four sheets of CAR approved white paper that is *watermarked 25 % cotton* which you can order from CAR Headquarters. The application must be printed out legal size, 8 ½ by 14, using a laser printer.
3. All applications must be **signed**, in *black* ink, by the applicant if above the age of six, or by applicant's parent if under the age of six, by the local Senior Society President, or Senior State President if at large, by two endorsers, and by Society officers if available.
4. Application procedures:
 - a. Write all *dates* on the application as: 26 June 2007, or 4 Sept 1871, etc.
 - b. Please identify all counties with the term 'County' or the abbreviation 'Co'.
 - c. Please use a red pencil to underline important facts on a document. For example, on a birth certificate underline the name, birth date and place, and the parent's names.
 - d. Please complete the application using a 'regular' size font, not BOLD.
5. N.S.C.A.R requires that **all** names, dates and places for all events (births and marriages, and for deaths if applicable), for both *parents and both grandparents* of the applicant be fully documented.

If information is not available for one of the parents or grandparents named in the application then please submit a written, dated, and signed statement with the CAR application as to why this missing information is not available and list what research was undertaken to locate the records.

If only one parent is named on an applicant's birth certificate then please submit a written, dated, and signed statement as to why this information about the missing parent is not available and include a statement that names the *biological parent/parents* of the applicant. If only one grandparent is named in the application, then please submit a written, dated, and signed statement as to why this information is not available and what steps have been taken to location the information.

If the parents or grandparents were not married then write in "not married" in generation two or three in the Reference section of the application.
6. Completing "This ancestor assisted in establishing American Independence while acting in the capacity of", page two: The information needed to complete this section is available at: http://services.dar.org/public/dar_research/Search/.

These lines are for the soldier's highest military rank [example, Pvt, Capt, Col, etc.] and the officers he served under. For example your entry could read: *Pvt, Capt. John Blanton, Col. Thomas Tuffington*. All other military information, battles fought in, etc., should be entered on page four under Ancestor's Service.

If your ancestor provided aid or served in a civil service position during the Revolution write Patriotic Service or Civil Service on this line and a short description of the service. For example your entry could read: *Patriotic Service; contributed supplies to the Caroline County VA Militia*. Any additional description of aid should be listed on page four under Ancestor's Service.

7. Documentation. **All names, dates and places entered in the lineage of a CAR application require documentation.**

a. Send copies of original documents used as references: birth, marriage and death certificates, deeds, wills, census records, church records, etc. *To show lineage a birth certificate or death certificate must list parents*. Some states have two different types of birth certificates. One names parents; the other does not.

b. Record Copies CAR, DAR and SAR applications can be submitted as part of the reference packet to prove lineage, however older CAR, DAR and SAR lineages **require updating with additional dates and places with copies of original documents** before they can be considered in verifying an application.

c. If Record Copies of CAR or DAR applications are referenced you need not send copies as we have these available in the CAR Office. If SAR applications are referenced, please send the Record Copy with the CAR application which details the references.

d. If a CAR application refers to a Record Copy of a CAR, DAR, or SAR application then the lineage section of the CAR applicant's papers must reflect the lineage and all the corrections from the referenced CAR, DAR, or SAR Record Copy.

Any data on the CAR, DAR or SAR Record Copy which is in parenthesis is unproven or incorrect and should not be repeated on the CAR application.

Incoming CAR applications which do not reflect the corrections from a Record Copy will be returned to the applicant.

e. SAR applications: If SAR applications are referenced, please send the Record Copy with the CAR application which details the references. SAR does not use parenthesis. Instead they place verification marks over the data they can verify from documents. When copying from an SAR application to a CAR application *please copy only the data that has the verification marks*.

f. Census records are most useful in providing collaboration for original documents. *They do not, alone, prove lineage*. A census only names who is living at each address. While some censuses do note relationship these are not always reliable. Census records may be submitted as part of the reference packet to prove lineage, however they *can not be used exclusively nor extensively to document lineage*. Clear readable copies must be submitted of the original census page.

g. Bible Records: All pages of family information entries in a Bible must be copied along with the title page, plus the page with the date of printing of the Bible. These pages can be photocopied, or a digital camera can be used.

h. *Ancestry.com* should be used as a guide to locate records to document a lineage. CAR **does not accept** most references from *Ancestry.com* as much on this site has not been verified. Exceptions include information from the Social Security database, and actual *readable* copies of U.S. census records [Copies of the summary sheet must also be included].

i. Family Search, new version 2011, [[The Church of Jesus Christ of Latter-day Saints](#)] is a combination of data from original documents, references to undocumented publications, and from undocumented family history sheets. While a great site to point you in the right direction for your research its usefulness for documentation of a lineage is limited. Any reference from this site must also contain a copy of the page listing the Record Description [Sources of Information for This Collection]. Example: A reference to a marriage in Ohio states that the information for this collection came from “Family Records; Church Records; Civil Registration”. In this particular case this reference can *not* be used because family records have been mixed in with church and civil records.

j. Cemetery stones: Photographs of stones must be *labeled* with the name of the cemetery, city or township, county, and state. For example: Jones Cemetery, near Jamestown, Rockford County, IL; or Old City Cemetery, Iola, Allen County, KS. A transcription of the information on the stone should also be included within the label.

The “Find A Grave” Internet site is useful in learning where someone may be buried however information from this site *is limited* to the data from a readable photograph of the gravestone only. Family members, and others, have often added additional undocumented information. If the location of the cemetery is not listed on the copy of the gravestone then it must be included.

k. Published genealogies and county histories can be cited *as part of the reference packet* to prove lineage *if they properly cite their sources* for the information in the book. If used, the copied pages from the published book must be referenced with a copy of the title page containing the author’s name, and publication date.

l. Copies of newspaper accounts, obituaries, wedding announcements, etc., should identify, on the back or at the bottom of the page, the date and place of publication and the source of the copy.