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

1. The CAR application in PDF can be downloaded from our website at: www.nscar.org. Download the PDF application and complete the four page application by typing, not handwriting, the data. 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 white/cream 8 1/2" x 14" legal sized paper, clearly water marked 25% cotton or higher. Paper can be obtained from CAR Headquarters, from DAR, or from other sources as long as it meets the stated criteria. The application must be printed out legal size, 8 ½ by 14, in permanent black ink.

3. Applications must be signed, in **black** ink, only **by the applicant** if over the age of six. If under the age of six then only *a parent/custodial parent, or legal guardian* of the applicant can sign! All applications must also be signed**, in **black** ink, by the local Senior Society President, or Senior State President if at large, by two endorsers, and by CAR Society officers.

4. Application procedures:
      a. Write all *dates* on the application as: 26 June 2007, or 4 Sept 1871, etc.
      b. Place names are written as Samuelville, Ellis Co, NY or Samuelville Ellis Co NY, not Samuelville/Ellis Co/NY.
      c. CAR requires the use of the term 'county' or 'parish' to identify place names on applications. For example: Marysville, Wilson Co, PA; or Janesville, Caddo Parish, LA. If a county is mentioned on a document please label the county name with the term 'County' or the abbreviation 'Co' on the application.
      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 all caps.

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 the other parent or grandparent must submit a written, dated, and signed statement as to why this missing information is not available including a list detailing what research was undertaken to locate the missing record. Send this statement *with* the application.
      Divorce can not be given as a reason for the absent of a required document. If a conflict exists between father, mother, custodial parent, legal guardian, grandmother and/or grandfather regarding children applying to CAR then those issues will have to be resolved prior to submitting the CAR application.
      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 locate the information.

6. Completing "This ancestor assisted in establishing American Independence while acting in the capacity of", page two, top: The information needed to complete this section is available on the DAR Ancestor Search page at: http://services.dar.org/public/dar_research/search/?Tab_ID=1.

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.*

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, 1779.* Again, check the DAR Ancestor Search page and copy what is listed.

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 some 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 a CAR, SAR or DAR Record Copy which is in parenthesis is unproven or incorrect and should not be repeated on the CAR application. Any data on a SAR application that does not have a small verification mark above it is unproven or incorrect and should not be repeated on the CAR application.**

e. SAR applications: If SAR applications are referenced, please send the Record Copy with the CAR application, which details the references. SAR did not use parenthesis on their older applications. Instead they place verification marks over the data they could verify from documents. When copying from an SAR application to a CAR application *please copy only the data that has the verification marks.* Newer applications do use parenthesis to indicate undocumented or incorrect information. Never include any data in parenthesis.

f. Census records are most useful in providing collaboration for original documents. *They do not, alone, prove lineage.* Early censuses [1850, 1860, 1870] name only who is living at each address but not their relationship. Later censuses [1880 forward] do note relationship so these are useful to prove lineage.

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. Copies of the Ancestry.com summary sheet should also be included with the copy of the 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 can only be used as a guide, as an index, to locate copies of original records to document a lineage. CAR does not accept most references from Ancestry.com unless a copy of the original document is attached. The Ancestry.com search page can not alone be used for documentation. Exceptions include information from the Social Security database, some birth and some marriage records. Any record sent must fully identify the source of the original document on the record. Any record submitted must be clearly readable.

i. Family Search, [The Church of Jesus Christ of Latter-day Saints] is a combination of data from original documents, from references to undocumented publications, and from undocumented family history sheets. While a great site to point you in the right direction for your research it usefulness for documentation of a lineage is limited unless a copy of the actual document is included.

j. Any sheet printed from Ancestry.com or Family Search must also contain a copy of the page listing the source of that record [Sources of Information for this record]. Example: A marriage record that states that it came from the North Carolina Vital Records, State of North Carolina, is acceptable. However if a reference to a marriage states that the information came from a collection, "Family Records; Church Records; Civil Registration" then this information can *not* be used because unverified family records have been mixed in with church parish and civil records. *Again, the primary use of these two sites is to aid researchers in locating copies of original records to document a lineage.*

k. 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 to the page which can not be used. If the location of the cemetery is not listed on the copy of the gravestone then it must be included.

l. 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.

m. 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.

8. Documents submitted in support of a CAR application should be in English. For those documents not in English the applicant is required to submit a translation of the document attached to the original."