



# COMPLETING AN NSSAR APPLICATION STEP-BY-STEP INSTRUCTIONS

## *Qualifications for Membership*

To be eligible for SAR membership, the applicant must be a citizen of good repute in the community and the **lineal descendant** of an ancestor who was at all times unflinching in loyalty to the cause of American independence. The patriot ancestor must have rendered acceptable service (see list at the end of this pamphlet) **by overt acts** of resistance to the authority of Great Britain. The patriot's service and line of descent must be documented through acceptable references.

® If the complete and documented application has been submitted and is found to need additional documentation, the appropriate State Point of Contact will be notified.

The application forms that arrive at National Headquarters **must** be prepared as follows:

1. Typed or computer-generated forms using black print, available from the NSSAR website.  
➤ *NO handwritten applications will be accepted!*
2. A **single-page form printed on both sides, and printed on OFFICIAL, SAR-watermarked, bond paper**, which can be obtained from the local Chapter, State Society, or NSSAR Merchandise Department.  
➤ *Application forms printed before 1990 will NOT be accepted.*
3. It must be the **original** application form containing all necessary signatures.  
➤ *Photocopies of applications will NOT be accepted.*
4. Nothing can be attached to the application form by staple, glue, tape, pin, thread, or other means.

## **Front of Application**

### *Top Section*

1. List Chapter, if applicable, and name of State Society.
2. List one Revolutionary War Ancestor, entering the patriot ancestor's complete name, *without title or rank*.
3. List the generation number of this patriot ancestor.
4. Type applicant's complete name (no initials), place of residence or mailing address, and telephone number.
5. List full names of all living and deceased children of the applicant by bloodline, *not adoption*, whether son or daughter, his/her date and place of birth, and mother of each, if more than one wife had children.

### *Lineage Section*

1. Beginning with the applicant as Generation 1, every generation must be completed from the applicant back to the patriot ancestor. The lineage should not be completed beyond the patriot ancestor's generation.
2. Throughout the application, use the full or legal name. **DO NOT** use initials alone. A woman is referred to by her maiden name. If a widow, list as "Mrs." first, middle, (maiden name), surname.  
*Example:* Mrs. Mary Jane (Jones) Johnson.
3. List all dates by day, month, and year format, e.g. 01 Jan 1900, using three-letter abbreviations for the month, without a period. Names, dates, and places must be complete with proof that will clearly tie each generation to the preceding one.
4. List places as town, county or parish, and state, using common postal abbreviations for states.  
*Example:* Boston/Suffolk/MA or  /Suffolk/MA (if no city given) or Boston/ /MA (if no county given)
5. Be sure each name, date, and place agrees with, or is confirmed by, the proof submitted. Proof is requested for dates, places, and relationships listed.

### *Entering Information on Patriot Ancestor*

1. Supply the most complete information possible on the applicant's patriot ancestor, supported by proof documents. The child through whom descent is claimed must be proved.
2. The date of birth should be given, if it can be obtained. If it is impossible or impracticable to ascertain the date of birth, some fact shall be furnished, with proof, to show the ancestor was living at the time of claimed service and of an age for the service claimed.
3. The date and place of marriage, if known, need be furnished only as to the marriage from which the applicant is descended. When the marriage date cannot be furnished, but the date of birth of the oldest child of the marriage can be proved, the marriage date may be approximated from such birth date, and so stated.
4. The date of death is to be given. If it cannot be secured, some proven date identified with the ancestor, occurring after the date of service, may be used as a substitute, (e.g. "After 1795 when he signed deed." Proof: A copy of the deed.).

## **Back of Application**

### *“References” Section*

1. Beginning with Generation 1, list all documentation being submitted for each generation.
2. List all documentation that is being submitted to prove the patriot ancestor’s service.
3. If using a previously approved SAR or DAR application as documentation to prove lineage or service, cite the NSSAR or NSDAR National Number. If using a previously approved DAR application, a **Record Copy** is also required.
  - **Only** those items verified on the older SAR or DAR application **may** be considered as proof.

### *Bottom Section*

1. Type the applicant’s name in the appropriate field in the attestation statement.
2. Type the applicant’s occupation in the appropriate field.
3. In the first space provided under “Recommended by the undersigned members,” type the first-line sponsor’s name, street address, city, state, and zip, along with his National Number.
4. Type the co-sponsor’s name and National Number in the Co-Sponsor field.
5. After the application has been **typed**, complete with documentation, the applicant should read the attestation statement before he **signs** the application.
6. The Sponsor and Co-Sponsor, who must be active SAR members, must sign on the appropriate lines.
7. When all steps have been completed, and all appropriate documentation has been reviewed and deemed correct, it should be forwarded to the State Officers for further processing.

The completed application, one set of marked documentation, checks for the appropriate amount covering the application fees and first-year dues must be submitted in accordance with the accepted policy of the pertinent State Society through which it is being submitted. Per acceptance by the State Registrar and the governing board of the State Society, the application, documentation, and a check for the appropriate amount must be sent to National Headquarters for review, acceptance, and registration by the National Society. The guidelines and requirements for documentation are the same for all applications.

### **Supplemental Applications**

Members having more than one qualifying ancestor are urged to prepare and file supplemental applications. Supplemental applications must be submitted in exactly same way as original applications. The **only** signatures required are those of the member and the State Registrar. ➤ *Application forms printed before 1990 will NOT be accepted.*

***No supplemental application can be submitted BEFORE the initial application for membership has been approved.***

Documentation already on file as proof with the original application should not be submitted again for generations that are the same on the supplemental application. **Evidence must be supplied that connects the previously approved generation to the new line.**

### ***Guidelines for Sources, Documents, or Evidence Proving the Applicant’s Lineage***

1. A copy of the applicant’s birth certificate showing parentage **must be furnished**, if available. If not available, a hospital record or church baptismal certificate showing applicant’s full name, parentage, date of birth, and certification may be furnished. If these are not available, a combination of the following suggested sources may be submitted:
  - a. Photocopy of full-page census records, showing the applicant in the household of his parents.
  - b. The marriage record of the applicant showing the parents of the parties being married.
  - c. The death record of one of the applicant’s parents showing the applicant’s name as a child of the decedent.
  - d. Wills, probate records, etc., of the applicant’s parents showing the applicant’s name as a child of the decedent.
  - e. Land records, court records, etc., in which relationship of parent and child is explicitly mentioned.
2. An applicant who is a blood descendant of a qualifying ancestor, but who has been adopted by another family, must provide proof of the adoption procedure.
3. Submit and mark evidence for each generation by underlining the pertinent data in red and placing the generation number in the margin next it. Do **NOT** use a highlighter or attach notes.
4. For proof, send the best source available, such as birth, death, or marriage certificates; pages from Bible Records, including title page and date of publication; wills; probate records; deeds; censuses; diaries; old letters; etc.
5. Family Group Sheets, Family Tree Charts, LDS IGI or Family Search records, Broderbunds World Family Tree Records, Ancestry.com World Family Tree, and items attributed to oral or family tradition, **will not** be accepted.

## ***Guidelines for Sources, Documents, or Evidence Proving the Applicant's Lineage*** ***(Cont.)***

6. **Properly annotated** family histories and genealogies **may be** accepted as evidence. When the family history or genealogy is authored by the applicant or any member of his immediate family, copies of the sources used for the compilation **must** be furnished.
7. When the reference is to a published record, the author, title, date of publication, volume number, and page must be given. Photocopies of the title page and pages cited **must be supplied**. *Examples:*
  - a. Edwin Emery, History of Sanford, Maine 1161-1900 (1901), p. 69.
  - b. Massachusetts, Massachusetts Soldiers and Sailors of the Revolutionary War, Vol. 9 (1898) p. 530.
8. When the reference is an **unpublished** record, a photocopy **must be furnished**. (i.e. Texas Birth record of James N. Smith; or Inscriptions, Old Public Cemetery, Madison, NH).
9. A certified copy of a handwritten record/document must be an exact transcript of the complete text.
10. In accordance with By-Law No. 1 Section 5, "Whenever an applicant for membership in the Society is a genetic (bloodline) relative of a present or former member of the Society whose application contains references to authorities or sources for the ancestor of that present or former member having been eligible as a Son of the American Revolution as provided in Article III of the Constitution, it shall only be necessary to establish applicant's relationship to present or former member and to include present or former member's National Number; provided that proofs satisfactory to the Genealogist General are on file at NSSAR Headquarters to establish the line of descent from the ancestor to the present or former member.

As an exception to the above paragraph, close relatives of present or former member, limited to brothers, sons, grandsons, nephews and great nephews only, may apply, using only a copy of their ancestor's approved SAR membership application and acceptable documentation of his relationship to present or former member, even if one or more of present or former member's links back to the patriot ancestor are not documented sufficiently to satisfy current requirements. No additional proof may be required of the applicant to be approved for membership provided the ancestor's patriotic service is not in question and is fully documented. If applicant does not provide acceptable new documentation for the links that are deficient, his application may be approved but will be annotated as "grandfathered." When the applicant's membership certificate is sent to him, he may be requested to submit additional information about deficient links.

Until and unless any requested additional proofs are provided, an application annotated as "grandfathered" **may not** be used by third parties for either original applications or supplemental applications."

11. When applications are based on old SAR or DAR papers that did not provide spaces for dates and places, the applicant shall complete those spaces and provide acceptable documentation. Each paper will be judged on its merit, and **ALL** such applications are subject to review and updating of proofs, if necessary.
12. An applicant who is a lineal descendant of a DAR member or former member must complete his application back to the Patriot Ancestor's generation. An approved DAR application **may** also be used as proof of the Patriot Ancestor's service. Check the approved DAR paper to be sure acceptable proofs are cited. **Only copies of DAR papers requested from the Library Copy Services, DAR, 1776 D Street NW, Washington, DC 20006-5303, are acceptable for consideration.** Only those items verified by the DAR on Record Copy applications may be considered as proof. NSDAR applications stamped "**Duplicate**" are the same as a Record Copy.

**PLEASE NOTE: State copies of the same paper are *not* acceptable.**

- If the relative used a DAR short form application paper, the current applicant must also submit a **Record Copy** of the DAR long form application that was referenced on the short form as its basis of proof.
13. SAR **may** accept **Record Copies** of papers from **Founders and Patriots, The Mayflower Society, and The Society of Colonial Wars**. Applications from these Societies will be reviewed on a case by case basis to determine if they can be used as proof of lineage for SAR.
14. After completing the lineage, repeat the generation number of the patriot ancestor and burial place, if known, in the designated space shown on the form.
15. **NO** preliminary decision will be given on a line of descent, service, or evidentiary value of proposed evidence. When examined with all available evidence, such preliminary decision might prove to be incorrect, and the National Society cannot accept responsibility for such a decision.

## Sources for Proving Revolutionary War Service of a Patriot Ancestor

1. Published Revolutionary records of the various colonies.
2. Unpublished records, e.g. muster rolls and payrolls, now reposing in State Archives, Adjutant Generals' Offices, State Libraries, and the National Archives.
3. Minutes of Town Meetings, and similar records of State and County governments, listing those who were appointed to various Committees of Safety and/or those who voluntarily took the Oath of Allegiance, etc.
4. Account books of State, County, and Town Treasurers, showing payment for various services directly connected with the Revolutionary War effort.
5. In any event, the service **must be found in the official records of the day**, and the Revolutionary ancestor must be mentioned by full name. Unsupported statements in town and county histories, biographical dictionaries, family histories and genealogies, and prior applications *may not* be accepted.
6. When two or more persons with the same name are living in the same area, *the applicant* must prove **conclusively** that the service applies to the person for whom it is being claimed.
7. **The DAR and SAR Patriot Indices are NOT acceptable as proof of the ancestor's service.**
8. **Regarding the service of an ancestor or the line of descent, family tradition is not acceptable as documentation.**

### Acceptable Service

- ☒ Signer of Declaration of Independence
- ☒ Military or Naval Service from April 19, 1775, to November 26, 1783, inclusive, in addition to:
  - ☞ Battle of Point Pleasant – October 10, 1774 (this day only)
  - ☞ Ft. William and Mary – December 14/15, 1774 (only these two days)
- ☒ Civil Service under the Colonies from April 19, 1775, to November 26, 1783, inclusive
- ☒ Patriotic Service by men or women during the Revolutionary period, or any pledge to support the cause of the colonies, including:
  - ☞ Furnishing a substitute for military service.
  - ☞ Physician, surgeon, nurse, or others rendering aid to the wounded, and ministers known to be in sympathy with the Colonies, either by sermon, speech, or action.
  - ☞ Defenders of forts and frontiers; rangers.
  - ☞ Prisoners of war, including those on the British ship, "Old Jersey," and other prison ships.
  - ☞ Rendering material aid, such as furnishing supplies, with or without remuneration; lending money to the Colonies; munitions makers; gunsmiths; or any act that furthered the cause.
  - ☞ Members of:
    - The Boston Tea Party
    - The Cherokee Expedition
    - Committees made necessary by the war, which could be as early as April 1774, such as:
      - Committee of Correspondence, Inspection and Safety
      - Committee to care for soldiers' families
      - Other Committees that furthered the cause of the Colonies.

#### ☞ Signers of:

- Petitions addressed to and recognizing the authority of the provisional and new state governments.
- Persons accepting obligations or acting under direction of the provisional and new state governments, such as persons directed to hold elections, to oversee road construction, to collect provisions, etc.
- ☞ Oaths, such as:
  - ☞ Oaths of Fidelity and Support
  - ☞ Oath of Allegiance
  - ☞ Articles of Association
  - ☞ Association Test
- ☞ Declarations, such as:
  - ☞ Mecklenburg Declaration, 1775
  - ☞ Albemarle, Virginia, Declaration
  - ☞ Similar Declarations



**National Society**  
**Sons of the American Revolution**  
**800 Main Street**  
**Louisville, Kentucky 40204**  
**<http://www.sar.org>**

For more information contact: