

Reviewer Checklist and Confidentiality Acknowledgement

DAR Membership Application Form

Page 1:

- ☐ Ensure all four pages are printed on acid-free paper in a legal-sized format.
- ☐ All pages of the form are computer generated in black ink; all signatures are in blue ink.
- ☐ If the paper is a Supplemental, the applicant's DAR National Number is noted.
- ☐ Applicant's name, address, and signature is complete, along with certificate name.
- ☐ Revolutionary Ancestor's name must match the Patriot name on all pages.
- ☐ All required officer signatures are complete.
- ☐ Member-at-Large and/or Member for Member endorsements are noted
- ☐ (Member at Large must be signed by State Regent)
- ☐ "Reviewed By" names and DAR National Numbers are inserted.
- ☐ "Endorsements" are optional unless required by the chapter bylaws.
- ☐ Chapter Registrar and Chapter Treasurer should agree on fees and dues to submit

Page 2:

- ☐ Confirm that the names listed in generations 1-3 have BC proof, or are cited by a DAR member's national number. Every name, date and place should have proof citations.
- ☐ Confirm that a date and place of birth, or date and place of death exists for every person from generation 4 to the Patriot ancestor.
- ☐ Confirm the Patriot ancestor is listed with a date of birth and a date and place of death.
- ☐ Confirm that a child's surname matches the father's surname or include a letter of explanation from the applicant/primary source.
- ☐ Confirm that each child's birth date is feasible with the parents' birth dates and, if applicable, marriage date.
- ☐ Ensure that date oddities or missing information (for non-lineage side) is explained with a note from the applicant.

Page 3:

- ☐ Confirm that citations are in the proper format per the top of page 3 examples.
- ☐ Confirm every name, date, and place listed on page 3 has documents and citations or DAR national numbers for each.
- ☐ Confirm that only one source is provided for each name, date, and place. (A record source can be more than one page, e.g., a will)
- ☐ Confirm that all documents taken from online sources are cited naming the online databases used to access each source.

Page 4:

- ☐ Check that papers with new Patriot ancestors include residence and source citations.
- ☐ Check that all papers list Patriot service and source citations.
- ☐ Check that papers with an established Patriot lists the Ancestor Number.
- ☐ Confirm that a service description and source of service is listed.
- ☐ If children of the Patriot are listed, be sure there is documentation to prove the information cited above the children's names.

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DO NOT ALLOW SUBMISSION OF AN APPLICATION OR SUPPLEMENTAL IF:

- All required signatures have not been added (chapter registrar)
- The proper payment is not attached (chapter registrar)
- There is excess documentation
- The submission is not on acid-free paper printed in the required legal-sized format
- For Supplementals, a chapter registrar must verify an applicant does not already have six or more pending supplementals.

ACKNOWLEDGEMENT

I acknowledge that this DAR Application/Supplemental contains confidential information not to be used for any purposes outside of this review, which is solely for the purpose of affirming that, to the best of my knowledge, the four-page application form has been properly prepared and is ready for submission to the DAR Genealogy Department for processing and verification.

Reviewer signature

Patriot Ancestor

Applicant

Date