

The Society of the Descendants of the Colonial Clergy

INSTRUCTIONS FOR PREPARING AN APPLICATION PAPERS

- Application must be filled out and printed in duplicate.
- Printed on **ACID-FREE** paper. Please check your supplier to make sure.
- Paper size must be **8 ½ x 14 inches**, legal size, 24# white .
- *(Do not send originals)*. We do not return your documents.
- DATES - All dates should be written as - 5 Feb.2015 📅 If information is unavailable leave the space blank.
- NAMES - Use full, given names when known.
- Only use initials if a full name is not known.
- Use the maiden name of the women. If widowed, use first, middle, (maiden) and last name(s).
- CITE REFERENCES for each name, date, and place.
- Proof of all dates of birth, death and marriage must be furnished, if at all possible.
 - i. Send ONE proof document for each pertinent fact.
 - ii. On each submitted page, MARK the generation it supports at the top of the page
 - iii. HIGH-LIGHT or UNDERLINE the pertinent information. 📅 Each set of parents must have been legally married 📅 Connections between every generation must be furnished.
- ACCEPTABLE SUPPORTING DOCUMENTATION
- Documentary evidence is required. Proof of birth, deaths, and marriages may be found in the following:
 - Birth, death, and marriage certificates- When requesting certificates from state records departments, be sure to ask the complete form, one that list the parents. Many states issue a "short form" and which do not list the parents are not acceptable.

- Probate and land records: Those which show relationships are acceptable proofs.
- Newspaper obituaries are acceptable to show relationships.
- Bible records: Send photocopy of title page and pertinent pages showing the information.
- Gravestones or cemetery records:
 - i. Gravestone photo must be readable and appropriate to the date of death.
 - ii. Published cemetery records; send the title page and appropriate page.
- Church records: Baptisms, burials, marriages, reports, and/or minutes, etc.,
- Federal & State Census records: Copy the of desired pages and index and/or transcription
- Well documented family histories, genealogies, and county and towns histories are acceptable. Legible copies should include the title page of the volume cited.
- The following sources are **not acceptable** proof documentation
 - i. Family tradition
 - ii. Documentation from other lineage societies (Mayflower, DAR, SAR etc)
 - iii. An undocumented genealogy is one in which there is no evidence of where the compiler found the information.
 - iii. Lineage Books of other organizations (**including our own**) are undocumented and, therefore unacceptable as proof.
- SUBMISSION OF APPLICATION
- 2 copies of you completed application, printed front side only.
- Copies of the documents needed to prove your lineage
- Check made payable to: **SDCC** for \$400.00 - Life Membership (Includes non-refundable \$100 application fee)

REGISTRAR GENERAL
Kimberly Ormsby Nagy 1251
Oak Hill Rd.
Downers Grove, IL 60515
KimberlyKNagy@gmail.com

After you have received notification of the approval of your membership, the Supplemental Application fee is \$60.

Additional forms may be obtained from Registrar General.

All generations not covered in the original application must be fully documented. You may use your original application for those generations on your supplemental application that are repeated with your original or other supplemental applications.