



# National Society Daughters of the Union 1861-1865

## INSTRUCTIONS FOR PREPARING WORKSHEETS

The Society recognizes both lineal and collateral descent from a Union patriot. Collateral descent refers to what is often called an "uncle line". This means the patriot must be a half or full sibling of a direct or lineal ancestor of the applicant. (for example, your great-grandmother's brother). Collateral lineage does not include cousins or relatives by marriage (husband of a bloodline great-aunt, for example). The Society also recognizes categories of service to the Union in addition to military service. If in doubt if your ancestor's service qualifies, check with the Chapter Registrar.

1. The worksheet must be typed or PRINTED neatly in black ink.
2. Record all dates as day, month, year as in 1 Oct 1956 or 1 October 1956 and all places as town (county), state as in Williamsburg (Whitley), KY. If only county and state are known, record as county, state as in Whitley County, KY.
3. In Generation 1, fill in information about yourself and your spouse(s).
4. **All names, dates and places must be documented.** This includes not only the person in the direct line of descent but the spouse as well. Verification of descent from one generation to the next is necessary. Be sure to list specific source; do not list "county records"; instead list "birth and death certificates, marriage certificate".
5. Primary sources are required when available. Primary sources include birth, death and marriage certificates as well as legal records such as wills and deeds of heirs. Published transcriptions may be acceptable.
6. Secondary sources include census records, copies of family Bible records, church records of birth, baptism, marriage and death, obituaries and cemetery records. Newspaper clippings must include the banner (header) of the newspaper with the date. Published transcription of records may be acceptable. Include a copy of the title page.
7. Do not submit family group sheets from any source, including those published by various companies and on the Internet.
8. Hand-copied or typed documents are not acceptable unless a copy of the original is enclosed. Please include an English translation with foreign language documents.
9. Family histories (published) must be thoroughly documented. Include the title page and the pages(s) citing the author's sources.
10. All blank spaces must be explained. Enclose a summary of sources checked. Blank spaces are generally not allowed but will be judged on a case by case basis.
11. Do not forget to include all information and documentation about the patriot's spouse.
12. Do not include generations beyond that of the patriot. If filing on a collateral lineage, check with the Chapter Registrar on making the switch from the direct ancestor to the collateral ancestor.
13. **You must have a copy of the Honorable Discharge Certificate, pension papers or other National Archives proof of service.** The exceptions would be civilian service or service in a county or state Home Guard or militia.
14. DO NOT send original documents. Send photocopies as documentation will not be returned.
15. Sort documentation by generation. On the upper right hand corner of each piece of documentation submitted, write the generation number in pencil. Underline names, dates and places given in the documentation with a red pencil. Do not use a highlighter as it sometimes causes the ink to fade or smear.
16. Return the worksheet, all documentation and a check \* to the Chapter Registrar or the Registrar General, if applying for "At large" membership.
17. The Chapter Registrar will check your worksheet and documentation, advise you of any additional documentation needed, and fill out the official acid-free application form. You will be asked to proof read the official application and sign it before it is sent to the Registrar General.

\*Check with the Registrar for the amount and to whom to make the check payable. The amount will include national and chapter dues plus a fee for the application.