

# DAUGHTERS OF THE REPUBLIC OF TEXAS MEMBERSHIP

## Application Preparation Instructions

**IMPORTANT:** You must have the latest version of Adobe Reader on your computer or you will not be able to save the application after you have entered information! A suggested method is to: (1) save the application form from the website to a folder on your computer, (2) then rename the application the name of your applicant, then (3) save the application each time you enter new information until the application is completed. Then print on the official DRT paper.

SHIFT GENERATIONS UP

SHIFT GENERATIONS DOWN

This PDF form of the DRT Application includes the **Shift Generation Up** and **Shift Generation Down** buttons on the Application. This feature makes completing an application from a related generation or completing multiple applications an easier task. Please note the following items when using this feature:

- Each time you use the buttons, you are asked “*Do you want to continue? Do you have a Saved Copy of this application*”. This is to remind you that you should always have a saved copy of the original application because as you use the **Shift Generation** buttons, information on generations can be lost due to the movement of the generation.
- As you use the **Shift Generation** buttons, you will notice some blank fields. These fields are blank because the information was not available in the Generation that the info came from. Be sure to fill these in.
- Proofread the application to make sure that all information is contained for each generation.
- When the application prints, the **Shift Generation** buttons will not print.

PRINT OUT PAGES 2 AND 3 OF THE DRT APPLICATION PROGRAM. USE AS A WORKSHEET.

### APPLICATION PREPARATION

#### Page 1

Check whether Member, Supplemental or Posthumous.

Check Miss, Mrs. or Other. Type full legal name, including given names, maiden name, and (if applicable) married surname (Program prints name in Caps.)

Check Wife, Widow, Other. Key in full name of husband. (Do not use initials)

Type in your address, city, state, zip code, telephone number and email address.

Type Ancestor's name.

Remainder of Page will be completed by the Chapter Registrar, including getting the signatures of sponsors and Chapter President.

Supplemental applications do not require sponsors. Posthumous applications do.

#### Pages 2 and 3

Relationship from one generation to the next must be shown and then proved. Documents submitted are copies – not the originals.

Gen 1: birth certificates, marriage license. If applicant has been previously married, marriage license and 1<sup>st</sup> and last page of divorce decree for each former husband must be included. This proves name of applicant from birth to name presently being used.

Gen 2: birth (or death, if applicable) certificates, marriage license.

Gen 3 and all generations same as above.

If death and marriage records cannot be found, use any state document that proves the relationship between child and parents, i e., census (for approximate age and marriage date); wills, probate records, property tax receipt. Poll Tax List for 1846 is not accepted as poll taxes were paid in April 1846. Also accepted are Bible records (with owner identified) obits, etc. Photocopy of tombstone can be used if tombstone erected at near or at time of death

Common proofs: In the proofs section enter what the referenced application has and add her DRT number. If two or more persons are filing the same ancestor at one time, one set of proofs needed for all generations on one application. Others provide proofs for themselves down to the point that they share common proofs.

#### Page 4

Proof of Ancestor's Service:

One document only should be listed and included as proof. Date on document must show that he/she was in Texas prior to 19 Feb 1846.

Do include children/date of birth/spouses, if known.

In Family History Block, interesting family stories, whether documented or not, should be included, including a brief biography on applicant's family.

Copies: In accordance with the Texas Nonprofit Corporation Act, members' membership papers and proof of lineage are subject to review by other DRT members. However, copies of application papers and/or proofs may be obtained from the office of the Custodian General by prospective members only, if the member gives written permission by checking the “Yes” blocks. Upon the death of a member, her papers shall be considered open regardless of the block checked. The fee for copies shall be set by the Board of Management.

## RESOURCES FOR RESEARCHING ANCESTOR

General Land Office [www.glo.texas.gov/cf/land-grant-search/LandGrantsWorklist.cfm](http://www.glo.texas.gov/cf/land-grant-search/LandGrantsWorklist.cfm)

Texas State Library and Archives [www.tsl.state.tx.us/](http://www.tsl.state.tx.us/)

The Texshare database available through local library or Texas State Library.

Dolph Briscoe Center for American History UT [www.cah.utexas.edu/](http://www.cah.utexas.edu/)

Family Search Website [www.familysearch.org](http://www.familysearch.org)

Findagrave.com [www.findagrave.com](http://www.findagrave.com)

1850 Census – [www.censusfinder.com](http://www.censusfinder.com) and [www.accessgenealogy.com](http://www.accessgenealogy.com)

## PROOF PREPARATION

Use the following abbreviations followed by the individual's initials for the record. For example BC (AEF & GDS); DC (GDS); MR (AEF & GDS).

Marriage Record	Use	MR
Birth certificate	Use	BC
Death certificate	Use	DC
Obituary/funeral notice	Use	Obit
Divorce decree	Use	Divorce
Deed record	Use	Deed- Yr-Co., ST
Family Bible	Use	Bible
circa	Use	ca
before	Use	pre
after	Use	aft
Census record	Use	Yr Census Co., ST (example) 1860 Census Collin Co., TX
Texas General Land Office	Use	GLO - year - description (example) GLO 1842 Headright

Only one set of proofs are needed. Copy your proof onto legal size paper (8-1/2 x 14) leaving a one inch margin on the left side for binding of the application. Size of copied document is critical as is the 1” margin.

All documents must be clear enough to read or will not be accepted. If document is difficult to read do not alter in any way. Type on the document the information that is illegible. If you must omit borders on documents, do so to maintain readability of the document. A common delay in processing application is a reduced size document.

Read all the application to be sure every name, date, place is documented or approximated and the documentation supports the entry in the application.

**Indexes from ancestry.com are not accepted. Obtain copy of document from state source.**

When the application has a death certificate, there is no need to include birth certificate unless there is an error that needs correcting. If parents aren't listed on early death record, a census may work but will not prove maiden name.

Underlining: Underline in red pencil all facts on the proof record that are entered on the application.

Documents written in language other than English must have English translation included.

Identify each document of proof in the lower right hand side with Name of Application and Gen \_\_\_ underneath. DO NOT write or copy anything on back of document. Do not use labels to apply this information.

Example: Mary Jane Jones

Gen 1

Do NOT staple proofs together. You may separate generations with paper clips, paper sheets or sticky notes or other means. Please order by generation and within generation by male, female, marriage so that the documents flow with the application facts.

## APPLICATION PROCESSING

Application is submitted with one copy on “DRT Original” paper. This paper must be obtained from DRT Headquarters. Phone: (512) 339-1997

One copy on plain legal size paper (8 ¼ x 14)

Proof copied on plain legal size paper (8 ½ x 14) with 1” margin on left side with all information keyed in application underlined in red pencil.

If a Member at Large, contact the Registrar General via her email [registrar@drinfo.org](mailto:registrar@drinfo.org) to obtain her mailing address.

For Chapter Membership, the Chapter Registrar determines if application is correct and that proof has proved lineal descent. Original on DRT Original paper and copy on legal paper are signed with permanent black ink pen (no ball point) by Applicant, Sponsors, Chapter President and Chapter Registrar with date entered when sent to Registrar

General. A check made payable to DRT will accompany the application for first year dues and processing fee as stated in Bylaws, whether original application, supplemental or posthumous.

Registrar General approves and numbers application, and notifies Chapter Registrar of number and date of approval. The application is then forwarded to President General for her signature. Headquarters personnel prepares and mails Membership Certificates to member and copy of application to Chapter Registrar.

Should the application be rejected by the Registrar General, applicant's papers, including proofs, are returned to applicant. The only fees to be returned to the applicant are the first year dues.