



Check Sheet

DRT New Member Application and Supplemental

CHAPTER: Name: _____ Registrar _____
 Applicant: _____

Application:

- _____ Typed or Computer generated.
- _____ Box checked at top – Member, Posthumous, Supplemental (if Supplemental fill in member #).
- _____ Name of Applicant entered as she wishes it to be on her certificate.
- _____ Woman Ancestor use first and maiden name; maiden unknown Mrs. Jane Smith (married last name).
- _____ Choose service of Ancestor (Colonist, citizen, soldier, etc. Registrar’ Manual for instructions).
- _____ List county Ancestor lived during Republic. (Make sure county was formed before or during the Republic or list parent county).
- _____ Signatures as needed (black acid free pen). Supplements do not need endorsement.
- _____ Names, birth/death dates, locations, marriage, etc. EXACTLY as on document of proof. (No search engine indexes accepted, ie. Ancestry, FamilySearch, etc.)
- _____ In the proof box, lower right hand corner list document that links to next generation. BC (ABC) (In the same proof box one document might be listed twice- once as a proof and again as a linking document.).
- _____ Print front side only on DRT official paper (purchased through DRT Headquarters).

Proofs:

- _____ One set of proofs on quality 8 ½ x 14” paper (legal sized), **1” left margin.**
- _____ No staples. (Exception please staple or paperclip all four pages of a reference copy together)
- _____ Proofs are only printed on front side of page.
- _____ All pertinent names, dates, locations, and other facts match EXACTLY on the application as on proof and are underlined in **RED** on the proofs.
- _____ Each proof page has an identification/designation in the bottom right-hand corner.

Generation _____	GEN 6
Applicant’s Name	Sharon Carter Farnsworth
Ancestor’s Name	Ancestor: George Washington Singleton
On proofs that link	Linking – GEN 6 to GEN 7
- _____ For mistakes in documentation, attach a note explaining mistake. Example: Different date on tombstone and death certificate.
- _____ Each document can be read, or a transcription is attached where applicable, underlined **in red.**
- _____ Foreign documents are transcribed, both underlined in red.
- _____ Census photocopies of the entire page with identifying information at the top. (US Census 1870 Bexar Co. Texas). Enlargements of pertinent parts should be attached or on a second page if the original is too small to read. Both underlined in **red.** (Registrar’s Manual for instructions).
- _____ Tombstone Photos. (Registrar’s manual for instructions)
- _____ “Reference Copy” application. For some or all documentation the facts used in the reference application must be underlined and the proofs entered in the proof box (GEN and Proof of Service), followed by citation “See DRT# _____, person’s name.” Copy of the reference application **containing documents** is submitted. (Might reference mother application but some proofs are with grandmother’s, submit copy of both mother’s and grandmother’s application. If 4 applications are referenced, then all 4 must be submitted if they contain a document of proof.)
- _____ Proof Box, linking document is listed on Reference Copy DRT# 35410 or higher, then that linking document does not have to be submitted but needs to be noted on application. If reference copy is DRT# 35409 or lower, then that linking document of proof is submitted and noted at bottom of document it is the Linking Document from GEN to GEN.
- _____ All proofs are in order by generation and secured with clip or sticky note.
- _____ All pages have been proofed by the Applicant and the Chapter Registrar.
- _____ Scanned or copy of signed application and all proofs are kept at the Chapter level.
- _____ For multiple applications and supplementals, only one set of proofs is required.
 - Indicate the first one to be reviewed.
 - On all the other applications in the proof boxes (GEN and Proof of Service), type EXACTLY what is in proof box of first application followed by – See DRT# _____, Mary Jones, Sister. I will fill in DRT# of first application.

Mailing:

- _____ Application printed on DRT approved paper.
- _____ One set of proofs plain legal paper
- _____ Check made out to DRT or Daughters of the Republic of Texas
 - New chapter member - \$120; (Application processing - \$70, State dues - \$50)
 - Member at Large - \$128.00 (Application processing - \$70; State dues - \$58)
 - Supplementals - \$50
 - Posthumous – \$150
 - Transfer (before 21st birthday) CRT to DRT – state dues \$50

MAIL application packet to:
Sharon Farnsworth, Registrar General, 721 Beverly Cox Dr., Waco, TX 76705