

NATIONAL SOCIETY DAUGHTERS OF THE AMERICAN COLONISTS

MRS. GARY LYLE HOLDER, NATIONAL PRESIDENT

NATIONAL REGISTRAR

Mrs. Noreen I. Riffe
2119 Sherwood Lane
Pueblo, Colorado 81005-2715
Phone: 719-561-1899; Email: noreen731@aol.com

The charge of the National Registrar is to receive and examine all lineage papers. It is the responsibility of the State or Chapter Registrar to examine the lineage papers to ascertain that all requirements are met before submitting them to the National Registrar.

Each applicant shall submit two copies of her lineage papers, one original and one photocopy is acceptable. Applications may be typed or computer generated. If typed, a new black ribbon is recommended. NSDAC acid free lineage paper for both computer generated and typed applications may be purchased from the Corresponding Secretary. Both papers must bear original signatures and all signatures (officers, endorsers, witnesses and applicant) must be in black ink. The address if the applicant should be legible and complete with zip + four on the address. Please provide an email for each lineage paper submitted.

To be considered for any National Board Meeting, the lineage papers must arrive at the home address of the National Registrar at least four weeks before the National Board Meeting.

The Registrar should check the papers for errors and omissions prior to sending them to the National Registrar. Careful reading and use of the National Registrar's Green "check-off sheet" will aid in checking for errors.

IMPORTANT GUIDELINES FOR ORIGINAL AND SUPPLEMENTAL LINEAGE PAPERS

Service of an ancestor must be within the twenty-six categories specified in the "How to become a Member" pamphlet and Article III, Section 1(a) of the bylaws. The applicant shall be of lineal descent of an ancestor who rendered Civil or Military service in Colonial America prior to 4 July 1776.

Relationships of all generations must be proven. Only in the earliest generations may there be a limited number of omissions. FULL DATES with proof of birth, marriage and death (where applicable) must be furnished for generations one through four. Photocopies of all proofs, including pages of published books and newspaper clippings must include name and date of publication. Please indicate pertinent information by underlining the data in red. If the proof is almost illegible, please transcribe the proof. Send the copy and the transcription. (Underline in red both the copy and the transcription.) Where possible all dates must be day, month, year. The typed application should match the proof. If the proof states only a year, please use only the year on the application. Insufficient documentation concerning any generation may delay verification of the lineage paper.

Proofs listed for generations shared with an established member must carry the name and national number of the member whose papers are being used as a reference and all generations must be completed on the application, including that of the Colonial Ancestor, even though the lineage has been established.

ORIGINAL PAPERS

Please remember the lineage papers can not be processed without the signatures of officers, endorsers, witnesses and the applicant.

When the lineage papers, proofs, and checks are ready, send them by FIRST CLASS mail, not Registered mail, to the home of the National Registrar. Do not fold the lineage papers. Include a check in the amount of \$35.00 payable to the National Treasurer, NSDAC. Write the name of the applicant on the check. Documentation will be returned, provided a large SASE and/or sufficient postage is provided. The National Registrar will retain documentation for 6 months after date of acceptance into the National Society after which time it will be destroyed. Be sure to keep a copy of the lineage papers and all proofs for your files in case the National Registrar has questions.

SUPPLEMENTAL LINEAGE PAPERS

Supplemental lineage papers must meet the same requirements as original lineage papers, except only the Chapter Registrar and applicant sign them. Supplemental lineage papers are required to bear the name and National Number of the member on the generations used on the original application. In addition to the National Number of the member, please cite the reference used on the original lineage paper. For example:

3. Birth, marriage and death certificates submitted with Lineage Paper NN 28679, Mrs. Noreen Stringfellow Riffe

Send only the proofs required for the new generations. Do not fold supplemental lineage papers. Include a check in the amount of \$15.00 payable to the National Treasurer, NSDAC with the supplemental lineage papers and proofs. Please also include with the proofs, a copy of the previously approved lineage paper.

A list of new members will be sent to each State Registrar after each National Board Meeting. It is the responsibility of the State Registrar to send the list of new members to the Chapter Regents.

MEMBERSHIP CERTIFICATE

The name on the Membership Certificate will be as shown on the lineage paper unless the National Registrar is requested to use a different name. Should an error be made on the membership certificate, a corrected certificate will be issued without charge, provided the error is reported promptly and the incorrect certificate returned to the National Registrar within six months. In all other instances, the fee for replacement of a membership certificate shall be \$7.00.

REQUESTING COPIES OF LINEAGE PAPERS

At the April 2003 General Assembly, the following motion was passed "That we open our lineage papers to members for the sole purpose of assisting prospective members in finding proofs to complete their application papers. But, allowing living members to submit a written request to keep their own papers closed." Only current members can request copies of lineage papers, by completing the "Request to Copy a Lineage Paper" form, and enclosing \$5.00 for each set of papers requested. Copies may be used to assist prospective members only, not to submit supplemental lineage papers. This form is on the National Society's website.

Sincerely,

Noreen I. Riffe
(Mrs. John V. Riffe)
National Registrar, NSDAC

Request to Copy a Lineage Paper

The the April 2003 General Assembly, the following motion was passed "That we open our lineage papers to members for the sole purpose of assisting prospective members in finding proofs to complete their application papers. But, allowing living members to submit a written request to keep their own papers closed."

Only members of NSDAC may request lineage papers. Please provide the following information:

National Number: _____

Full Name _____

Address _____

In accordance with the terms of the motion passed, assistance can not be provided for supplemental lineage papers of members. Only prospective members are to be assisted by the requesting of lineage papers. Please provide the following information:

Prospective Members Full name _____

Chapter or State Society without chapters that has invited her to join: _____

Please provide one or more of the following to enable the National Registrar to locate the papers:

a. National Number _____

b. Member's Name _____

c. Ancestor's Name _____

There is a charge of \$5.00 for each paper provided. Please make the check to the National Treasurer, NSDAC.

Mail this form and the signed check to:

Noreen I. Riffe
National Registrar
2119 Sherwood Lane
Pueblo, Colorado 81005-2715

Request to Close a Lineage Paper

At the April 2003 General Assembly, the following motion was passed "That we open our lineage papers to members for the sole purpose of assisting prospective members in finding proofs to complete their application papers. But, allowing living members to submit a written request to keep their own papers closed."

Please provide the following information:

National Number: _____

Full Name _____

_____ Please close all papers with my National Number

_____ If only certain papers are to be closed, list all ancestors, original and supplemental:

Signature: _____

Return the signed form to:

Noreen I. Riffe
National Registrar
2119 Sherwood Lane
Pueblo, Colorado 81005-2715