



# National Society Daughters of the American Revolution

OFFICE OF THE REGISTRAR GENERAL — Genealogy Department  
1776 D Street NW, Washington, DC 20006-5303

## SUPPLEMENTAL APPLICATION CHECKLIST

- Only one original application paper should be prepared. Most recent form is preferable.
- Is application typed or computer-generated on 8-1/2" x 14", acid free, 25% rag content paper? Paper should be similar to type sold in The DAR Store. You may use four (4) pages, if desired.
- If application is on four-page long form, have all generations on page two been completed from the applicant to the Revolutionary War patriot? Do not use a long form application if using the short form criteria.
- Has the member signed the supplemental? Her signature need not be notarized or attested.
- Has the chapter registrar reviewed and signed the application?
- If submitting multiple supplemental applications from family members for the same patriot, has only one set of documentation for shared generations been submitted? Or if submitting supplemental applications for several patriots, has only one set of documentation for shared generations been submitted?
- Has the new documentation to connect generations between an original and/or previously verified supplemental been submitted?
- Have photocopies been made of all the supporting documentation? Do not send original documents, they will not be returned. Do not alter photocopies; submit a note of explanation if there is an error on the document.
- Have all pertinent names, dates, etc. been underlined in red on the documentation? Do not use highlighter.
- Has the member's name, patriot's name, and chapter code been written on the back of each piece of documentation?
- Is each piece of documentation legible? If you cannot read it, we cannot read it. Transcriptions can be included.
- Is the data in order with the applicant's generation on top and without staples and paperclips? Do not use binders or folders.
- If connecting to another DAR application, has the national number been cited on page three?
- Has the applicant proofread the entire paper?
- Has a chapter check (preferable) or personal check made payable to the Treasurer General, NSDAR been included? Is the amount correct?
- Send the supplemental to the address below. Do not address the envelope to the Registrar General personally or send it to her home address. Send to: Office of the Registrar General, 1776 D Street NW, Washington, DC 20006.

Please refer to the following publications for additional information:

- *Application Papers—Instructions for Their Preparation*
- *DAR Handbook and National Bylaws*
- *Is That Service Right?*
- *Is That Lineage Right?*
- *Guide for Chapter and State Treasurers* (only available online)
- See Genealogy site at [members.dar.org](http://members.dar.org)