



4. PROCESSING AND REVIEWS CHECKS AND SIGNATURES?


Verifies signatures on page 1

- ✓ Applicant
 - Applicants must sign their own applications
- ✓ Chapter Officers
 - All applications must be signed by the regent and registrar.
- ✓ Endorsers
 - All applications must be endorsed by two members in good standing of the same chapter





4. PROCESSING AND REVIEWS FORMAT CORRECT?

- Checks for completeness of application
- Ensures the application is printed in the correct format and on correct paper
 - ✓ Legal size paper?
 - ✓ Legal size format?
 - ✓ Acid free / 25% rag content?





4. PROCESSING AND REVIEWS APPLICATION COMPLETE?




- Are all generations listed on page 2?
- Are there blanks on page 2? Is this an old DAR application with no dates and or places?
- Are sources properly listed on page 3?
- Is the service & residence section completed on p 4?

4. PROCESSING AND REVIEWS PRE-VERIFICATION LETTER

- Any Problems at this point? Pre-Verification letters are mailed.
- Pre-Verifications letters are completely avoidable!
- Review Application / Supplemental again:
 - ✓ Payment method & payment amount
 - ✓ Format & paper type
 - ✓ Signatures
 - ✓ Completeness
- Consult free Online Resources at members.dar.org
 - Application Papers: Instructions for Their Preparation
 - Is that Service Right


5. SCANNING INTO ONBASE SYSTEM



- The application, check and supporting documentation are scanned into OnBase
- Name, received date, chapter, chapter code, date of birth and date received are imported into OnBase from the iMIS database
- Forwarded to Genealogy

6. GENEALOGY REVIEW

- Applications are reviewed in order by date
- Assigned to pools of genealogists based on the category of ancestor
 - Established Patriot & Child
 - Different Child
 - New Ancestor
 - Coded Papers
 - Spanish/French Ancestor
- Upon verification, they are checked by another genealogist
- Returned to Data Entry for post-verification processing

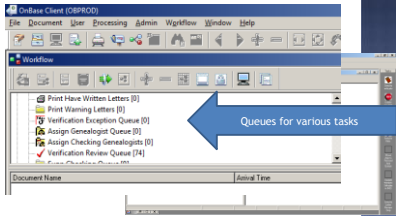


Current turnaround time for applications is about 8 weeks
Current turnaround time for supplemental is about 8 months

6. GENEALOGY REVIEW

ONBASE

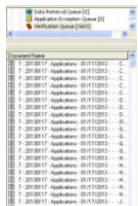
OnBase: What is it?
Electronic Workflow



6. GENEALOGY REVIEW

RECEIVED DATE


- Date on which the paper is processed in Data Entry
- OnBase sorts applications / supplementals by the received date
- Genealogists work them in this order
- Exceptions to receive date rule for applications:
 - Priority for age or terminal illness
 - Priority for organizing chapters
 - Linked to an earlier paper on the same ancestor
- No priority given for supplementals
 - Supplemental link limited to two weeks"



6. GENEALOGY REVIEW

VERIFYING LINEAGE

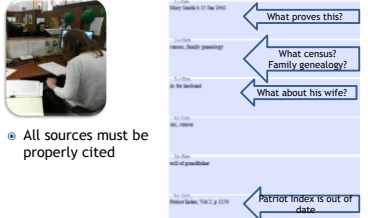
- How much of the lineage has been previously verified?
- Are there more recent papers than what the applicant/member has cited? If so, do they provide more complete information?
- Is new information supported by acceptable documentation?
- Are source citations properly listed on page 3?



6. GENEALOGY REVIEW

VERIFYING LINEAGE

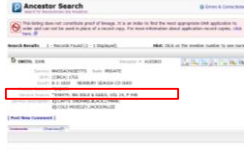
REFERENCES TO THE LINEAGE



- All sources must be properly cited

6. GENEALOGY REVIEW VERIFYING SERVICE

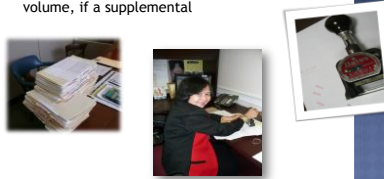
- Is the line Coded FAMPCS?
- Is there a source in the Source for Service Field in the GRS?
- National Numbers, Patriot Index, Ancestor Number are NOT sources for service.



- Does the service claimed conflict with service credited to other ancestors?
- This is the most common reason for closing a line

7. DATA ENTRY PROCESSES

- After verification, the applications are returned to Data Entry
- Data Entry assigns the national number or add volume, if a supplemental



8. NEW MEMBER PACKETS MAILED

After acceptance at the next National Board of Management, the new member packets are mailed



SHEER NUMBERS

2005: 7,475 Applications received.
7,185 verified

2006: 8,769 Applications received.
8,357 verified


2007: 9,491 Applications received.
9,148 verified

2009: 10,259 Applications received.
10,359 verified

2012: 14,015 Applications received.
13,318 verified


This is just applications!

Supplementals have almost tripled in the same timeframe



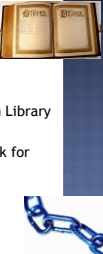
HOW ARE WE DEALING WITH THESE INCREASES?

- Additional genealogists have been hired
- Launched online courses, which has freed up considerable staff resources
- Revised many verification procedures in order to simplify the process




HOW DOES THE INCREASED WORKLOAD IMPACT MEMBERS?

- No time for extensive research
- All documentation must be submitted with application. This includes:
 - GRC reports
 - Online supporting documentation in Library files
- When linking to other applications, look for the most recent applications
- Do not send Record Copies



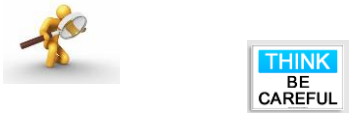
**“HAVE WRITTENS”
WHAT ARE THEY?**

- Office speak
- Comes from “we have written.”
- In most cases the Genealogists need a little more information to verify an application or a supplemental.



**“HAVE WRITTENS”
TIPS TO AVOID THESE LETTERS**

1. Be careful with online sources
2. Indexes to vital records can be misleading




**“HAVE WRITTENS”
TIPS TO AVOID THESE LETTERS**

1. Be careful with online sources
2. Indexes to vital records can be misleading
3. Beware of user-submitted information - family trees or Findagrave Memorials
4. Not acceptable for DAR applications:
 - Online family trees & pedigree charts
 - Family Data Collections (Ancestry.com)
 - US & International Marriage Records (Ancestry.com)
 - International Genealogical Index (FamilySearch.org)
5. Review the video presentation on Online Sources from Congress 2012 at <http://members.dar.org/apps/>

**HOW ELSE CAN YOU AVOID A
“HAVE WRITTEN?”**

- Applicants should understand the requirements.
- Applicants should proofread their applications.
- Do the dates make sense?
- How old were the parents in each generation when they married?
- How old were the parents when their child was said to have been born?
- Were the parents alive when the child was born?
- Do the places make sense? Is the place of birth of each child consistent with the residence of his parents at the time?
- Is there more than one person of the same name & age in the area?
- Do you have the correct child with his or her parents?



TOP TEN REASONS HAVE WRITTENS ARE SENT

1. Incomplete documentation, especially for the first three generations
2. Use of user-submitted sources for lineage
3. Use of vital records index when the original record is needed
4. Proof of maiden name when the line goes through the female
5. Applicant's birth certificate does not name her parents
6. Child born before parents' marriage
7. Proof of residence/service of ancestor
8. Proof of link for a different child
9. Documentation cited on page 3 but not submitted
10. Use of pre-1850 census records as the source for a link between generations

AVOIDING "HAVE WRITTENS" ADOPTIONS

- Were the parents married after the child was born?
- This is sometimes suggestive that one of the parents may be a step-parent who adopted the child
- Adopted parents cannot be listed on page 2
- Applicants may join only on lines that go through their biological parents

AVOIDING "HAVE WRITTENS" MARRIAGES

- If a marriage took place, documentation should be included for its proof
- If the line goes through the female of a generation, documentation proving her name change is needed
- It is extremely difficult to prove a married woman's maiden name by using census records alone
- Marriage records are widely available online via Ancestry.com; FamilySearch.org & the USGenweb Project

AVOIDING "HAVE WRITTENS" MERGED PEOPLE

- Beware of merged people
- Just because the name is the same doesn't mean that a record of birth and a record of death are for the same person
- Middle names did not become common until the 19th century
- First and middle name are listed on the application - need documentation that conclusively proves the person had both names
- We cannot assume that records for "John Smith" and "Aaron Smith" are for a person named John Aaron Smith

AVOIDING "HAVE WRITTENS" DATES AND PLACES

- Make sure all dates and places are supported by documentation
- Use DAR National Numbers for as much information as possible, especially recent numbers
- Provide documentation for each person in each generation
- Census records do not prove complete dates and places
- Use original records as much as possible
- List of patriot's children on previously verified papers is NOT acceptable proof
