



# Warren County Genealogical Society

406 Justice Drive, Lebanon, Ohio 45036

(513) 695 1144 wcs@co.warren.oh.us



## Early Settlers of Warren County, Ohio Application

**INSTRUCTIONS:** Please print or type all information and fill in all blanks.

The application must be received by February 1<sup>st</sup> & accompanied by copies of the documents necessary to prove:

1. The settlement of the pioneer(s) within the boundaries of Warren County by 31 Dec 1882, and
2. Each step of the ascent from the applicant to the pioneer(s).

Mail completed application and nonrefundable application fee of

\$15 (members) or \$25 (non members – includes membership fee for year application is submitted) to the

Warren County Genealogical Society

406 Justice Drive

Lebanon, OH 45036

### *Applicant Contact Information*

Date Submitted: \_\_\_\_\_

<i>First Name</i> _____	<i>Middle Name</i> _____	<i>Maiden Name</i> _____	<i>Surname</i> _____
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<i>Complete</i> _____	<i>Phone</i> _____
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<i>Mailing</i> _____	<i>email</i> _____
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<i>Address</i> _____	
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*County of Residence* \_\_\_\_\_

*Full Name of Spouse* \_\_\_\_\_

*My Warren County Genealogical Society Dues are paid for the year* \_\_\_\_\_

*If this is a Supplemental application, write your Early Settlers of Warren County Member # here →* \_\_\_\_\_

### *Ancestors of the Applicant Who Settled In Warren County by 31 December 1882*

Full Name of Ancestor (list Maiden Name of Female Ancestors) who resided in Warren Co by 31 December 1882 (Include Ancestor Chart)	Year 1 <sup>st</sup> Proved in Warren Co. & Doc #	Township First Proved In & Doc #	State or Country Ancestor Migrated From	WCGS USE

This applicant has met all requirements and been approved for recognition as a descendant of one of the Early Settlers of Warren County, Ohio

ESWC # \_\_\_\_\_

1<sup>st</sup> Families \_\_\_\_\_

Chairman \_\_\_\_\_

WCGS \_\_\_\_\_

Board \_\_\_\_\_

Date Received: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Lineage				Application Documents of Proof		
1. I,	<i>First</i>	<i>Middle</i>	<i>Maiden Name</i>	<i>Last</i>	Doc #	
	was born on _____	at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	on _____	in _____	I was married to _____		Doc #	
		<i>City, County, State</i>				
	Spouse was born on _____	at _____	_____	_____	Doc #	
	<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>		
Spouse died on _____	at _____	_____	_____	Doc #		
	<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>		
2. Father:	born on _____	at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	died on _____	at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	Mother:				Doc #	
	born on _____	at _____	_____	_____		
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	died on _____	at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	married on _____	at _____	_____	_____	Doc #	
	<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>		
3. The said _____ was the _____				<i>son/daughter</i>	Doc #	
	of (Father)				Doc #	
	born on _____	at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	died on _____	at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	and (Mother)				Doc #	
	born on _____	at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	died on _____	at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	married on _____	at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
	4. The said _____ was the _____				<i>son/daughter</i>	
of (Father)					Doc #	
born on _____		at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
died on _____		at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
and (Mother)					Doc #	
born on _____		at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
died on _____		at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	
married on _____		at _____	_____	_____	Doc #	
		<i>Date</i>	<i>Place</i>	<i>County</i>	<i>State</i>	

Lineage					Documents of Proof
5.	The said _____		was the _____	son/daughter	
	<b>of (Father)</b>				Doc # _____
	born on _____	at _____			Doc # _____
	<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>	
	died on _____	at _____			Doc # _____
	<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>	
	<b>and (Mother)</b>				Doc # _____
	born on _____	at _____			Doc # _____
	<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>	
	died on _____	at _____			Doc # _____
<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>		
married on _____	at _____			Doc # _____	
<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>		
6.	The said _____		was the _____	son/daughter	
	<b>of (Father)</b>				Doc # _____
	born on _____	at _____			Doc # _____
	<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>	
	died on _____	at _____			Doc # _____
	<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>	
	<b>and (Mother)</b>				Doc # _____
	born on _____	at _____			Doc # _____
	<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>	
	died on _____	at _____			Doc # _____
<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>		
married on _____	at _____			Doc # _____	
<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>		
7.	The said _____		was the _____	son/daughter	
	<b>of (Father)</b>				Doc # _____
	born on _____	at _____			Doc # _____
	<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>	
	died on _____	at _____			Doc # _____
	<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>	
	<b>and (Mother)</b>				Doc # _____
	born on _____	at _____			Doc # _____
	<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>	
	died on _____	at _____			Doc # _____
<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>		
married on _____	at _____			Doc # _____	
<i>Date</i>		<i>Place</i>	<i>County</i> <i>State</i>		

Lineage		Application Documents of Proof
8.	The said _____ was the _____ son/daughter	
	<b>of (Father)</b>	Doc # _____
	born on _____ at _____	Doc # _____
	<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>	
	died on _____ at _____	Doc # _____
	<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>	
	<b>and (Mother)</b>	Doc # _____
	born on _____ at _____	Doc # _____
	<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>	
	died on _____ at _____	Doc # _____
	<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>	
	married on _____ at _____	Doc # _____
<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>		
9.	The said _____ was the _____ son/daughter	
	<b>of (Father)</b>	Doc # _____
	born on _____ at _____	Doc # _____
	<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>	
	died on _____ at _____	Doc # _____
	<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>	
	<b>and (Mother)</b>	Doc # _____
	born on _____ at _____	Doc # _____
	<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>	
	died on _____ at _____	Doc # _____
	<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>	
	married on _____ at _____	Doc # _____
<i>Date</i> <i>Place</i> <i>County</i> <i>State</i>		

I, \_\_\_\_\_, do hereby swear/attest that the statements set forth in this application are true to the best of my knowledge and belief.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_  
 (This application may be signed and submitted by the person who has researched and compiled the lineage for the applicant)

Fee Enclosed:  \$15.00 (Members)  
 \$25.00 (Non Members – includes membership fee for year application is submitted)

*Application must be received before February 1<sup>st</sup> in order to be recognized at the banquet held in April [or May].*

Application \_\_\_\_\_

Early Settlers of Warren County, Ohio

**Early Settlers of Warren County Documentation Record**

Applicants Name \_\_\_\_\_ Date \_\_\_\_\_

Surnames being followed \_\_\_\_\_

*Applicants may substitute a numbered, typed list of documents for this form. This form may be photocopied.*

Document Number	Document Description <i>Include all identifying information such as author/title, volume/page number, census source, family document provenance, cemetery name/location, photograph identification. Write numbers in the upper right-hand corner of each document</i>



## Objectives of “Early Settlers of Warren County, Ohio”

While “First Families of Warren County, Ohio” recognizes the original families in the county prior to January 1, 1821, this Early Settlers organization brings to the fore all of your kin who were established residents after that date and prior to January 1, 1883.. Photography was developed in this time era and many will have pictures to aid your children in identifying the many surnames that are actually connected to them.

## Requirements for Membership:

Only members of the Warren County Genealogical Society (WCGS) may apply for membership in “Early Settlers of Warren County, Ohio” (FFWC). Applicants must complete this application form and submit proof of:

1. Their ancestry back to a Warren County resident who settled here prior to January 1, 1883, and
2. The residence of that Warren County pioneer prior to January 1, 1883.

Only blood lines are acceptable. Adoptive lines are not eligible. Illegitimacy is not grounds for denial. Proof of ancestry shall be in the form of copies of legal documents and other records (- - see “Rules of Evidence”) which clearly name the persons, their parents and spouses, the dates of the events, etc. Each generation in the direct lineage must have accompanying proof. The copies of records may be made on a copy machine, or photographed, or they may be hand-copied and then notarized, or they may be copied by officials and then certified. All documents must have a notation of their source (exact reference), and they must be submitted together in an 8 ½” x 11” file folder.

Applications for membership in FFWC must be accompanied by an initial fee of \$15.00 (members) or \$25 (non-members). No additional charge will be made for other Warren County pioneers which a WCGS member may put on his list (accompanied by proof of relationship to him), - - the addition being made in the original application or at a later time. An Ancestor Chart is required.

Submit your application and proof documents to the Early Settlers Chairman at the Warren County Genealogical Society. The application papers may be typed or legibly hand-printed. Organize your proof documents by generation before beginning to number them. Number each piece of evidence in the upper right-hand corner according to its corresponding number on the documentation sheet. You may substitute a number list of proof documents produced on a computer or typewriter instead of using the Documentation Record Sheet provided. Your submission will be reviewed for accuracy and for sufficient proof. If the papers are in order, the chairman will approve them by initialing on the first page. If the chairman thinks further proof is needed, he/she will ask for it and delay approval until the additional papers have been submitted.

Final approval of membership in “Early Settlers” will be determined by a majority vote of the WCGS Board members, upon the recommendation of the committee chairman. Public recognition may be made during a subsequent regular or special meeting of WCGS and publication will be made of the pioneers and their descendents.

## Application and Evidence Document Preparation Procedures

1. Please use dark blue or black ink when filling out applications by hand.
2. Submit the completed application(s) with photocopies of evidence documents. Do not send original documents as they will not be returned.
3. All photocopies submitted must be legible or must be accompanied by a transcription certified as a *True Copy* by a third party not related to the applicant, preferably a librarian or court official. A *True Copy* certification means that a third party has viewed the original and the transcription and finds them to be identical.
4. When a photocopy is not possible, applicants may substitute a typed, hand-printed, or written transcription of documents. Transcriptions must be certified as *True Copies* as defined in #3 above.
5. Only one photocopy of any document is necessary even though that document may be used as evidence for more than one event, more than one generation, or more than one applicant. If you are submitting applications for multiple family members, WCGS only needs one photocopy of documentation for common ancestors. Multiple photocopies of the same document may be discarded due to storage limitations.
6. If you are submitting a supplemental application, do not duplicate the documents that were included with your original application
7. Submit a pedigree chart showing all lines submitted in the application.
8. Organize evidence documents by generation, according to your pedigree chart, before beginning to number them. For example, your birth certificate should be Document #1; your marriage certificate is Document #2. Number each piece of evidence in the upper right-hand corner according to its corresponding number on the Document List page. The applicant may substitute a numbered list of evidence documents produced on a computer or typewriter instead of using the Document List page. All submitted documents must be identified in this list.
9. Fill out the application blanks using the evidence documents that will accompany the application.
10. In each generation, the vital information for the male always should be written first and the information for the female second, no matter which ancestral line(s) you are following in the application.
11. Documentation must be provided for each date, place or name written on the application. If you do not have an acceptable evidence document, leave that application space blank.
12. Dates should be written in day, month and year format, i.e. *12 May 2006*. Dates may be estimated using censuses or tombstones. If estimating a date (*circa*), write it like this: *c 1810*. Dates calculated (e.g. from age at death on tombstones) must have *cal* written after the date.
13. Write the number of the evidence document for each fact in the space provided at the end of each application line.
14. All females must be identified by their maiden names in order to be approved. Exceptions are made only in the case of African Americans and Native Americans, and only when such ethnicity and lack of surname is proved.
15. List and submit documentation for as many spouses as possible, even if they are not in the ancestral line(s) you are following in the application



16. Because all applications will be stored in letter size (8½ by 11) archival file folders and may be microfilmed or digitized for use by future researchers, please follow these directions for preparing evidence documents:
- Try to make all documents letter size (8½ by 11). If an item is small, please re-copy it onto letter size paper so it does not become lost. Documents larger than 8½ by 11 will be folded to fit the archival file folder.
  - **Do not use** highlighter, staples, tape of any kind, white-out products, gummed labels, sheet protectors, or binders. Paper or binder clips are acceptable as are sticky notes but will be removed before the application is filed.
  - To indicate specific evidence in difficult-to-read document photocopies, use a red pen or pencil to mark an arrow in the margin of the document or use a blue, non-photocopying pencil to underline. These pencils are available at hobby and art supply stores.
  - All documents submitted must have the applicant's name and address on the back. *Do not use gummed labels*. Print, type or use a computer to print this information on each document. An inked address stamp is acceptable.
17. Married applicants must include records for their marriage and for their spouse's birth (and death, if applicable).
18. Each legal name change for anyone listed on the application must be documented.
19. Information for additional ancestral lines may be included on additional applications or on the extra un-numbered generation application sections provided at the end of each application. Application pages may be photocopied to provide space for additional ancestors.
20. If an ancestor has been previously proved by another individual, the applicant may submit evidence only to the nearest common ancestor. Include the name and member number of the appropriate lineage society member. If you need documentation from or a copy of that member's application, please contact the WCGS library and speak to a volunteer.
21. The WCGS lineage society chairs recommend that applicants keep photocopies of the application and all accompanying documents.

## Evidence Citation

**All documents must include a full citation to the original source.** This requirement is true for electronic format, internet and traditional source documents. Other researchers should be able to use the citations to find the document themselves. Citations may be written in any accessible location on the front of the photocopy or you may include a photocopy of the title page showing all bibliographic information. Some citation requirements:

- Court Documents: Give state, county, volume and page number.
- Books and other published works: Give all bibliographical information (author/editor, title, publisher, city of publication, page number, and copyright date).
- Compiled Military Service Record (CMSR): List soldier's name, unit, state and repository where the record is stored (NARA, state archives, etc.). If the record is on microfilm, cite publication and roll numbers.
- Pension File: List soldier's name (or widow's or other dependent's name if filed by other than the soldier) and certificate number.
- Other Military Records: Give all identifying information such as packet number, publication series and, if on microfilm, roll number. Cite repository. Include any additional pertinent citation information.
- Family Bible Pages: Must be accompanied by a photocopy (or True Copy transcription; see #3 above) of the Bible's title page and of any section showing the publication date of the

Bible. Bibles must be contemporary with the information they prove. Please list the Bible's provenance and the current owner.

- Family Records: Old family papers may be accepted if the provenance of the family papers is stated and the application contains other documents that support the information these papers prove.
- Census Photocopies: Must show, or have written on the front of the copy, all necessary finding information, i.e. town, county, state, year and date of census.
- Photographs must be identified, preferably on the back side.
- Tombstone Photographs: Must be identified by cemetery name and location. If the tombstone is not legible, a written transcription must be included.
- Newspaper Articles and Obituaries: Should show the name and city of the newspaper and the date and page of publication. If the newspaper item has been clipped out and no identifying information exists, please state the provenance of the clipping, e.g. "my grandmother saved these in an old shoebox and gave them to me in 1957."
- If the document is copied from microfilm, add the microfilm number and the repository where you used the microfilm.
- Internet Documents: If the document was obtained from an internet web site, you must cite the original source as per the above list and must list the web site name, URL and date of access. Please do not copy and paste a long web address leading to a specific document. Citing the web site name, URL and date of access is sufficient for future researchers to find the same document later.
- Electronic Format Publications: Cite as if it were the printed copy of the publication but include the web page URL and date accessed or the title and other bibliographic information for the CD (or other media storage) publication.

## Rules of Evidence

The rules of evidence applying to membership in **First Families of Warren County (FFWC)** and **Early Settlers and Builders of Warren County (ESWC)** follow and are the standards by which all evidence is judged. There are no exceptions.

The nature and extent of the evidence submitted with all applications shall be sufficient to prove that the applicant is directly descended from the ancestor(s) named in the application, and shall be sufficient to differentiate between any two persons of the same name who might be residing in the same area at the same time.

Documents used as evidence, either alone or in conjunction with other acceptable documents, must state the fact to be proved. Inferred evidence is not acceptable. All documents submitted must have a Document Number, preferably located in the upper right corner. This number must correspond to the fact(s) it proves on the application page(s) and to the description on the Document List.