



Date Received	_____
Fee Paid	_____
Check Number	_____
WCGS Member	_____ Non-Member _____
(For WCGS Use Only)	

CIVIL WAR FAMILIES of WARREN COUNTY, OHIO Application

Instructions to Applicant: Please read the *Lineage Society Application Rules and Procedures* before completing this application. Do not write in shaded areas. List your main ancestral line on pages 2 and 3 (or collateral relationships pages 4-6), beginning with yourself as #1. Type or hand print all information. On the separate Document List page, list proof documents that accompany the application. Write specific document number(s) at the end of each application line to indicate source(s) of information. A typed, numbered list of source documents may be substituted for the Document List page. **Sign and date the application on the front page.** Any new or supplementary applicant must be a current member of Warren County Genealogical Society. A non-refundable \$15 application fee must accompany the application. (non-members - \$25, includes 1-year WCGS membership). There is no fee for supplemental applications. This application and accompanying documents become the property of Warren County Genealogical Society. Mail application(s) and applicable fee by February 1st to: WCGS, 406 Justice Drive, Lebanon, OH 45036

Name of Applicant –include maiden name if applicable	Full Name of Spouse – include maiden name if applicable
Street Address	City/State/Zip
Email Address	
Phone	
<p>If this is a supplemental application, please write your Civil War Families of Warren County number here _____</p> <p>I, _____ do hereby swear/attest that the statements set forth in this application are true to the best of my knowledge and belief.</p> <p>Signature of Applicant _____ Date _____</p> <p>This application MUST be signed to be reviewed. This application, information, and all supporting documents and data become the property of the Warren County Genealogical Society. For questions or concerns, contact wccgs@co.warren.oh.us</p>	

MY Ancestor(s) for the CIVIL WAR FAMILIES of WARREN COUNTY are:

Name of Soldier Direct Relative or Collateral Relative	Township of Residency in Warren County (If applicable)	Accepted WCGS use only	CWFWC Ancestor Number
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Please use additional sheet of paper if more than 4 ancestors are being submitted.

1.			
DATES SERVED (day, month, year format)			
MILITARY UNIT (Regiment & Company)			
2.			
DATES SERVED (day, month, year format)			
MILITARY UNIT (Regiment & Company)			
3.			
DATES SERVED (day, month, year format)			
MILITARY UNIT (Regiment & Company)			
4.			
DATES SERVED (day, month, year format)			
MILITARY UNIT (Regiment & Company)			

APPROVED BY: (For WCGS Use Only)

Civil War Families of Warren County Chair	Acceptance Date	CWFWC Member No.

3. The couple listed in #2 were the parents of _____

Born on _____ at _____

City County State

Document Number

Died on _____ at _____

City County State

Document Number

And spouse _____

First Middle Maiden/Surname

Document Number

Born on _____ at _____

City County State

Document Number

Died on _____ at _____

City County State

Document Number

Married on _____ at _____

City County State

Document Number

Document Number

4. The couple listed in #3 were the parents of _____

Born on _____ at _____

City County State

Document Number

Died on _____ at _____

City County State

Document Number

And spouse _____

First Middle Maiden/Surname

Document Number

Born on _____ at _____

City County State

Document Number

Died on _____ at _____

City County State

Document Number

Married on _____ at _____

City County State

Document Number

Document Number

5. The couple listed in #4 were the parents of _____

Born on _____ at _____

City County State

Document Number

Died on _____ at _____

City County State

Document Number

And spouse _____

First Middle Maiden/Surname

Document Number

Born on _____ at _____

City County State

Document Number

Died on _____ at _____

City County State

Document Number

Married on _____ at _____

City County State

Document Number

Document Number

6. The couple listed in #5 were the parents of _____

Born on _____ at _____

City County State

Document Number

Died on _____ at _____

City County State

Document Number

And spouse _____

First Middle Maiden/Surname

Document Number

Born on _____ at _____

City County State

Document Number

Died on _____ at _____

City County State

Document Number

Married on _____ at _____

City County State

Document Number

Document Number

Lineage Society Application Rules and Procedures for Civil War Families of Warren County, Ohio (CWFVC)

The prime objectives of the Civil War Families of Warren County, Ohio are to identify and honor the memory of those soldiers (Union or Confederate) who served during the Civil War and who lived, died, or are buried in Warren County, Ohio and to give special recognition to their descendants. Applicants must prove lineage to a direct or collateral line Civil War service ancestor. The research and work necessary to document Civil War soldiers and their descendants is intended to foster and encourage interest in this time period of our country and county and to honor those who served during the war.

Requirements for Membership:

Only members of the Warren County Genealogical Society (WCGS) may apply for membership in CWFVC. Applicants must complete this application to document the Union or Confederate veteran ancestor(s) by:

1. Listing their direct or collateral descent and proving that connection to the veteran
2. Providing sufficient evidence of the veteran's service in the Civil War, and
3. Documenting that the Civil War veteran lived, died, or is buried in Warren County, Ohio.

Only blood lines are eligible. 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 or collateral lineage must have accompanying proof. The copies of records may be made on a copy machine, photographed, or may be hand-copied and 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 1/2 x 11" file folder.

Applications for membership in CWFVC must be accompanied by an initial fee of \$15.00 (members) or \$25.00 (non-members). No additional charge will be made for other Warren County Civil War veterans which a WCGS member may add to his/her list (accompanied by proof of relationship to him/her). The addition being made in the original application or at a later time. An Ancestor/Pedigree Chart is required.

Submit your application and proof documents to the Civil War Families of Warren County Chair 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 List. You must also complete the applicable Military Service Documentation section on the application.

Your submission will be reviewed for accuracy and for sufficient proof. If the papers are in order, the chair will approve them by signing at the bottom of the first page. If the chair feels that further information is required, he/she will contact the applicant and will delay approval of the application until additional and acceptable information has been received.

Final approval of membership in CWFVC will be determined by a majority vote of the WCGS board members, upon the recommendation of the committee chair. Public recognition may be made during a subsequent regular or special meeting of WCGS and publication will be made of the Civil War veterans and their descendants.

Application and Evidence Document Preparation Procedures

1. Please use dark blue or black ink when filling out the application 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 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 substituted 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 word processor 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. For collateral line applicants, it may require the female relative to be noted first followed by her spouse.
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 census 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. Each female must be identified by her maiden name 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 (8 ½ by 11) archival file folders and may be microfilmed or digitized for use by future researchers, please follow these directions for preparing evidence documents:
 - a. Try to make all documents letter size (8 ½ by 11). If an item is small, please re-copy it onto letter size paper so it does not become lost. Documents larger than 8 ½ by 11 will be folded to fit the archival file folder.
 - b. **Do not use** highlighters, 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.
 - c. 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.
 - d. All documents are 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 or 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 the member’s application, please contact the WCGS library and speak with a volunteer.
21. The WCGS lineage society chair(s) recommend that applicants keep photocopies of their applications and all associated 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 documents independently. 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 the 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: These 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 website, you must cite the original source as per the above list and must list the website name, URL and date of access. Please do not copy and paste a long web address leading to a specific document. Citing the website 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 webpage 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 if Civil War Families of Warren County (CWFWC) 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 person 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 Documentation List.

Lineage application, information and all supporting documents and data become the property of the Warren County Genealogical Society.