



Warren County Genealogical Society

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Lineage Society Rules and Application Procedures

The following rules and procedures apply to all applications for:

- First Families of Warren County, Ohio (FFWC)
- Early Settlers of Warren County, Ohio (ESWC)
- Civil War Families of Warren County, Ohio (CWFVC)

Applicants must submit a signed application, the application fee, and full documentation for each society they wish to join. All applications and their accompanying documents become the property of the Warren County Chapter of the Ohio Genealogical Society, also known as the Warren County Genealogical Society (WCGS).

Please read these pages before beginning the application process.

Section A: Membership Requirements and General Information

1. Applicants must be current members of the Warren County Chapter of the Ohio Genealogical Society.
2. Applicants must prove appropriate dates of residency in addition to proving lineage.
3. Appropriate dates of acceptance can be found on lineage society application forms.
4. Only blood lines are eligible. Adoptive lines are not eligible.
5. Illegitimacy is not grounds for denial.
6. Ancestors will be accepted into the appropriate lineage society for which the earliest residency is proven.
7. A \$25.00 application fee must accompany the application. There is a \$50.00 application fee for non-members, which includes the membership fee for the year of application. Fees are non-refundable. Upon application approval, the applicant will be presented with a lineage society certificate and pin at the WCGS Annual Banquet in April of each year, conditions allowing. Only one lineage society pin will be issued to each approved member per lineage society. Replacement pins and certificates may be purchased for a \$10 fee each.
8. There will be a \$10 fee for submitting additional ancestors to that same lineage society in future years after being approved for a particular lineage society. WCGS refers to this process as submitting a supplemental application.
 - If submitting a supplemental application, include a reference to your previous application and the line you are following.
 - Do not submit documentation previously submitted.
 - Supplemental applications are not for your children, grandchildren, siblings, or other relatives. They must submit their own applications.
 - Please use the regular application form to submit additional ancestors and clearly mark your FFWC, ESWC, or CWFVC member number on that application.
 - You will receive a certificate listing approved supplemental ancestors only, following the WCGS Annual Banquet. You are encouraged to attend the appropriate lineage event to receive your new certificate.
9. Deadline for applications is **February 1** of each year. Applications must be received by WCGS by that date.

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

10. Applicants who are not accepted during the year in which they apply will have their applications filed at the WCGS Resource Library for a two year period allowing for additional time to submit appropriate documentation for acceptance. *After this two year period, the applicant must file a new application and pay the appropriate fee.*
11. Applications may be signed by the applicant or by a person who compiled the application for the applicant. Unsigned applications will not be reviewed.
12. The final application approval decision rests with the Lineage Societies Chair. Please remember that the WCGS Lineage Societies Chair and Committee Members volunteer their time to WCGS.

Section B: 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 copies 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. All transcriptions must be accompanied by the original document.
4. When a photocopy is not possible, applicants may substitute a typed, hand-printed, or written transcription of documents.
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 will 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 Ascent 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 provided. 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 in the spaces for the document numbers on the Ascent Chart with the numbers of the corresponding evidence documents that will accompany the application.
10. In each generation, the vital information for the male is 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 space blank.
12. Dates should be written in two-digit day, three-letter month, and four-digit 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 (e.g., *1810 cal*).
13. 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.

14. List and submit documentation for multiple spouses for females, even if they are not in the ancestral line(s) you are following in the application. This substantiates name changes.
15. Because all applications will be stored in letter size (8 ½" x 11") archival file folders and may be digitized for use by future researchers, please follow these directions for preparing evidence documents:
 - a. Try to make all documents letter size (8 ½" x 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" x 11" will be folded to fit the archival file folder.
 - b. **Do not use** 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, you may underline the pertinent information and / or draw an arrow in the margin to the location of information you are trying to prove.
 - d. All documents submitted must have the applicant's name and address on the document on either the front or back. If on the front of the document, it must not obscure the information being submitted. Do not use gummed address labels. An inked address stamp is acceptable, as is typing or using a computer to print this information on each document.
16. Married applicants **must** include records for their marriage and for their spouse's birth (and death, if applicable).
17. *Each legal name change for anyone listed on the application must be documented.*
18. Information for additional ancestors may be included on the same application by listing on the first page if following the same Ascent Chart or may be included on additional applications. Application pages may be photocopied to provide space for additional ancestors.
19. If an ancestor has been previously proven 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 Resource Library and speak to a Volunteer.
20. The WCGS Lineage Society Chair recommends that applicants keep photocopies of the application and all accompanying documents.

Evidence Citation

All documents must include a full source citation to the original source. This requirement is true for 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 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 website, you must cite the original source 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 web page URL and date accessed or the title and other bibliographic information for the CD (or other media storage) publication.

Section C: Rules of Evidence

The rules of evidence applying to membership in First Families of Warren County, Ohio (FFWC), Early Settlers and Builders of Warren County, Ohio (ESWC), and Civil War Families of Warren County, Ohio (CWWFC) 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 or serving at the same time during the Civil War.

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, and your name and contact information. This number must correspond to the fact(s) it proves on the application page(s) and to the description on the Document List.

Evidence Types

1. Vital statistics, courthouse or other government records, and church records usually are considered excellent evidence documents. Other evidence such as Bible records, diaries or letters, censuses, newspaper clippings, county histories and family records contemporary to the facts reported are considered as corroborating evidence.
2. **Always submit evidence in original format (copies) when possible. Abstracts and indexes are generally not acceptable proof.**
3. For CFWFC, proof of military service can be found in enlistment, discharge, pension, Compiled Military Service Records, or other Federal, Confederate, or state government documents.
4. Oral, written, or published family traditions may be in error and cannot be accepted as evidence.
5. Printed or manuscript genealogies, genealogical records or compilations, family group sheets and charts, family reunion records, and similar material are not considered evidence unless the document is contemporary with the information being proved and is supported by other evidence.
6. Old letters or family records can be accepted as evidence for only the facts that the writer could logically know as contemporary knowledge. Identification of the writer and the document date is necessary as is a statement of the document's provenance. *Provenance* is defined as *the history of the ownership of a particular item*.
7. Unsupported information from an amateur or professional genealogist is not acceptable, including such records printed in genealogical, historical, or similar publications. Scholarly journal articles that are supported by citations to acceptable documentation may be acceptable.
8. Published or manuscript material authored by the applicant, or his family will not by itself be accepted as evidence but may be included with other qualifying evidence.
9. A marriage license is not acceptable evidence for a marriage; it only proves intent. If no marriage return or record exists, write the word *Lic* after the license date on the application.
10. Pre-1880 censuses cannot be used as sole evidence of relationship since no relationships are stated in these records.
11. Pre-1850 censuses cannot be used as sole evidence of residence for anyone other than the head of household.
12. Land or real estate tax records are acceptable only if they specify that the individual was a resident of Warren County, Ohio.
13. Photographs of tombstones are acceptable for evidence of birth and death dates and for relationships actually stated on the stone. Include the name and location of the cemetery in which the tombstone is found. Most published compilations of tombstone readings are acceptable. Tombstone photographs must be transcribed when they are difficult to read. Tombstones must be contemporary in style with the ancestor's death date.
14. Documents written or printed in a foreign language must be accompanied by a translation into English.
15. Lineage society applications, accepted or unaccepted, from other patriotic or hereditary societies are not considered evidence.
16. E-mail is not considered evidence.

17. Information taken from internet resources or electronic publications must be acceptable in its original form. The original source must be cited as well as the web page URL and date accessed. If taken from an electronic publication on CD or other media, bibliographic information for the electronic publication must accompany the original source citation.
18. DNA evidence and supporting documentation will be handled on an individual basis.
19. Images of actual documents and records that are available online are acceptable but must include the original document citation if that information is not visible on the copy submitted.
20. Transcriptions and abstractions from genealogical websites and from many genealogical organization sites are considered acceptable evidence but must have the original source fully cited as well as the basic URL citation. Website information will be judged on an individual basis by the Lineage Societies Chair as to the credibility of the data presented.
21. Examples of implied evidence which are not acceptable are:
 - a. Unnamed individuals specified in court records as *heirs* or *heirs-at-law* are not proved by such records unless it is known that applicable laws at the time included only bloodline descendants.
 - b. A father is not proved as being in an area just because his child was born there. The birth only proves the mother and child were in that location on that date.
 - c. Blood descent is not necessarily proved by owning the same land as an earlier owner of the same name.
 - d. Census proximity does not prove relationship.
 - e. Military Land Warrants and Land Patents do not prove residency.
 - f. Biographies found on Find-a-Grave (unless the information has a source citation included). Only the picture of the tombstone is generally acceptable to show dates of birth and death and other information that may be on the tombstone.
 - g. Any information that the applicant has put online including Ancestry.com, FamilySearch.org, Find-a-Grave, blogs, or any other website unless there are clear and sufficient source citations.

CWFWC ADDITIONAL GUIDELINES

- For CWFWC military service evidence, do not submit the entire file. Include only those documents necessary to prove service.
- 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.
- The Civil War Families of Warren County, Ohio, collateral line relationship must be documented. The applicant must prove his / her direct ancestor and the collateral soldier are the children of the same parent(s).
- The full date of military service must be on the front page of the application in (dd mmm year) format.

Examples of Source Citations

Probate Court Birth Record: Birth of John Smith on dd mmm year in (town / township, county, state) showing parents as Jim Smith and Betty Jones. [You need to submit both pages of a Probate Birth Record. Probate Records require a notation of the volume / book, the page number and the repository (courthouse, library, etc.) or website where the record was found.]

Regular Birth Certificate: Birth Certificate of Mary Jones born (dd mmm year) in (town / township, county, state) to parents Tom Jones and Mary Smith.

Probate Court Death Record: Death of Charles Doe on (dd mmm year) at age 77 years, 5 months, 2 days in (town / township, county, state). Probate Records require a notation of the volume / book, the page number, and the repository (courthouse, library, etc.) or website where the record was found.

Regular Death Certificate: Death Certificate of Charles Doe who died on (dd mmm year) in (town / township, county, state) showing parents as (father / mother) and a birth date of (dd mmm year).

Marriage Returns: Marriage of (groom / bride) on (dd mmm year) in (location) from (county) found in (volume 2, page 376). (If the marriage return includes the names of the parents, that information can be included as well.) All marriage records (including your own marriage certificates) should reference the volume, page, and repository of where the original record can be found.

Court Records require a notation of the volume / book, case number, the page number, and the repository (courthouse, library, etc.) or website where the record was found.

Source citations should include the who, what, where, and when of the document being presented. Source citations let future researchers know where to find the original documents. Source citations assist the person reviewing your application.