

Name of Applicant -include maiden name if applicable

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

<u>Full Name of Spouse</u> – include maiden name if applicable

# 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 sources(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 Wamen 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

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treet Address City/State/Zip				
Email Address				
Phone				
If this is a supplemental application, please write your Civil V		•		
	hereby swear/attes	st that the stateme	nts set forth in	this
application are true to the best of my knowledge and belief.			D 4	
Signature of Applicant	e	1 11 4	_ Date	
This application MUST be signed to be reviewed. This applic become the property of the Warren County Genealogical Soc				
MY Ancestor(s) for the CIVIL WAR FAMILIES of	WARREN CO	<b>UNTY</b> are:		
Name of Soldier Direct Relative or Collateral Relative		Township of Residency in Warren Count (If applicable)		CWFWC Ancestor Number
Please use additional sheet of paper if more than 4	4 ancestors are bei	ng 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)	<b>T</b>	1		
Civil War Families of Warren County Chair	Ассер	tance Date	CWFWC Mem	ber No.

### CIVIL WAR FAMILIES of WARREN COUNTY - DIRECT RELATIVE - ASCENT CHART

Be certain to include at least one supporting document for each statement below. List each document with its corresponding number on the "<u>Documentation for Ascent Chart</u>" page. <u>Please put your name, address and a citation on the back of each document you submit.</u> <u>Please do not use staples, highlighters or gummed labels.</u> If you check your papers and sort them carefully, number them correctly, and submit them in the proper order, staples or paper clips will not be necessary. More than one document can be indicated to support the fact stated.

I.	1					
	First	Middle	Maiden Na	ime	Surname	Document Number
	was born on		at	County	State	Document Number
	I married	Middle	Maiden	Name	Surname	Document Number
	Born on		Walden	Tune		
	Died on	at	City	County	State	Document Number
			City	County	State	Document Number
	Married on	at	City	County	State	Document Number
2.	I am the child of					
	Born on	First at	Middle		Surname	Document Number
			City	County	State	Document Number
	Died on		City	County	State	Document Number
	And his wife	First	Middle	Maiden Na	ıme	Document Number
	Born on					
	Died on	at	City	County	State	Document Number
			City	County	State	Document Number
	Married on	at	City	County	State	Document Number
3.	The said			Is the son_	/daughter of	Danier Marika
	The said					Document Number
	Born on	First <b>at</b>	Middle		Surname	Document Number
			City	County	State	Document Number
	Died on	at	City	County	State	Document Number
	And his wife					
	Born	First at	Middle	Maiden Na	ime	Document Number
			City	County	State	Document Number
	Died on		City	County	State	Document Number
	Married on	at	City	County	State	Document Number
4.	The said		•	•	daughterof	
	The said					Document Number
		First	Middle		Surname	Document Number
	Born on	at	City	County	State	Document Number
	Died on	at	City	County	State	Document Number
	And his wife			County	State	Document Number
	Born on	First	Middle	Maiden Na	ime	Document Number
			City	County	State	Document Number
	Died on	at	City	County	State	Document Number
	Married on	at				<del></del>
			City	County	State	Document Number

5.	The said			Is the son	_/daughterof	De cumont Number
	The said	First	) (* 1 II			Document Number
	Born on		Middle		Surname	Document Number
	Died on	at	City	County	State	Document Number
	And his wife		City	County	State	Document Number
	Born on	First at	Middle	Maiden I	Name	Document Number
	Died on	at	City	County	State	Document Number
	Married on		City	County	State	Document Number
			City	County	State	Document Number
6.	The said			Is the son	_/daughterof	Document Number
	The said	First	Middle		Surname	Document Number
	Born on		City	County	State	Document Number
	Died on	at	City	County		Document Number
	And his wife			<u>.</u> 	State	
	Born on	First at	Middle	Maiden I		Document Number
	Died on	at	City	County	State	Document Number
	Married on	at	City	County	State	Document Number
			City	County	State	Document Number
7.	The said			Is the son	_/daughterof	
7.	The said		Middle	Is the son	_/daughterof	Document Number  Document Number
7.				Is the son	<u></u>	
7.	The said	First	Middle City	County	Surname	Document Number  Document Number
7.	The saidBorn on	Firstatatat	Middle City City	County	Surname State State	Document Number  Document Number  Document Number
7.	The said Born on Died on	First at	Middle  City  City  Middle	County County Maiden	Surname  State  State  Name	Document Number  Document Number  Document Number  Document Number
7.	The said  Born on  Died on  And his wife	Firstatat	Middle  City  City  Middle  City	County  County  Maiden 1  County	Surname  State  State  Name  State	Document Number  Document Number  Document Number  Document Number
7.	The said  Born on  Died on  And his wife  Born on	Firstat Firstat at	Middle  City  City  Middle  City  City	County  Maiden 1  County  County	Surname  State  State  Name  State  State	Document Number  Document Number  Document Number  Document Number  Document Number
	The said Born on  Died on And his wife Born on  Died on  Married on	First	Middle City City Middle City City City City	County  Maiden I  County  County  County  County	Surname  State  State  Name  State  State  State  State	Document Number  Document Number  Document Number  Document Number
7.	The said Born on  Died on And his wife Born on Died on  Married on The said	First	Middle City City Middle City City City City	County  Maiden I  County  County  County  County	Surname  State  State  Name  State  State	Document Number  Document Number  Document Number  Document Number  Document Number
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	The said Born on Died on And his wife Born on Died on The said The said Born on Died on	First	Middle City Middle City City City City City City Middle City Middle City Middle	County  County  Maiden I  County  County  County  Is the son  County  County  Maiden I	Surname  State  State  Name  State  State  State  State  State  _/daughterof  Surname  State  State  Name	Document Number
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### Military Service Documentation—Direct Ancestor

Please number and describe below the documentation of Civil War service for the direct ancestor(s) submitted on this ap

plication. When num	bering, be sure not to repeat numbers used on the separate application Document List.
Document Number	<b>Document Description</b> Please include a brief description of your document, i.e. John Smith pension file application. The document citation must appear on the front of your submitted document. The document number must appear in the upper right-hand corner of your submitted document and on any line of the application for which that document serves as proof.
umber 1 below is my co	il War Families of Warren County – Collateral Relative Application ollateral Civil War relative. Number 2 below is my direct ancestor who is the sibling of number 1.
,	on you have reached yourself on the application, please put that generation number in the space provided here.)

#### N 1. The said \_\_\_\_\_ Is the son\_ \_\_\_\_/daughter \_\_\_ Document Number The said First Document Number Middle Surname Born on \_\_\_\_\_ \_at\_ City County State Document Number Died on \_\_\_\_\_ \_at\_ City County State Document Number And his wife\_\_\_\_\_ First Middle Document Number Maiden Name Born on at Document Number City County State Died on \_\_\_\_\_ \_at\_ City County State Document Number Married on \_\_\_\_\_ at City County Document Number State 2. The said \_\_\_\_\_ was the brother\_\_\_/sister \_\_\_of Document Number The said First Middle Surname Document Number Born on \_\_\_\_\_ \_at\_ City County State Document Number Died on \_\_\_\_\_ at City County State Document Number And spouse\_\_\_\_\_ Middle Maiden/Surname Document Number Born on \_\_\_\_\_ \_at\_ City Document Number County State Died on at Document Number City County State Married on \_\_\_\_\_ Document Number City County State

3. The couple listed in #	2 were the parents	of			
Born on	at				Document Number
Died on		City	County	State	Document Number
		City	County	State	Document Number
And spouse	First	Middle	Maiden/Surna	me	Document Number
Born on	at	City	County	State	Document Number
Died on	at	<u>.</u>			
Married on	at	City	County	State	Document Number
		City	County	State	Document Number
4. The couple listed in #	3 were the parents	s of			
Born on	at				Document Number
		City	County	State	Document Number
Died on	at	City	County	State	Document Number
And spouse	First	Middle	Maiden/Surna		Document Number
Born on		Middle	Walden/Surna		
Died on		City	County	State	Document Number
		City	County	State	Document Number
Married on	at	City	County	State	Document Number
5. The couple listed in #	4 were the parents	s of			Document Number
Born on	at	G':		G	
Died on	at	City	County	State	Document Number
And enouge		City	County	State	Document Number
And spouse	First	Middle	Maiden/Surnan	ne	Document Number
Born on	at	City	County	State	
Died on	at	<u>.</u>	<u></u>		
Married on	at	City	County	State	Document Number
		City	County	State	Document Number
6. The couple listed in #	5 were the parents	of			
Born on	at				Document Number
		City	County	State	Document Number
Died on	at	City	County	State	Document Number
And spouse	First	Middle	Maiden/Surna		Document Number
Born on					
Died on	at	City	County	State	Document Number
		City	County	State	Document Number
Married on	at	City	County	State	Document Number

Γhe couple listed in	#6 were the parents	of			_
Born on	at_				Document Number
Died on		City	County	State	Document Number
		City	County	State	Document Number
And spouse	First	Middle	Maiden/Surna	me	Document Number
Born on					<u> </u>
Died on	at_	City	County	State	Document Number
Married on		City	County	State	Document Number
		City	County	State	Document Number
The couple listed in	#7 were the parents	of			Document Number
Born on	at				
Died on	at_	City	County	State	Document Number
		City	County	State	Document Number
And spouse	First	Middle	Maiden/Surna	me	Document Number
Born on					<u> </u>
		City	County	State	Document Number
Died on	at				
		City	County	State	Document Number
Married on	atatat	City  Price Documenta	County ation—Collatera	State al Ancestor	Document Number
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### CIVIL WAR FAMILIES of WARREN COUNTY DOCUMENTATION LIST

Give volume and page for book references and include a copy, photo, or other facsimile copy of the pertinent pages, and of all published or unpublished records used for proof. Typed, hand printed, or written copies of documents, not certified as "True Copies," are not acceptable as proof. Published or manuscript material authored by the applicant or his family will not of themselves be accepted as proof. Information for additional ancestral lines may be included on blank pages, showing the tie-in to the line on the basic application. If more than two lines are submitted, please include an ancestral chart to show the inter-connections. Only blood lines are acceptable. Please refer to the guidelines.

Documents as to descent: (List and include facsimile copies as stated above) Each step must be proven; references for all names, places, and dates must be provided. You may provide your own typed Documentation List.

Document #	Description of Document

### Example:

- 1. Birth Certificate of Applicant (Use your own name)
- 2. Marriage Record of Applicant
- 3. Birth Certificate of Applicant's Spouse

Documents as to descent: (List and include facsimile copies as stated above) Each step must be proven; references for all names, places, and dates must be provided. You may provide your own typed Documentation List. Description of Document Document #

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

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 CWFWC. 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 ½ x 11" file folder.

Applications for membership in CWFWC 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 CWFWC 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 unnumbered 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 bene 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 he 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.