Fairfield County Lineage Society Application Guidelines and Checklist

GENERAL INFORMATION

Miscellaneous Information:

- 1. All applications and supporting documents become the property of FCC-OGS.
- 2. By submitting an application and upon its acceptance applicant agrees to making the data contained in the application and its supporting documents available to the public *unless* otherwise noted on the application form.
- 3. Only one pin will be awarded to an applicant, regardless of the number of proven ancestors, for each lineage society for which you are accepted.
- 4. Certificates, initial and supplemental, will name all ancestors for an application. A separate certificate will not be awarded for each proven ancestor on any given application.

Application Instructions:

- 1. The application form must be typed, printed by electronic equipment, or legibly hand printed in black ink.
- 2. Each application, initial or supplemental, may include as many ancestors as can be proved at the time
- 3. Dates must be written out in day, month, and year format; i. e. 11 November 2002.
- 4. Use full or legal names. A nickname should be written in "quotes".
- 5. Places should be cited as city or township, county, state. Abbreviations can be used for state. Use "Twp." to identify a township. Use "Co." to identify a county. For example: Walnut Twp., Fairfield Co., OH. Or Bremen, Fairfield Co., OH. Fairfield County can be written "FF Co.".
- 6. Maiden names of all female ancestors must be included for the line leading back to the resident ancestor being proved.
- 7. Married female applicants must include a copy of their marriage record to prove their change of name.
- 8. If an ancestor has been previously proven by another individual, the applicant may submit proof to the nearest common ancestor, if so desired. A citation to the name and number of the applicable Lineage Society member must be included.
- 9. Photocopy the application. Keep a copy of the application and all supporting documents for your records.

Documentation:

- 1. Proof for each name, date, place and relationship must be included at the time the application is submitted.
 - a. If the proof submitted is not considered sufficient to prove the fact, additional proof will be required before the application may be accepted.
 - b. If your application is not approved due to insufficient proof, it will be held for one year for you to submit the additional documentation.
 - c. Documents must be submitted even if only providing an approximation of a date is supplied: example, "about 1810".

- 2. Proof must be included to show residence in Fairfield County for the applicable Lineage Society.
- 3. Each document submitted must include a *complete* source citation. Applications without source citations will be returned. If you have questions concerning citations, please contact us.
- 4. Each document must have its own number. The documents must be numbered in sequence, beginning with 1. Place the number in the upper right-hand corner.
- 5. Only one copy of a proof document need be submitted. The same document may be used to prove more than one event in the application. Whenever the same document is used as proof of more than one event, the number used for that document should remain the same **each** time the document is referenced.
- 6. All photocopies must be legible.
- 7. Photocopies of the documents are preferred. **Please**, no original documents. Where photocopying is not possible:
 - a. Typed or handwritten transcriptions of documents must be **certified** as true copies by an employee of the repository holding the original.
 - b. If applicant holds the original source, a non-related disinterested party must do the certification.
- 8. Photocopies should be either 8 ½ X 11 or 8 ½ X 14. Smaller copies can be misplaced and larger copies are difficult to handle.
- 9. Do not use a highlighter. Underline using a red pen or pencil to emphasize a fact if necessary.

RULES AND STANDARDS OF EVIDENCE

All applications for membership in a Lineage Society of Fairfield County are judged according to the Society's rules of evidence and accepted genealogical standards of evidence. **There are no exceptions**.

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

Rules of Evidence:

- 1. Primary or collateral evidence from vital statistics, courthouse or other government records, church records, school records, etc. are *usually* considered excellent proof.
- 2. Secondary evidence, such as census records, newspaper clippings, old letters, Bible or other family records **contemporary to the facts reported** are considered *almost* as authentic. Bible records must include a photocopy of the title page with publication date and current owner's name and address.
- 3. Circumstantial evidence, implied facts or hearsay are **not** accepted as proof unless backed up by primary or secondary evidence.
- 4. Oral, written, or published family traditions may be wrong and are **not** accepted as proof.
- 5. Printed or manuscript genealogies, genealogical records or compilations, family group sheets and charts, family reunion records and similar material are not considered proof. Unsupported information from an amateur or a professional genealogist is not acceptable, including such records printed in any genealogical, historical or similar publication.

- 6. Lineage papers, accepted or unaccepted, from other patriotic or hereditary societies by themselves are not considered proof. The document copies which were used to prove the lineage *might* be considered proof.
- 7. Material authored by the applicant or a member of his/her family cannot be considered as proof. The exception is an applicant's statement in regards to document discrepancies submitted.
- 8. Documents used as proof must, either alone or in conjunction with other acceptable documents, actually *state the fact to be proved*.
- 9. Document written or printed in a foreign language must be accompanied by a translation into English and the translation certified as a "true translation" by the translator (not the applicant or a family member).
- 10. County histories or other published biographies should have been written by someone with contemporary knowledge, not hearsay, to be acceptable.
- 11. Land or tax records are acceptable only if they specify that the individual was a resident of Fairfield County, since many early landowners and speculators never lived in Fairfield County.
- 12. Female ancestors must be identified by their maiden names. Exceptions are made only in the case of African Americans and Native Americans, and only when such ethnicity is proved.
- 13. Illegitimacy is not grounds for denial.
- 14. Heirs and heirs-at-law utilized within a document itself cannot be construed as proof of descent. Courts of law in various states and during various time frames used the term in different manners.
- 15. Photographs of tombstones are acceptable for proof of birth and death dates and for relationships actually stated on the stone. Published compilations of tombstones readings are acceptable if no additional information has been written in that is not on the stones themselves.
- 16. Examples of implied proof which are not acceptable are:
 - a. Census records which show the name of the head of the family only, along with numbers of family members or others by age group, prove only the family head actually named. Next door or close neighbors on a census or tax record do not prove any relationship by themselves.
 - b. A father is not proved as being in an area just because his child was born there. The birth only proves the mother was there.
 - c. Blood descent is not necessarily proved by owning the same land as an earlier owner by the same name, whether the land was inherited or purchased.

Fairfield County Chapter OGS 503 Lenwood Dr. Lancaster, Ohio 43130

Lineage Checklist

Generation 1				
Birth			Divorce/Remarriage	
Spouse's Birth	Spouse's Death		Proof/child to next generation	
Generation 2				
Male Birth	Male Death		Marriage	Divorce/Remarriage
Female Birth	Female Death		Proof/child to n	ext generation
Generation 3				
Male Birth	Male Death		Marriage	Divorce/Remarriage
Female Birth			Proof/child to n	ext generation
Generation 4				
Male Birth	Male Death		Marriage	Divorce/Remarriage
Female Birth			Proof/child to next generation	
Generation 5				
Male Birth	Male Death		Marriage	Divorce/Remarriage
Female Birth	Female Death		Proof/child to next generation	
Generation 6				
Male Birth	Male Death		Marriage	Divorce/Remarriage
Female Birth			Proof/child to next generation	
Generation 7				
Male Birth	Male Death		Marriage	Divorce/Remarriage
Female Birth	Female Death		Proof/child to next generation	
Generation 8				
Male Birth	Male Death		Marriage	Divorce/Remarriage
Female Birth			Proof/child to next generation	
Generation 9				
Male Birth	Male Death		Marriage	Divorce/Remarriage
Female Birth	Female Death		Proof/child to next generation	
Proven Residency				
Name	Year	Notes		
1.				
2.				
3.				
4.				
5.				
6.				