

# National Society Daughters of Founders and Patriots of America

Kimberly Ormsby Nagy, National President 2018 - 2021

Jacqueline Wade Ruffing, National Registrar  
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## PROCEDURE FOR APPLICATION PAPERS

1. The Chapter shall accept applicants according to the Chapter Bylaws.
2. Applicant receives instructions and an electronic application file (2015 version) or the printed application form from the Chapter Registrar. Applications must be typed or prepared with the computer file. No handwritten applications will be accepted. A worksheet may be completed from the file on regular legal size paper. The Chapter Registrar checks the worksheet/application for accuracy and if additional documentation is required. The Chapter Registrar or applicant prints the original application on the 8 ½ x 14 inch legal size acid free paper. Print on both front and back of the acid free paper.
3. The applicant may list up to three (3) names, on page one of the application, as she wishes them to appear on her Certificate of Membership. A maximum of three (3) names are to be used.
4. All signatures must be in black ink (applicant, endorsers, Chapter President, Chapter Registrar). The application is then given to the Chapter Registrar along with the applicant's check with the necessary fees.
5. The Chapter Registrar sends the application, the proofs, and a *chapter* check directly to the National Registrar. The chapter check is to be made out to "NSDFPA."
6. The National Registrar will review the application and documentation for completeness prior to forwarding to the National Genealogist.
7. On approval of the application, the National Genealogist signs the application and will return it back to the National Registrar. The prospective member's application is voted on and the prospective member is elected into membership by the National Executive Committee, the National Registrar will then assign a national number, sign the application, list the approval date, electronically scan the application and send an electronic copy back to the Chapter Registrar. The National Registrar will send a Certificate of Membership with a letter of acceptance to the new member.
8. The application for membership is available for download at our website: [www.nationalsocietydfpa.com/forms](http://www.nationalsocietydfpa.com/forms).
9. Application Fees –

NEW CHAPTER MEMBER		NEW MEMBER-AT-LARGE		MEMBER SUPPLEMENTAL	
Application Fee	\$20	Application Fee	\$20	Application Fee	\$20
National Annual Dues	\$15	National Annual Dues	\$20		
Genealogist Fee*	\$35	Genealogist Fee*	\$35	Genealogist Fee	\$35
Total	\$70	Total	\$75	Total	\$55

*\*Any applicant entering through the same Founder and Patriot as her mother, daughter, sister, aunt, or niece shall pay a \$10 Genealogist Fee. Her total application fee will be \$45.*

### **The following must be adhered to on the application and proofs to assist the National Genealogist in approving the application.**

10. Underline in red the ancestor and all relevant data on the proofs. Include title page and be sure to copy the entire section that relates to the generation(s).
11. Front of proof must indicate generation(s) that apply. Back of proof must have the applicant's name. Put generation proofs in order and paper clip each generation's documentation together.
12. Use the person's name as it is given in the official documents. Do not use a "nickname."
13. All dates are to be written using the standard format of dd-mmm-yyyy (19 Sep 1954).
14. State names must be abbreviated. Use the official USPS codes only. Do not invent place names; if the only place that is listed in the document is the name of the State – that is all you put on the application.
15. All handwritten wills, deeds, Bible records, etc. must be transcribed.
16. U. S. Census records prior to 1850 are not acceptable proof, as they do not show relationships between generations.
17. If the National Genealogist requests additional documentation, the applicant has one year from the date of the letter of request to submit the additional proofs.