National Society Descendants of Colonial Indentured Servants
Instructions for Completion of Application

Thank you for your interest in *National Society Descendants of Colonial Indentured Servants*. We are confident you will find your membership to be an excellent and rewarding experience.

Qualification
Any U. S. citizen, who is lineally descended from a colonial indentured servant residing in the original 13 colonies, is eligible for membership.

Application
Our application is form-fill, tab-and-type. The application was created in WORD. If you use a word processing program other than WORD, consult your program instructions for conversion. (If you are unable to type in the fields, click: *view,* then click: e*dit document.*)

On the first page:
Please provide ALL information, as requested. If your telephone number is unpublished, or if there is any contact information you do not wish to have included in our periodically published *Membership Directory*, please indicate this when you submit your application. We will make every effort to honor your requests.

Be sure to show your name EXACTLY as you wish it to appear on your Membership Certificate. This necessitates proofreading your information before printing your application.

Be sure to indicate which insigne you wish to receive as part of your membership. Please note: you will able to purchase any other insigne separately offered by the Society.

The lineage pages (beginning at the second page of the application) must be completed following customary procedures. Include all documented full names, birth, death, and marriage information for both individuals in each generation in the claimed lineage. Dates should be written as "04 Sep 1637/8." Do not use numerals for months and do not convert dates from the Julian to the Gregorian calendar. When dealing with Quaker dates, write the date exactly as it is found in the records (e. g., 13th 12 mo. 1657).

Use 2-letter postal abbreviations for names of States (e. g., GA, NY, VA).

Remember to provide proper citation to authoritative sources. Published sources should follow the standard *Chicago Manual of Style*:

Author's Name, Name of Book or Other Published Source (City, ST Published: Name of Publisher, Year), Volume: Page number(s).

Example: William Bradford, History of Plymouth Plantation (Boston, MA: Massachusetts Historical Society, 1856), 448.

Birth, death, and marriage certificates may be referenced merely as "BC," "DC," or "MC," respectively (similarly birth, death, and marriage records as "BR," "DR," or "MR," resp.) Their origins are obvious, so no additional description is required. *Please refrain from providing a discussion or description of what is contained in the reference document.* That information is interpreted by the Genealogist General.

Genealogical Proofs
Acceptable genealogical proofs include birth, death and marriage certificates / records (or published forms of that information), federal and state population censuses, Social Security applications and death index transcripts, published tombstone transcriptions, photographs of tombstones (with the name and location of

cemetery stated), Bible records (must include copyright page), wills, deeds, family histories providing citations to original source materials, and most similar types of documents. **PLEASE NOTE**: A copy of the title page from all published sources is ***necessary***. ALL PROOFS should be marked with the generation number(s) in **RED** (i.e. **GEN 3**). Pertinent names, dates and locations should be underlined in red.

Using Other Approved Lineage Society Applications

We have attempted to make preparation of our application as easy as possible. We allow applicants, who belong to other lineage societies through their qualifying lineage, to merely copy the other society's information to our application, without having to send additional documentation. However, even if you have previously proven this lineage, it will be necessary for you to **list the proofs you used as though you were proving the lineage for the first time**. **Do not merely refer to the application of the other society as your evidence.**

For example:

If you are using your approved Flagon & Trencher application #714 and the proofs are:

2 BCs, Div. Decree, 2 MLs

Please do not alter the original references but add a reference to the approved application.

2 BCs, Div. Decree, 2 MLs, Flagon & Trencher application #714 (hereafter, "F&T")

Subsequent generations that rely on the approved application can simply add **F&T** to the original unaltered references.

Finalizing Your Application

The applicant should submit the proofs and THREE completed applications, together with two checks. The first in the amount of **$225**, payable to "NSDCIS." The second for **$25** payable to Suzanna Rawlins. Everything should be sent to Suzanna Rawlins, 108 Willow Creek South Lane, Alabaster, AL 35007-9057.

The $225 fee covers the cost of the application fee, life membership dues, membership certificate, and one insigne, your choice of size.

Supplemental Applications

Once membership has been established, members are encouraged to file *Supplemental* Applications. The applicant should submit the proofs and THREE completed applications, together with two checks. The first in the amount of **$35**, payable to "NSDCIS." The second for **$15** payable to Suzanna Rawlins. Use the membership application format and check the "Supplemental" box.

If you have questions regarding the application process, please contact the Genealogist General Suzanna Rawlins: leaveyourlegacy@att.net or (205) 821-7994.

In general, if you have any questions, please contact President General Robin Towns at townsrobin1@gmail.com or (706) 461-7291.