



DESCENDANTS OF THE FOUNDERS OF ANCIENT WINDSOR
P.O. Box 39, Windsor, Connecticut 06095-0039
Email: contact@DFAW.org

NOTES ON FILLING OUT THE *LINEAGE FORM*

DFAW is dedicated to recording and preserving the history and genealogy of the families of Ancient Windsor. Your Lineage Form is the Society's permanent record of your lineage, and the information from the *Lineage Form* and its supporting documentation will be entered into the Society's genealogical database for the use of future researchers. Neatness and clarity are essential.

Lineage Form submission is not required for membership but is an optional benefit of membership. Active members are encouraged to submit one line to one Founder at a time. After one line has been approved, additional lines can then be submitted.

On the front page, enter your membership number onto the *Lineage Form*. Your membership number appears on the top left of your membership card and your address label.

On line 1, clearly print your full name (first, middle, maiden, last) exactly as you wish it to appear on your certificate. You must keep your address updated with the Membership Secretary and maintain active member status with up-to-date dues to receive a certificate.

Fill in the complete name (for women, use maiden name) of your spouse and the date and place of marriage and provide documentation. Documentation regarding previous marriages may be submitted to explain name changes. Use an extra page if necessary.

List the complete names of your children, their birth dates (day/month/year format), and their birthplaces (city, and state). This is just a list; your children must submit separate Lineage Forms for certification, although the documentation and work you have done can help them fill out their own forms.

On the inside of the *Lineage Form*, complete the line of ascent from you to your Founder. Each generation, person, date, and place must be supported by documentation. Documentation may include birth, death, or marriage certificates, church or cemetery records, tombstones (pictures with a transcription of the inscription), Bible records (with a copy of the title page), census records after 1850, wills, deeds, estate papers, diaries, letters, and school records. County histories and family genealogies may be acceptable in some instances. Documentation must be evaluated on a case-by-case basis in context with the lineage. Copies of lineage papers prepared for the DAR and other lineage societies are not accepted. The DFAW *Lineage Form* and required documentation are the only formats accepted.

DFAW reserves the right to determine if a document is acceptable. For additional information on documentation, see the enclosed copy of "Documentation: What's Hot and What's Not."

Throughout the *Lineage Form*:

- **Use day month year format** for dates (e.g., 8 Oct 1892).
- **Location** must include full name for town or city, area, county and two letter state abbreviation.
- **List complete names, maiden names for women.** If multiple marriages are involved, use the maiden name in parentheses and then the prior husband's name(s).
- **Acceptable abbreviations:** check <https://www.ngsgenealogy.org/free-resources/abbreviations/>.

While it is important to provide an available proof for each piece of information, it is not always possible. If you do not know the information leave the space blank. Perhaps the Registrar or the Genealogist can help you with a missing detail. You may be able to fill the blank spot in later.

Among the materials that members often omit from their *Lineage Form* submission are photocopies of their own birth certificates and marriage certificates. Be sure to include documents that support your own names, dates, and places on the form.

Your *Lineage Form* and your documentation are not returned to you. Do not send original documents! Copies are not only acceptable but also preferred. If the information is handwritten or illegible submit a typed or printed transcription along with the copy of the document. The pertinent data on each document should be underlined or indicated with an arrow. **Do not highlight!** The source of the document should be clear. Once a fact is documented, stop. Multiple proofs are unnecessary.

Space is provided for a listing of documents and sources on the back page. List the reference for each document or source on a lettered line of the backpage. Refer to that authorizing document by writing the appropriate letter at the end of each dataline that is supported by that document. One document can support multiple datalines. For clarity, refer to the handwritten example at the top of page

2. Enclose a copy of each document listed. Label each supporting document with the appropriate letter based on the lettered line where you listed that document. When referencing a published work, note the title, author, date, edition, and necessary pages. When the reference is to an unpublished work, add a note indicating where the work or document is stored. Electronic references require that a copy of the digitally sourced document be submitted along with the electronic source and the date that you accessed the document from that source. State the full link including the URL for that source. For example:

“Republican, The.” GenealogyBank.com
<http://www.genealogybank.com/doc/obituaries/obit/15B62249E8E59EAB-15B62249E8E59EAB>: Accessed 22 March 2016

Take the time to ensure your *Lineage Form* is as complete and accurate as possible. Double check to be sure that all documentation is included, labeled, and referenced to the data it supports.

Mail your completed *Lineage Form* and documentation to our current Registrar:

DFAW Registrar
P.O. Box 39
Windsor, CT 06095

After all that work, be sure to keep a full copy of your *Lineage Form* and documentation for your records. Your *Lineage Form* and documentation will NOT be returned to you.

DFAW is unique among lineage societies. Submitting a *Lineage Form* and receiving a certificate if approved is a benefit of membership. We have a two-step lineage review process. In step 1, the Registrar receives and logs your submission and notifies you that it has been received. The Registrar examines the form and documentation for accuracy and completeness, and notifies you and assists as possible with any areas with insufficient documentation. Once the form and documentation are considered adequate, the Registrar notifies you that your submission has been passed on to the Genealogist. In step 2, the Genealogist initiates and completes data entry, verifies the line of descent, and makes final certificate decisions. As you can imagine, this will take time for review, data entry, and verification. DFAW officers are volunteers. It is not unusual for the full process to take more than a year. If approved, you will receive a certificate by mail and your lineage research will be available in our DFAW database for the benefit of other researchers.

Enjoy participating in this process. Thank you for contributing to our history!

Dayna Drake, Registrar

Edwin W. Strickland, II, Genealogist

Lineage Forms and Notes on Documentation are available from Dayna Drake DFAW Registrar by emailing registrar@dfaw.org



Descendants of the Founders of Ancient Windsor
P.O. Box 39 Windsor, CT 06095 | contact@dfaw.org
Lineage Form Application

Founder _____ Member No. _____

Name to appear on the Lineage Certificate _____

Applicant

Name: _____

Address: _____

Town: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Family Information

Name of Spouse: _____

Date & Place of Marriage: _____

Names, Birthdates & Birthplaces of Children: _____

Type of Membership: Single Dual Junior Life

Line being submitted is: First Line Supplemental

To be completed by DFAW

Date received by Registrar: _____ Date approved by Registrar: _____

Signature of Registrar _____

Examined and approved by Genealogist: _____ Certificate sent: _____

Signature of Genealogists: _____

#6 was the child of:

7. _____ born on _____ at _____
 _____ died on _____ at _____
 married to _____ on _____ at _____
 _____ who was _____ born on _____ at _____
 _____ and _____ died on _____ at _____

#7 was the child of:

8. _____ born on _____ at _____
 _____ died on _____ at _____
 married to _____ on _____ at _____
 _____ who was _____ born on _____ at _____
 _____ and _____ died on _____ at _____

#8 was the child of:

9. _____ born on _____ at _____
 _____ died on _____ at _____
 married to _____ on _____ at _____
 _____ who was _____ born on _____ at _____
 _____ and _____ died on _____ at _____

#9 was the child of:

10. _____ born on _____ at _____
 _____ died on _____ at _____
 married to _____ on _____ at _____
 _____ who was _____ born on _____ at _____
 _____ and _____ died on _____ at _____

#10 was the child of:

11. _____ born on _____ at _____
 _____ died on _____ at _____
 married to _____ on _____ at _____
 _____ who was _____ born on _____ at _____
 _____ and _____ died on _____ at _____

#11 was the child of:

12. _____ born on _____ at _____
 _____ died on _____ at _____
 married to _____ on _____ at _____
 _____ who was _____ born on _____ at _____
 _____ and _____ died on _____ at _____

#12 was the child of:

13. _____ born on _____ at _____
 _____ died on _____ at _____
 married to _____ on _____ at _____
 _____ who was _____ born on _____ at _____
 _____ and _____ died on _____ at _____

#13 was the child of:

14. _____ born on _____ at _____
 _____ died on _____ at _____
 married to _____ on _____ at _____
 _____ who was _____ born on _____ at _____

and died on _____ at _____

Please Provide Volume and Page References to Authorities

Please list each document or source separately after a letter of the alphabet. Enter that letter in the body of the lineage application on the same line following the information from that source.

- A. _____
- B. _____
- C. _____
- D. _____
- E. _____
- F. _____
- G. _____
- H. _____
- I. _____
- J. _____
- K. _____
- L. _____
- M. _____
- N. _____
- O. _____
- P. _____
- Q. _____
- R. _____
- S. _____
- T. _____
- U. _____
- V. _____
- W. _____
- X. _____
- Y. _____
- Z. _____

The information stated in this application is true, to the best of my knowledge.

Date

Signature of Applicant

DOCUMENTATION: WHAT'S HOT AND WHAT'S NOT

Edwin W. Strickland II, DFAW Genealogist

Adhering to the guidelines below can help speed up the processing of your lineage while adding new generations to our database and improving the quality of our publications for future genealogists. Meeting these goals depends on the quality of the citations you provide.

- Because the same degree of proof is not available for every generation, we are quite flexible in the types of documentation that we accept. **Acceptable documentation includes published genealogies, local histories, birth certificates showing names of parents; marriage certificates showing names and birthplaces of parents of spouses; and death certificates showing names and birth places of parents of the deceased and the name of the deceased's spouse. Also acceptable as documentation are census records, wills, probate records, deeds and other land records, church records, family Bibles that include dates and relationships, and tombstones when accompanied by a legible photograph of the entire inscription.**
- **While it is not always possible to determine every date or place pertaining to an individual, a documented connection must be established from generation to generation back to the Founder. Always provide copies of each document that shows the connection between each generation. (Send photocopies, not the original documents.)**
- **All copies submitted must be readable.** Please provide the best possible copies of your documents. If your original is light, try a darker setting on the copier. Also, a piece of yellow acetate (clear plastic) placed on the glass will increase contrast. **If your copies of the original are hardly legible after you have done your best, please make and send us a typed transcript along with the photocopy of the original.** (If you cannot read your copy of the document, we will probably be unable to read it either. This material is copied into the database, it is a lot faster for us to work from a transcript than from a photocopy.)
- If you wish to draw attention to the data that helps establish a connection, **draw an arrow or underline in red. Please do not use a highlighter.**
- **Once a pertinent fact is documented, stop.** Multiple proofs usually serve no purpose and can slow down the review process.
- **Check every generation carefully,** examining the dates given for the births, marriages, and deaths to be sure a generation has not been skipped. A generation usually encompasses about 25 years.
- **Key all documents to the document list on the back of the lineage form.** List each piece of documentation in the alpha list page 4 of the Lineage Form. Place the corresponding letter on pages 2 and 3 on the filled-in blank supported by that documentation.
- **For published genealogies, local histories, etc., please provide the name of the author, title, date of publication, and volume and page numbers on the alpha list.**
- **For unpublished works, list the source in the references and provide a complete photocopy, including the title page.** Add a note indicating where the material is stored or located, for example, "unpublished manuscript on the Bardner Family by B. Cody in the Newberry Library". Providing a line-by-line transcription following the spelling, capitalization, and punctuation of the original is strongly encouraged.
- **Please put your name and address on the back of all documentation (mailing labels are great for this);** if part of your documentation becomes separated from the rest of your folder, we can then match things back up.
- **We discourage submitting lines to multiple Founders all at one time;** it adds to the backlog. Please send in one or two lines at first. After these have been approved for proper documentation, one or two additional lines can then be submitted.

What's Hot

- **Published Histories and Genealogies.** Remember to submit both photocopies of the pages cited and the title page (but if several generations are covered in a work, only one copy of the title page is needed).
- **Vital and Church Records.** Remember to include the name of the town or church including state, province, etc. (there's more than one Windsor!) and a citation to the volume and page. Be sure to cite the source you use. For example, if you cite the Barbour Collection to document the death of John Drake, Sr., don't claim your source is the Matthew Grant Record.
- **Land and Probate Records.** Include the full citation, identifying whether the information comes from a probate file or loose deed or from a book and page of official records.
- **Bible and Family Records.** Provide as much information as to source as possible, including compiler, approximate time of compilation (was Great Aunt Mary writing about her contemporaries or about events 100 years in the past?), and present location. Remember to copy the title page as well as the family record section. If known, the present location of the Bible is helpful. If the handwriting is not clear, include a transcript. As many Bibles contain material that may not be available elsewhere, we utilize the full family record and not just the data on the specific line. Since it is sometimes difficult to follow relationships in a multi generational Bible and you know your family better than we do, notes to explain the less obvious connections are helpful.
- **Census Records.** Include a citation to series, roll, and page. If not included, we must stop and look it up. With online sources now available, it may not take long to do this for one record, but with a membership and database the size of ours, time adds up!
- **Photographs.** We strongly encourage you to submit your family photographs and those of the family homesteads and gravestones. I scan them for inclusion in our publications, editing the scan to improve clarity and contrast. Photos should be labeled with subject matter, names, dates (estimated when the actual date is not known) and places. (You may recognize a photograph of Great Aunt Mary on her 100th birthday but who will in the future?) It is very difficult to obtain a good photograph of a gravestone. If the epitaph is not clearly readable, include a transcript. Identify the name of the cemetery and town, state, province, etc.

What's Not

- **Lineage Society Papers.** Copies of lineage papers submitted to the DAR, Mayflower Society, and most other societies are not accepted by DFAW. Such societies do not accept the paperwork from other societies. Neither do we. However, if the connections between generations are established through other documentation, we may use lineage papers for supplementary information.
- **Online Family Websites and Compiled Lineages.** These may provide you with clues during your research, **but because they are not primary sources and since most of the lineages posted to the Web do not contain any references, they are of no use to us.** Further, if you've ever tried to revisit a Web site, you know how fleeting they can be. The site may be changed or even completely gone, leaving us no way to evaluate the quality of the data.

Please keep in mind that we're not trying to burden you with strict documentation requirements. We're more forgiving than many societies. But properly preparing and citing sources now will help future generations know the work that has been completed and what remains to be done.

Remember to send your copy of the form and documentation c/o DFAW Registrar, PO Box 39, Windsor CT 06095-0039. Email: membership@DFAW.org OR WATCH for updated downloadable access at dfaw.org and social media with eventual ability to submit a copy of your form and documentation online.