KSDAR Supplemental Mid-Level Review checklist

❑   1. Only one original PDF application should be prepared for each patriot ancestor. Most recent form, **January 2019 form** is required.

❑   2. Has the member signed the application in black ink?

❑   3. Do not list adoptive or non-biological parents in the lineage, even if the member is not going through that line.

❑   4. Are all generations from the member to the patriot ancestor completed? Do not fill in any fields beyond the patriot's ancestor's generation.

❑   5. Are there complete dates and places for each person in each of the first three generations? Is acceptable documentation submitted to prove each complete date and complete place listed that have not previously been verified?

❑   6. Has the minimum requirement of a date and place of birth or a date and place of death for each person in generations four to the patriot ancestor? Does the ancestor's birth, death and spelling of surname match the GRS profile on pages two and four?

❑   7. If the application is based on a verified DAR application, has Build-an-App been utilized with the most recent verified application or supplemental?

❑   8. If BAA is not available, was the most recent verified application or supplementals being used and cited for each pertinent generation viewed using Image Access? If the most recent verified application being used is incomplete and does not meet current date and place requirements, has the missing date been included on page two with acceptable supporting documentation submitted to prove this new information?

❑   9. If the application is for a New Ancestor, was he/she of an age to have performed the service, was residence proven before searching for service, was he/she alive to have performed the service, and is there proof he/she was the parent of the child of the next generation?

❑   10. Are dates and places formatted according to the Genealogy Guidelines?

❑   11. Do source citations on page three conform to the Genealogy Guidelines? Do not list source citations below the patriot ancestor's generation

❑   12. Does the patriot ancestor have residence, service description and a source for service listed in the GRS? If not, has this residence or service been proven with acceptable supporting documentation submitted to prove this new information?

❑   13. If submitting multiple supplementals by the same member through different ancestors, has only one set of documentation for shared generations been submitted? If submitting multiple supplementals for family members through the same ancestor has only one set of documentation for shared generations been submitted?

❑   14. If submitting multiple supplementals for family members, through different patriots, does each supplemental have its own copy of the documentation, even for shared generations?

❑   **15. DO NOT send original documentation, it will not be returned!** Do not alter copies of original records; submit a separate note of explanation if there is an error on the document.

❑   16. Is each piece of documentation legible? If you cannot read it, the team cannot read it. Transcriptions can be included. Photos of documents taken with phones must be clear and straight on, not taken at an angle.

❑   17. Have all pertinent names, dates, etc. been underlined in red on the document? DO NOT USE HIGHLIGHTER

❑   18. Has the member's name, chapter, chapter computer code number, ancestor's name, generation(s), and date of submission been placed on the back of each piece of documentation?

- ❑ 19. Has the member and the chapter registrar (or another officer) proofread the entire supplemental?
    - o No brackets, slashes, date ranges, quotation marks; Do not enter "unknown", "living" or "not applicable" in any field
    - o Date and place of death fields blank for any living person
    - o If citing and using a national number for any part of this generation, the information entered in each field of the most recent application for the generation matches exactly as verified on the application cited. Exception: if proving new information or making a correction to previously verified information, the information entered in the appropriate field with proof submitted.
    - o Standard abbreviations for vital record: BC etc.
    - o Document from the internet noted as such, ex: BR-Ancestry. NOTE: indexes are NOT certificates.
    - o If citing a national number, the most recent verified application only cited
    - o Citations entered consecutively on one line, only using additional lines if needed.
    - o No explanations, transcriptions or editorial comments in the Source Citation fields. Explanations typed on a separate sheet.

- ❑ **20. SPECIAL CONSIDERATIONS**
    - o Are any sensitive situations in which required documentation cannot be obtained explained in a separate note that is included with the supporting documentation? The member must provide the explanation.
    - o Any birth that occurs before a proven marriage date may indicate an error in lineage. This must be researched if possible and a separate note explaining the circumstances included with the supporting documentation. This includes all generations.
    - o Make sure ages make sense for lineage: ex, father deceased three years before birth of child, mother nine years old when child born. These red flags indicate further research is required. This includes previously verified lineages.
- ❑ 21. Is the supplemental documentation in order, with the male documentation, then the female documentation?