

Instructions for Completion of Application

Read these instructions before you begin.
They have been prepared to make your application process as easy as possible.

What to do First

In order to qualify for membership, the applicant must be able to prove a blood connection (any degree of cousinship is acceptable) to either a President or a First Lady through a **common ancestor who settled in or was born in an area that is now recognized as part of the United States of America**. Therefore, before doing any other part of the application, first determine whether your ancestor (the one who is also the ancestor of the President or First Lady) was on American soil. If the answer to that question is yes, then proceed with the balance of the application, using these instructions. The qualifying propositus Presidents and First Ladies are those who have served as such in:

- 1) the Continental Congress (Peyton Randolph thru Cyrus Griffin)
- 2) the United States of America under the Constitution of the United States (George Washington to the present)
- 3) the Six Republics (West Florida, Texas, California, Hawaii, Vermont, and the Confederate States of America).

A list of all propositi is available by visiting our website at www.presidentsandfirstladies.org.

In some instances, by extending your ancestor's lineage one or two generations into a European nation, you may also find kinship to other Presidents and/or First Ladies. In such cases, you may begin with that generation if you wish to claim those kinships for **supplementary purposes only**. However, **if you are applying for membership (not just supplementary membership)**, remember that within that same lineage, you must also have a common American ancestor with at least one President or First Lady. **Example:** If you are a descendant of John Howland of the *Mayflower*, then you are related to Franklin Roosevelt, both Presidents Bush, Edith (Carow) Roosevelt, Nathaniel Gorham and Sanford Dole. **However**, if you begin this application with John Howland's father, Henry Howland (Sr.), you may also claim kinship to Richard Nixon and Gerald Ford, **even though** Henry was never in America. Your kinship to any one of the descendants of John Howland qualifies you for membership, and all of the remaining kinships (including Nixon and Ford) are qualifying supplementary kinships.

Application

Our application is a form-fill, tab-and-type PDF document. It should be completed using Adobe Acrobat. If you do not have Adobe, go to their site and download it. The program is free and the site is safe. Most computers already have the program installed. It is designed so that more than one connection may be submitted at the same time, if desired. The application includes a cover page (page 1) containing your contact information and all of the kinships you are establishing through one pair of ancestors (husband and wife).

DOWNLOAD the application. DO NOT prepare it in your e-mailbox. The fields will not save your information if you attempt to do so.

Page 1

This application may be used for both Primary AND Supplementary applications to the Order. Please tick the appropriate box at the top of the page.

Enter your ENTIRE name, even if you don't use one or more of them. This is for our records to insure we properly identify you when you move (for example).

Enter the name of your spouse. If you are divorced, then enter "divorced." If your spouse is deceased, then enter "deceased." Your spouse's name will begin at the far right of the page. This is as it should be.

Enter your contact information accordingly. NOTE: In the ZIP code and Telephone fields, DO NOT enter hyphens, parentheses or any other punctuation. The form will automatically insert these characters for you. **Use your ZIP+4.** Please do not leave this item for us to research. Doing so delays processing time. You will find your ZIP+4 on any of your utility bills.

Enter only **one** ancestor's name (male or female) in the provided space.

List all of the Presidents and First Ladies to whom you are claiming kinship through the common ancestor you've named. The font size will reduce accordingly.

Page 2

The table on page 2 contains two columns. The left-hand column is the line of descent (names only) for the President or First Lady to whom you are claiming kinship. If more than one President or First Lady descends from the common ancestor, the lineage appearing in this column should be for one that qualifies you for membership. If you are completing this application as a supplementary application and more than one President or First Lady descends, choose one to present on the application, and the remainder should appear on a chart that you can obtain by e-mail from the Registrar of this Order. The right-hand column is for **your** lineage (again, names only). Enter the line of descent in this column **before** you prepare pages 3 and those that follow. By doing so, you will see that all of the names you enter in your lineage will automatically be placed in their proper location on the subsequent pages. This is done to assist you in avoiding errors of omission.

Page 3 and subsequent pages

The lineage pages (beginning at page 3) are for **your lineage** and must be completed following customary documentary procedures. This application must include the full names, birth, death and marriage information for both individuals in each generation in the claimed lineage to the extent it can be documented. 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). If something is unknown or has not occurred *leave the space empty*.

Remember to provide proper citation to authoritative sources. Author's name, name of book or other source, publication information, and page numbers. Birth, death, and marriage certificates may be referenced merely as "B/C," "D/C," or "M/C," respectively. 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 Secretary of Registry, and is usually obvious.

Genealogical Proofs

Acceptable genealogical proofs include birth, death and marriage certificates (or published forms of those records), federal and state population censuses, the Social Security Death Index, published tombstone transcriptions, photographs of tombstones (with the name and location of cemetery stated on reverse of photograph), bible records (must include copyright page), wills, deeds, family histories providing citations to original source materials, and most similar types of documents.

NOTE: A copy of the title page from all published sources is *necessary*.

We have attempted to make preparation of this application as easy as possible by allowing applicants who already belong to other lineage societies through their qualifying lineage to merely copy the other society's information to our format without having to send copious 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.**

If the Secretary of Registry has not already provided you with an approved source document for the lineages of the Presidents and First Ladies, then it will be necessary for you to provide appropriate evidence for those lineages. Before pursuing the lineages of the Presidents and First Ladies, contact the Secretary of Registry, Alex Bannerman (HOFPFLA@gmail.com), and inquire whether the Order has already prepared specific lineage materials for your qualifying ancestor. This will save both you and the Secretary valuable time in preparation and review of your application. In the event no such lineage has been prepared, the Secretary will direct you to the best place for the information you seek.

Finalizing Your Application

You should submit your completed application and the proofs, together with a check for the application fee (\$25) PLUS either **a)** the first year's dues, **or b)** life dues, PLUS any appropriate supplemental fees (discussed below) to Alex Bannerman, 1716 Bigley Avenue, Charleston, WV 25302-3938. **Checks should be made payable to**

"Presidents and First Ladies."

Fee Schedule

The Application Fee is \$25. To it must be added either annual dues (\$30) or life dues (\$300). If you are submitting an application and claiming kinship to more than one President or First Lady, include the (reduced) supplemental fee for each additional president and first lady on that application. The cost for Supplemental Applications is as follows:

Supplementals filed at the same time as the initial application, through the same common ancestor, as in the case of the example first given above (see instructions for “Page 2” above), are \$20 for each President or First Lady listed. So if, say, your ancestor is also ancestral to 3 Presidents and you wish to claim one as your primary and the other 2 as supplementals, the fees for the supplementals will be \$20 each, or \$40. You would add this amount to your registration fee and your life or annual dues.

In the event you wish to claim the supplementals at a later date, the reduced fee remains in effect.

For a single supplemental application filed separately (through any previously unsubmitted ancestor), the fee is \$35. In the case of future multiple supplemental kinships on the same application, the first supplemental kinship is \$35 and all others through the same lineage are \$20 each, just as with your original application.

If you have questions about fees, please contact the Secretary of Registry, Alex Bannerman, (HOFPFLA@gmail.com) for guidance before writing your check.

Thank you for your interest in Presidents and First Ladies. We hope these instructions have assisted in making your application process easier. We are confident you will find your membership to be an excellent and rewarding experience.

Be sure to visit us on the internet (at www.presidentsandfirstladies.org), where you will find general information about our Order, as well as imagery of our membership certificate and insignia.