



Society of the Descendants of Washington's Army at Valley Forge

www.ValleyForgeSociety.com

DVF APPLICATION CHECKLIST

- _____ Only one original PDF application is prepared. Most-recent application form (2020-2022) is required.
- _____ Application is computer-generated on 8½" x 11" paper, printed on one side only.
- _____ The application is signed by the applicant in ink.
- _____ A check or money order is included in the correct amount made payable to "DVF."
- _____ All generations from the applicant to the patriot ancestor are completed.
- _____ Complete dates and places for each person in each of the first three generations are provided. Acceptable documentation is submitted to prove each complete date and complete place listed.
- _____ Each person in generations four to the patriot ancestor has the minimum requirement of a date and place of birth or a date and place of death. Circa (about), ante (before), and post (after) dates are acceptable.
- _____ If the application is based on a verified information from another lineage society application (see page 2 of the application for the list of acceptable societies), a copy of the most-recent verified application or supplemental has been included with the application. Please do not include information from the record copy bracketed as unproven.
- _____ Dates and places are formatted according to the Application Notes on the application.
- _____ Sources are cited with detail.
- _____ The patriot ancestor has both a service description and a source for service with acceptable supporting documentation submitted to prove this information.
- _____ All documentation must be **unaltered**. Do not send original documentation. It will not be returned. Submit a separate note of explanation if there is an error on the document.
- _____ Each piece of documentation is legible. Transcriptions may be included. Photos of documents taken with phones must be clear and straight on, not taken at an angle.
- _____ All pertinent names, dates, etc., are underlined in red pencil on the document.
- _____ No brackets, slashes, date ranges, or quotation marks are used. "Unknown," "living," or "not applicable" has not been entered into any field.
- _____ Date- and place-of-death fields are blank for living persons.
- _____ Standard abbreviations for vital records such as BC, MC, DC, etc. are used.
- _____ Citations are entered consecutively on one line, only using additional lines if needed.
- _____ No explanations, transcriptions, or comments are in the References fields. Explanations are on a separate sheet.
- _____ Any sensitive situations in which required documentation cannot be obtained are explained in a separate note that is included with the supporting documentation. The applicant must provide the explanation.
- _____ Any birth in any generation that occurs before a proven marriage date may indicate an error in lineage. This must be researched and a separate explanation note included with the supporting documentation.
- _____ 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.
- _____ The application and supporting documentation are in order with the applicant's vital record on top and each succeeding generation with the male documentation, then the female documentation, then the marriage information. No staples, glue, tape, or post-it notes are used. No folders or separation pages are used.
- _____ Before mailing anything, the application and supporting documents have been emailed to Sharon Mayne Withers, DVF Membership Chair, smwithers@twc.com. DVF reviews and preapproves the application before you mail anything.