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INSTRUCTIONS FOR ORDERING APPLICATION RECORD COPIES

Effective on March 1, 2006, the **former Registrar General's Record Information Office** was divided into the **Registrar General's Data Processing Office** and the **Library Copy Services Office**. Full information on these changes is available on the DAR Library page of the NSDAR's website: www.dar.org. Click on Copy Services for details.

Application papers of active, deceased, resigned, or dropped DAR members **must now be ordered from the Library Copy Services Office** for a fee of \$10.00 per paper. The staff may need to perform considerable research to fill your request, so it would be helpful if you could provide as much information as possible to help them with this search. This \$10.00 fee is for the searching and copying. If the requested paper is not available, the fee is not refundable. You will be notified if a problem arises with your order or if a paper is not available for some reason.

MAIL ORDERS

Please complete one copy of the "[Request for Record Copy](#)" form for each paper you wish to order. Include a check in the proper amount (\$10.00 per paper) made payable to "Treasurer General NSDAR" with your order. If you are requesting a copy of more than one application or multiple copies of one application, you may pay with one check for the total amount. **Mail the order to Library Copy Services, DAR, 1776 D Street NW, Washington, DC 20006-5303.**

FAX ORDERS

You may also order record copies by fax using the same form. Payment may be made with Visa, MasterCard, or Discover Card. **Fax orders to (202) 777-2372.** Faxed orders will be processed in order of their receipt along with mail order requests.

LIMITATIONS TO COPIES OF APPLICATIONS

The Daughters of the American Revolution, through the DAR Library's Copy Services Office, provides copies of previously verified applications and supplemental applications, when available. DAR does not guarantee that the information found on any application is the most current or that it is now accepted by the DAR Genealogy Department. The copies are sent as another tool for use in your research. **Please note: DAR does not have information on every patriot serving during the American Revolution, only those established by our members.**

When is a paper not available for copying? When a member has requested that her papers not be shared. Members may no longer close their papers, but we still honor that request for those active members who did close their papers before the policy change in 1985; when the paper has errors in lineage or service that cannot be corrected. We cannot send copies of such papers; when the time frame for the requested information occurs before April 19, 1775 or after November 26, 1783. There are some exceptions for certain events in 1774; when a DAR member has not established an ancestor as a patriot, thereby creating a paper; when a patriot has only been established through a grave marking or a commemorative marker; or when a paper is requested through a specific child that has not been established by a DAR member.

A paper may contain little or no information because: Older forms may be incomplete because certain information was not required or provided at the time the paper was prepared. DAR does not assume responsibility for the completeness of any application, so please be aware of this situation before ordering. Short form applications (two-page forms) may not contain full lineage, reference, and service information, because they only go back from a member a few generations and then tie in with another earlier paper that traces back to a Revolutionary War patriot ancestor. We only send copies of short form applications when the request is made for a specific member's name or for a specific national number.



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(PLEASE PRINT CLEARLY)

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Card No. 3-Digit Security Code

Expiration Date _____ Authorized Signature _____

Your Name _____

Street Address _____

City _____ State _____ Zip Code _____

Daytime Phone (_____) _____ E-mail _____

National Number
(DAR members)

Please send me a copy of the papers for the following DAR member:

First Name _____ Middle Name _____ Maiden _____ Last Name _____

National Number _____ Chapter/State _____ Deceased _____ Patriot/Ancessor Name _____

OR

Please send me the latest long form application filed on:

Patriot/Ancessor Name _____ Date of Birth _____ Date of Death _____ State of Service _____

Spouse Name _____ Child's Name _____

Do not send a paper through other children of the patriot. I understand the fee is non-refundable.

Signature _____ Date of Request _____