

**The Society
of
Civil War Families
of
Jefferson County, Ohio**

Application

The Society of Civil War Families of Jefferson County, Ohio
APPLICATION

INSTRUCTIONS: Fill in sections A, B, and C on this page. Document your ancestral and/or collateral lines on the forms provided. If you have more than one entry, these forms may be copied. Type or hand print all information. Please use black ink. A check for \$15.00 must accompany this application. This application fee is not refundable.

Section A

Applicant's Name <i>(include maiden name if applicable)</i>	Street Address		
Full Name of Spouse <i>(if applicable)</i>	City	State	Zip Code
Phone #	County		
Email Address	J.C.C.O.G.S. Membership Name <i>(if applicable)</i>		

Section B
CIVIL WAR ANCESTORS/ANCESTRESSES OR COLLATERAL RELATIVES

NAME OF SOLDIER		Dates Served in the Civil War	Twp of Residence if known	Military Unit
A.	Example: Ebenezer Applicant	6 May 1863 - 7 July 1865	Athens	1st WV Cavalry
B.	Example: Abraham Finalist	9 Dec 1864 - 1 Mar 1865	Mahoning	Squirrel Hunter
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Section C

J.C.C.O.G.S. Dues are paid for the year:

Section D
J.C.C.O.G.S. USE ONLY

Proved ancestors or relatives:

1. _____
- 2.. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Society Verification: _____

Civil War Families of Ohio Number: _____

Date Application Received: _____

Acceptance Date: _____

Fee Received? _____

Notes: _____

I agree that this application, and all documents tendered with it, become the property of The Jefferson County, OGS

Date: _____ Signature: _____

Mail your check or M.O., this application and your documentation to: SCWFO, Jefferson County Chapter, PO Box 2367, Wintersville, Ohio 43953.

APPROVED BY:

J.C.C.OGS Civil War Families Committee Chair: _____ Date: _____

The J.C.C.OGS President: _____ Date: _____

The Society of Civil War Families of Jefferson County, Ohio
SPECIFICATIONS and RULES of EVIDENCE

Specifications

Any member of the **Jefferson County** Society who is a direct descendant, or a collateral relative, of any persons who served in the Civil War, for the Union or the Confederacy, is eligible to become a member of The Society of Civil War Families of Jefferson County. **The person must have lived, died, or served in Jefferson County.** Service is not limited to an Ohio outfit. "Squirrel Hunters" and "Spies", male or female, are also eligible. Each application will be judged on its own merits.

You **must** submit an application and the documentation that will prove the relationship. There must be documentation for each generation, **including yours**, your parents, grandparents, etc. The application fee is \$15.00, to be paid when you send in your application and accompanying documents.

Rules of Evidence

Please take time to read and become familiar with these rules.
Follow them carefully when you prepare your papers.

The rules of evidence applying to membership follow and are the standards by which all SCWFO documentation will be judged. There are no exceptions. The dates of service must be between 12 April 1861 (the bombardment of Fort Sumter) and 18 April 1865 (when Joseph E. Johnston (C.S.A.) surrendered to General William T. Sherman at Durham Station, N.C.). The nature and extent of the evidence submitted as documentation shall be sufficient to show that the applicant is a direct descendant or collateral relative of the person or persons who performed for the Union or the Confederacy. Documentation must be sufficient to differentiate between any two persons of the same name. Each document submitted, whether primary or secondary evidence, must include a full citation with volume and page number, e.g., Marriage Records, Athens County, Ohio, Volume 10, pg. 137. Copies of vital records are acceptable, if the seal is visible on the copy (see #13). If there is no vital record, we require two secondary proofs that support the same event or date, such as a newspaper clipping, county history or family record (see #3).

1. Proof of Military Service can be found in enlistment, discharge, pension or other federal, confederate, or state government documents.
2. Primary or collateral evidence from vital statistics, courthouse or other government records, such as discharge or pension papers, usually is considered excellent documentation. Other primary evidence might include Bible records (which must be contemporary with the publication date of the Bible or events), or diaries/letters written by the serviceman or woman.
3. Secondary evidence such as census records, newspaper clippings (must give the name of the paper, location, page and date of publication) might be used as corroborative evidence. County histories and family records contemporary to the facts reported are considered as supporting evidence only.
4. Circumstantial evidence WILL NOT be accepted as documentation unless supported by primary or secondary evidence.
5. Oral, written or published family traditions may be in error and CANNOT be accepted as documentation.
6. Printed or manuscript genealogies, genealogical records or compilations, family group sheets and charts, family reunion records and similar material are not considered documentation.
7. Lineage papers from other patriotic or hereditary societies will not be considered as documentation.
8. Documents must either alone or with other acceptable materials, actually STATE THE FACT TO BE DOCUMENTED. Unnamed individuals specified in court records as "heirs" or "heirs-at-law", unless it is known that applicable laws at the time included only collateral line descendants, cannot be assumed to be the person in question.
9. Documents written or presented in a foreign language must be accompanied by an English translation and the translation certified as a "true translation" by the translator (not the applicant or a family member).
10. Old letters, diaries or family records can be accepted as documentation only for the facts that the writer could logically know FIRST HAND. Identification of the writer and the date is necessary.
11. Female ancestors named on the application must be identified by their maiden names and, if married, their marriages proved.
12. A collateral line relationship must be documented at each step, parent to child, or sibling to sibling. You must prove siblings are

children of the same parents. Half-siblings will be considered if you and the candidate are descended from a common ancestor/ancestress.

13. All documents must include a full citation and the volume and page number must be written on the copy itself! Bible records must include a photocopy of the title page, with publication date and the current owner's name.

14. Married female applicants, who use their husband's surname, must include a copy of their marriage record to document their change of name. Each legal name change must be documented.

15. Photographs of tombstones might be acceptable for birth and death dates and for relationships stated on the stone, if legible. We require a transcription of the stone also as sometimes the dates in a photo are difficult to read. The stone must be contemporary style in line with the death date. Cemetery burial records or funeral home records are acceptable.

16. Typed, handwritten or printed copies of original documents must be certified as a "TRUE COPY" by a courthouse or other official, newspaper employee, cemetery employee, etc. An applicant or member of his/her family cannot certify a document as a "TRUE COPY". Photocopies of original documents are acceptable if there are no changes on the original.

17. REMINDER: A statement is not necessarily true just because it is in print!

The Society of Civil War Families of Jefferson County, Ohio
Ascent Chart for DIRECT Line Ancestor/Ancestress

You must include a supporting document for each statement below. This might be a birth certificate, marriage certificate, or death certificate. When these are not to be found at the official level, other evidence, such as Bible records, census, letters, etc. may be used. List these documents and their document number on the "Documentation" page. If you have more than one document for an event, please number them #1, #1a, #1b, etc. Put your name and address on the back of each page of every document you submit. Please do not use staples! If you check your papers and sort them carefully, number them correctly and submit them in the proper order, staples or paper clips will not be necessary. **Please use black ink.**

No.

below is my ancestor/ancestress. The proof of service is contained in the attached documents.

Please check the appropriate space/s and be sure your name and address are on each document.

Discharge: Pension: Muster Roll: Other: (explain)

These documents may be listed on page four.

1. I,

was born on (Date) at (City) (County) (State) (Doc #)

and married (Doc #)

who was born on (Date) at (City) (County) (State) (Doc #)

and died on (Date) at (City) (County) (State) (Doc #)

we were married (Date) at (City) (County) (State) (Doc #)

2. I am the child of	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)
3. The said	was the child of			(Doc #)
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)

and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)
4. The said	was the child of		(Doc #)	
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)

5. The said	was the child of		(Doc #)	
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)

6. The said	was the child of		(Doc #)	
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)

and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)
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7. The said	was the child of		(Doc #)	
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)

DOCUMENTATION for the Ascent (Direct Line) Chart

Please read and use the Specifications and Rules of Evidence when preparing this page of documentation. Information for additional ancestral lines may be included on blank pages, showing a relationship to the lines on the basic application. You **must** include a five generation chart for **each person you submit** to show the inter-connection.

We suggest you use "Cite Your Sources" by Richard S. Lackey (New Orleans, Polyanthos, Inc., 1980) as an aid. Most libraries have a copy in their reference department.

If you have a photograph of your Civil War ancestor/ancestress, either in uniform or civilian dress (at any age), Please consider submitting a copy with your papers. **Do not** send us an original. These pictures will make an excellent addition to the Jefferson County Chapter, OGS's Civil War Archives. **Please use black ink.**

List documents used for each generation on the Ascent (Direct Line) Chart.

Doc # Description of document:

Doc # Description of document:

Doc # Description of document:

Doc # Description of document:

Doc # Description of document:

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MILITARY SERVICE DOCUMENTATION

Please list below documentation of Civil War service in Jefferson County military unit or residency in Jefferson County with service in another state or military unit at for the individual through whom eligibility is claimed.

Description of document:

Description of document:

Description of document:

Description of document:

Description of document:

Description of document:

Description of document:

Description of document:

I,

do hereby swear that the statements set forth in this application are true to the best of my knowledge and belief. I understand that this application, information and all supporting documents and data become the property

Signature of Applicant _____ Date _____

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The Society of Civil War Families of Jefferson County, Ohio
Descent Chart for COLLATERAL Line

You must include a supporting document for each statement below. This might be a birth certificate, marriage certificate, or death certificate. When these are not to be found at the official level, other evidence, such as Bible records, census, letters, etc. may be used. List these documents and their document number on the "Documentation" page. If you have more than one document for an event, please number them #1, #1a, #1b, etc. Put your name and address on the back of each page of every document you send. Please do not use staples! If you check your papers and sort them carefully, number them correctly and submit them in the proper order, staples or paper clips will not be necessary.

I, _____, am number _____ below.

When you have reached yourself on the chart, please put that generation number in the space provided above.

No. 1 below is my collateral line Civil War relative. The proof of service is contained in the attached documents. Please check the appropriate space/s below and be sure your name and address are on each document and list them on page 4.

Discharge: Pension: Muster Roll: Other (*explain*): _____

No. 2 below is my ancestor/ancestress and the sibling of No. 1.

I, _____ am the (relationship) of _____

1. (Civil War Relative)		(Doc #)		
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and married	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)

The said _____ was the brother sister (please check one)

2. of:	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and married	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)
3. The said	and	were the parents of		(Doc #)
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and married	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)

and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)

4. The said	and	were the parents of	(Doc #)
who was born on (Date)	at (City)	(County)	(State) (Doc #)
and died on (Date)	at (City)	(County)	(State) (Doc #)
and married	(Doc #)		
who was born on (Date)	at (City)	(County)	(State) (Doc #)
and died on (Date)	at (City)	(County)	(State) (Doc #)
they were married (Date)	at (City)	(County)	(State) (Doc #)

5. The said	and	were the parents of	(Doc #)
who was born on (Date)	at (City)	(County)	(State) (Doc #)
and died on (Date)	at (City)	(County)	(State) (Doc #)
and married	(Doc #)		
who was born on (Date)	at (City)	(County)	(State) (Doc #)

and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)
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6. The said	and	were the parents of		(Doc #)
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
and married	(Doc #)			
who was born on (Date)	at (City)	(County)	(State)	(Doc #)
and died on (Date)	at (City)	(County)	(State)	(Doc #)
they were married (Date)	at (City)	(County)	(State)	(Doc #)

Doc #		Description of document:	
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Please list below documentation of Civil War service in Jefferson County military unit or residency in Jefferson County with service in another state or military unit at for the individual through whom eligibility is claimed.

Description of document:	
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I,

do hereby swear that the statements set forth in this application are true to the best of my knowledge and belief. I understand that this application, information and all supporting documents and data become the property

Signature of Applicant _____ Date _____