

HOW TO APPLY

1. Applications must be *typewritten* on blank forms provided by the Registrar or printed from your word processor as described below.

2. *Names* of all persons must be *spelled out completely*. Initials should not be used if the name is known. Use full maiden name of female ancestors if possible. Proof of all marriages must be furnished. This includes proof of marriage of the applicant.

3. *All events* (birth, death and marriage) are *to be proven* for each generation.

4. *Provide copies only of ALL documentation* for each generation.

Some examples of documentation include: Census Records (copy top of sheet to show date and place); Birth, Death, Marriage and Bible Records; Military, Land and Estate Records; Wills; Obituaries; Tombstone Inscriptions or Photographs; Cemetery Records (include name and location). Proof from printed material must include the title page showing volume, author, publisher, date, also reference pages & copies of documentary proof as listed above. Statements based on family tradition and abstracts of extant documents are not acceptable.

5. *All documents must be legible*. If the information is difficult to read, please furnish a transcription.

6. Each document must have a *complete citation*.

7. Please *write on each document* the generation for which it is proof, and *underline* in red pen or pencil, the reference to your ancestor.

8. Put *your name* on the back of each document. Send only documents pertinent to your lineage.

9. *Sign* the application in space provided.

10. *Mail* the application and supporting documents with \$20.00 (check or money order) for each submission to:

AGS Registrar
3514 Belle Meade Circle
Birmingham, AL 35223-1555
FFA-entry@algensoc.org

INSTRUCTIONS FOR COMPUTER/WORDPROCESSOR SUBMISSIONS

The format to be used to complete your application in lieu of typing the information into the standard form is specified below.. If you use a computer, word processor or typewriter to duplicate the standard application form, these guidelines must be followed precisely.

1. For uniformity the completed submission must follow the exact wording used on the standard form as illustrated.
2. Margins top and bottom 1", left 1_" (for binding) and right 3/4". 20 lb bond or better. Single sided copy with 1_" line spacing.
3. Choose a 12 pt. font, 'Times' 'New Roman' or similar type face. Use blue/black or black ink.
4. All generations 3 and upward are the same format. The number of generations will vary.
5. Number pages as 1 of 3, 2 of 3, etc. as illustrated.
6. The information provided by the applicant is to be in bold type.
7. At the end of the application, type your name and your ancestors name as you want them to appear on your certificate. Space limitations require that not more than 18 characters (including spaces) be used for either name.
8. The number of pages will vary. Do not crowd your work. A generation is not to be continued from one page to the next.
9. The instructions as to content that is in small print and enclosed in parentheses under lines need not be included.