



Daughters of the Republic of Texas and Children of the Republic of Texas Membership Application Preparation Instructions

IMPORTANT: The downloadable membership application forms on the DRT website require the latest version of Adobe Reader or some other PDF program.

Download the form from the DRT website and save it to a folder on your computer's hard drive. Open the form and "save as" the name of your applicant. It is advisable to save the application each time new information is entered until the application is complete. Once the application is finalized, print it on the official DRT paper available from DRT Headquarters. **DRT applications with a 2020 or earlier revision date and CRT applications with a 2022 or earlier revision date will not be accepted. Applications without a revision date will not be accepted. Current revision date is 06/2025.**

If you would like to enter the information onto a Worksheet, print out pages 2, 3, and 4 of the DRT or CRT application to use.

SHIFT GENERATIONS UP

SHIFT GENERATIONS DOWN

The DRT application may include **Shift Generations Up** and **Shift Generations Down** buttons. This feature makes completing an application from a related generation or completing multiple applications easier. Please note the following items when using this feature.

- Each time you use the buttons, you are asked "*Do you want to continue? Do you have a Saved Copy of this application?*" This is to remind you that you should always have a saved copy of the original application because as you use the Shift Generation buttons, information o generations can be lost due to the movement of the generation fields.
- As you use the **Shift Generation** buttons, you will notice some blank fields. This is because the information was not available in the Generation that the information came from. Be sure to fill these in.
- Carefully proofread the application to make sure that all information is contained for each generation.
- When the application prints, the **Shift Generation** buttons will not print.

Application Preparation

Page 1

- Check Member or Supplemental at the top of page 1; for Supplementals, type membership number in Member box; DRT allows Posthumous applications, but CRT does not. On DRT applications, check the transfer box and provide CRT number if applicant is transferring from CRT to DRT.
- Type full name of applicant. This should be the name as the applicant wants her name on the Certificate.
- On the DRT application, type in the husband's name. On CRT application, type in Father's full name and Mother's full maiden name.

- Type in Applicant’s mailing address, telephone number, and email address in the appropriate spaces. Note whether the telephone number is a mobile number or landline.
- Under **THE APPLICANT**, the applicant’s name will be pre-filled. Type Ancestor’s name. Click the arrow for choices of Ancestor’s Republic of Texas Service.
- **PROOF OF ANCESTOR’S SERVICE** – Only one primary document can be listed and included as proof of service. The date on the document must show that he/she was in Texas between 1820 and 19 Feb 1846. Additional proofs can be listed under Family History on page 4.
- Under **CHAPTER RECORD**, type DRT chapter name, city and district. Type in the Chapter Registrar’s Name, Address, Telephone. and Email. The remainder of the page will be completed by the Chapter Registrar, including getting the signatures of endorsers and Chapter President. Supplemental and Members-At-Large applications do not require endorsements.
- On CRT applications, type in full name of CRT Chapter, CRT district, and city, and the sponsoring DRT Chapter, DRT district, and city.

Pages 2, 3, and 4

The relationship from one generation to the next must be shown in the generation fields and then proven by the documents provided. Documents submitted as proofs are to be copies of the originals. **Do not send originals.** You should mark out the Social Security numbers on death certificates. Information is needed for both people listed in each generation.

Date and Location Format. Dates and locations are entered as shown in the following example:

Dates:	dd mm yyyy	03 Sep 1888
Locations:	Town, County, ST	Greenville, Hunt Co, TX

If the town is unknown, use open comma format: , Hunt Co, TX

If the county is unknown, use open comma as follows: Greenville, , TX (For more recent generations, the county can always be found online; therefore, it should **always** be provided. For generations during and soon after the Republic, some counties split or merged with other counties, and the actual county may be difficult to ascertain.)

Generation linking document. Designate the specific proof (or proofs) in each generation that serve as the “Document Linking Gen XX to Gen XX” in space provided in proof box.

Gen 1: Birth Certificate of applicant, and for DRT applications Birth (or Death, if applicable) Certificate for husband and Marriage Record, if any.

Gen 2: Birth (or Death, if applicable) Certificates, Marriage Record of parents. If the mother of the applicant is not the **only** wife of the father, replace only with first, second, third, etc. Enter the word “Living” in the Death Date field if the father and/or mother are still living.

Gen 3 and all generations are the same as above.

If death and marriage records cannot be found, use any government document that proves the relationship between child and parents, i.e. Census (for approximate age and marriage date); wills, probate records, property tax. Poll tax list for 1846 is not accepted as poll taxes were paid in April 1846. Also acceptable are Bible records (with owner of Bible identified), obituaries, etc. Photos of the tombstone can be used if tombstone was erected at near or soon after death.

Reference Copy, Verified Application, and Common Proofs

Documentation in previously approved applications may be cited in lieu of resubmitting the same documentation. (These types of proofs are called “Common Proofs” because they are applicable to more than one application.) The applicant or chapter registrar may use a Reference Copy or Verified Application to prove the facts (birth, death, marriage, etc.) in the new application.

Using a Reference Copy. Applications approved before June 1, 2000, may not be used as Reference Copies. Applications approved after that date but before June 1, 2020, will be permitted on a case-by-case basis if proofs meet current standards. Documents such as non-government indices, county/family histories, *Handbook of Texas*, and other non-primary sources were permitted to be used as proofs. These are no longer permitted.

The Reference Copy should have the following notation at the bottom of the first page: “Reference Copy for Gen __ thru Gen __.” This copy can be stapled. Do not staple any proof documents to this Reference Copy. The portions of the Reference Copy being used should be noted in red and indicate to which Generation in the new application they refer.

Use the dropdown field in the proof box of the new application to select Reference Copy, and the next dropdown box to select either DRT or CRT. Type application number in the space provided. All the proofs from the Reference Copy must be typed in the Proof Box exactly as they are listed on the Reference Copy.

The documentation in the Reference Copy must meet current requirements, and it is the responsibility of the applicant and chapter registrar to ensure that the documentation is **actually contained** in the Reference Copy. It is not acceptable to use a previous application, which used another application for proving its facts. The Reference Copy containing the actual documents must be the one used. Failure to correctly use a Reference Copy will result in the return of the application. It may be necessary to use more than one Reference Copy if all the necessary documents are not attached to just one Reference Copy.

If the Reference Copy has no identified generational links, the linking document (usually a BC, DC, or census record) must be noted in the linking generation box on the new application and **provided** with the new application. If the Reference Copy does have the generational links identified, then the linking documents do not have to be provided with the new application. Every effort should be made to fill in information lacking in previously approved applications.

When using a Reference Copy, enter the actual proof being used and the application containing that proof. This must be done for each generation in which these common proofs are used. If “new” proofs are being added to correct or enhance information from the Reference Copy, those

proofs should be noted as “Herein” after the Reference Copy proofs have been listed. An example is below:

BC(JWM,MJR); MR(JWM,MJR). Herein - DC(MJR)		
Reference Copy <u>DRT</u> # <u>00000</u>	Document that links Gen 2 to Gen 3	BC(JWM)

In the example on the previous page, “MJR” has died since the Reference Copy was submitted for approval; consequently, the death certificate for “MJR” must be provided, whether it is the linking document or not, and identified as “Herein.”

Using a Verified Application. A “Verified Application” is like a Reference Copy in that it can be used in lieu of attaching proofs to the new application. A Verified Application has been certified by the Registrar General that all facts have been verified and proven to be true. The proofs (BCs, DCs, MRs, census records, etc.) do not have to be attached to any new applications. A Verified Application should have the word “Verified” and the Registrar General’s initials at the bottom of the first page. If in doubt, the Registrar General keeps a list of Verified Applications.

When using a Verified Application, use the dropdown field in the proof box to select VERIFIED App, and the next dropdown box to select DRT. Type the application number in the space provided. All the proofs from the Verified Application must be typed in the Proof Box exactly as they are listed on the Verified Application.

BC(JWM,MJR); MR(JWM,MJR). Herein - DC(MJR)		
Verified Application <u>DRT</u> # <u>00000</u>	Document that links Gen 2 to Gen 3	BC(JWM)

The Verified Application should be noted in the Proof Box as shown above.

It is possible that there may be more than one supporting application (either Reference Copy or Verified Application or both) for a new application. Submit photocopies of all the Reference Copies or Verified Applications being used. These will be considered additional proof documents.

If two or more people are applying under the same ancestor at one time, only one set of proofs common to both applications is needed. Provide proofs for each applicant to the point where they share common lineage with each other and/or with the supporting application(s). Choose one of the simultaneously submitted applications to “carry” the proofs and cite that application (leaving a space for the Registrar General or CRT Registrar to enter the new Member number) on the other simultaneous submissions: “See DRT # _____, (name, relationship) for...”

See DRT # _____ (Mary Sue Smith, sister) for BC(JWM,MJR); MR(JWM,MJR); DC(MJR)		
The Registrar General or CRT Registrar will fill in the number of the application that “carries” the proofs.		
Reference Copy ____ # _____	Document that links Gen 2 to Gen 3	BC(JWM)

Additional Information about Ancestor

Include children of the Ancestor with date of birth and their spouses, if known, in the spaces below Ancestor's Service.

In Additional Proofs or Family History block, additional proofs of service or interesting family stories, whether documented or not, can be included. This is also the place to include a brief biography of applicant's family.

Copies Released to Others: In accordance with the Texas Nonprofit Corporation Act, member's membership papers and proof of lineage are subject to review by other CRT and DRT members. However, copies of application papers and/or proofs may be obtained by chapter registrars from the office of the Custodian General by using Form M.17 Request for DRT-CRT Application, if the member has given written permission by checking the "Yes" blocks on page 4. Upon the death of a member, her papers shall be considered open regardless of the block checked.

Resources for Researching an Ancestor

General Land Office <http://www.glo.texas.gov/history/archives/land-grants/index.cfm>

Texas State Library and Archives www.tsl.state.tx.us/

TSLA Republic Claims <https://www.tsl.texas.gov/apps/arc/repclaims/>

The Texshare database available through local library or Texas State Library. Dolph Briscoe

Center for American History UT www.cah.utexas.edu/

Family Search Website www.familysearch.org

Findagrave.com www.findagrave.com

1850 Census – www.censusfinder.com and www.accessgenealogy.com

Proof Box Documentation

In the proof boxes, use the following abbreviations followed by the individual's initials inside parenthesis for the record. For example, BC(AEF, GDS); DC(GDS); MR(AEF to GDS).

Marriage Record	Use	MR
Birth certificate	Use	BC
Death certificate	Use	DC
Obituary / funeral notice	Use	Obit
Divorce decree	Use	Divorce
Deed Record	Use	DEED – year, county, ST
Family Bible	Use	Bible
circa	Use	ca
before	Use	bef
after	Use	aft
Census record	Use	Year, County, ST
Texas General Land Office	Use	(ex. "1860 (Collin Co., TX)" GLO - YR - description (ex. "1842 Headright")

Preparing Proof Pages

Scan and place each proof onto legal size paper (8½ x 14) leaving a **one-inch margin on the left** side for binding of the application. Size of copied document is critical as is the 1” margin. In the bottom right corner, the Generation #, name of the applicant, and the name of the ancestor should

be listed. DO NOT write or copy anything on the back of the document. Do not use labels to apply this information. Example:

Generation 1
MARY JANE JONES
Ancestor: SAM HOUSTON

Underline in red all facts on the proof record that are entered on the application.

All documents must be clear enough to read or they will not be accepted. If a document is difficult to read, do not alter it in any way. Type below the document the information that is illegible. If you must omit the borders on documents, do so to maintain readability of the document. A common delay in processing applications is a reduced size document too small to read.

Indexes from ancestry.com and familysearch.org are not acceptable proofs for birth, death, or marriage. A copy of document must be obtained from a state source.

When the application has a death certificate, there is no need to include birth certificate unless there is an error that needs correcting or there is more detail (such as complete name or city and county of birth, not just state). If parents are not listed on an early death record, a census may have that information, but it will not prove the maiden name of the wife.

Documents written in language other than English must have an English translation included.

Do NOT staple proofs together or to the application. Separate generations with paper clips, paper sheets, sticky notes, or some other means. Order the proofs by generation and within each generation by male, female, marriage, so that the documents flow with the application facts. See examples on pages 8 and 9.

Final Review

Compare the information entered on the application to the proofs to be sure every name, date, place is documented and correct or approximated and the documentation supports all the entries on the application.

Application Processing

The application is submitted to the Registrar General or CRT Registrar on “DRT Original” paper. This paper can be ordered from Headquarters on the DRT Website. Proofs are printed on plain legal-size paper (8½ x 14) using a 1” margin on left side.

For questions to the Registrar General, email her at registrar@drinfo.org. If the application is for a DRT Member-at-Large, contact the MAL Registrar at MALregistrar@drinfo.org. The

CRT Registrar processes and approves CRT MAL applications. Contact her by email at CRTRegistrar@drinfo.org.

For Chapter Membership, the Chapter Registrar determines if application is correct, and that proof has proved lineal descent. The original copy, printed on “DRT Original” paper, is signed with permanent black ink pen (not ball point) by the Applicant, Endorsers, Chapter President, and Chapter Registrar. A check made payable to DRT or CRT will accompany the application for processing fee as stated in Bylaws, whether original application or supplemental.

The Registrar General or CRT Registrar reviews, approves, and assigns a number to the application. She then notifies Chapter Registrar of number and date of approval. The Registrar General forwards the application to Headquarters for the President General’s signature. The CRT Registrar forwards the application to Headquarters for the CRT Director’s signature. Headquarters personnel prepares and mails Membership Certificates and a copy of the approved application to the Chapter Registrar or MAL Member.

If an application is rejected by the Registrar General or CRT Registrar, the applicant’s papers, including proofs, are returned to applicant along with the first year’s dues. The fees are not returned.

Fees/Dues to Include with Applications:

DRT

New Applicant Fee	\$ 70.00
First Year Dues	<u>\$ 50.00</u>
Total to include with New Application	\$120.00
Supplemental Application Fee	\$ 50.00
Posthumous Application Fee	\$150.00

CRT

New Applicant Fee	\$ 25.00
Supplemental Application Fee	\$ 15.00
CRT to DRT Transfer Fee	\$ 50.00

Registrar General

Marilyn B. Wade
903 Old Alleyton Rd
Alleyton, TX 78935-2144
registrar@drinfo.org

CRT Registrar

Monica Ashley
5042 W. Ammann Rd
Bulverde, TX 78162
CRTRegistrar@drinfo.org

Member-at-Large Registrar

Betty Barlow
P.O. Box 565
D’Hanis, TX 78850-0565
MALregistrar@drinfo.org

Example of a DC/BC Proof
Legal-sized Paper - 8½" x 14"

1" left
margin

Gen6

Gen7

MARGIN RESERVED FOR BINDING
 WHITE PLAINLY, WITH UNFADING INK—THIS IS A PERMANENT RECORD
 N. B.—Each item of information should be carefully checked for accuracy before being entered. Exact statements of fact should be given.

10034

Texas State Board of Health

STANDARD CERTIFICATE OF DEATH

County Travis City Fiskville Registered No. 24293

(No. _____ St. _____ Ward _____)
 (If death occurred in a hospital or institution, give its NAME instead of street and number.)

FULL NAME E. W. Hollar

PERSONAL AND STATISTICAL PARTICULARS		MEDICAL PARTICULARS	
SEX <u>Male</u>	COLOR OR RACE <u>White</u>	MARITAL STATUS <u>Married</u>	DATE OF DEATH <u>Nov 29 1913</u>
DATE OF BIRTH <u>March 2 1828</u>	AGE <u>85</u>	OCCUPATION <u>Farmer</u>	CAUSE OF DEATH <u>Senility with Kidney Complications</u>
BIRTHPLACE <u>Pa</u>	NAME OF FATHER <u>Peter Hollar</u>	BIRTHPLACE OF FATHER <u>Pa</u>	NAME OF MOTHER <u>Agnes Wagner</u>
BIRTHPLACE OF MOTHER <u>Pa</u>	PLACE OF BURIAL OR REMOVAL <u>Rock Church</u>		

DATE OF BURIAL 11/30/13

2309-912-50m

Name: E. W. Hollar (Eli Waggoner Hollar)

DOB: April 2, 1828 in PA

DOD: Nov 29, 1913

POD: Fiskville, Travis Co, Texas

Buried: Rock Church Cemetery (now Walnut Creek Baptist Church Cemetery), Travis Co, TX

Father: Peter Hollar born in PA

Mother: Agnes Wagner (Waggoner) born in PA

Underline in red important facts above.

Transcribe the important facts from above.

On more recent death certificates, the Social Security Number is on the certificate. This number should be redacted or blacked out.

If this proof is not a linking document, for example a marriage record, the linking information (Linking Gen6 to Gen7) in the footer would not be used.

Generation 6
 Applicant: MARY JANE SMITH
 Ancestor: MARY "POLLY" MEDLIN
 Linking Gen 6 to Gen 7

Example of a Census Proof Legal-sized Paper - 8½" x 14"

1" left
margin

Gen6

Gen5

Page No. 56 Inquiries numbered 7, 16, and 17 are not to be asked in regard to infants. Inquiries numbered 11, 12, 15, 16, 17, 19, and 20 are to be answered (if at all) merely by an affirmative mark, as /.

SCHEDULE 1.—Inhabitants in _____ of the County of Lampas, State of Texas, enumerated by me on the 10th day of August, 1870.

Post Office: Artes, Lampasas Co. Ass't Marshal.

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
The name of every person whose place of abode on the first day of June, 1870, was in this family.			Inscriptions			Profession, Occupation, or Trade of each person, male or female.			Value of Real Estate owned.		Place of Birth, naming State or Territory of U. S. or the Country, if of foreign birth.		Whether deaf and dumb, blind, insane, or idiotic.		Whether dead and buried, or stillborn.		Comments.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
1		Richard Kelly	10	M	W	attending school													
2		" "	8	M	W	" "													
3		" "	4	M	W	at home													
4		" "	2	M	W	" "													
5		<u>Wm. Holler</u>	<u>42</u>	<u>M</u>	<u>W</u>	<u>farmer</u>			<u>Pennsylvania</u>										
6		<u>Lucinda</u>	<u>31</u>	<u>F</u>	<u>W</u>	<u>keeping house</u>			<u>Missouri</u>										
7		<u>Peter</u>	<u>12</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>Texas</u>										
8		<u>Henry</u>	<u>12</u>	<u>M</u>	<u>W</u>	<u>"</u>			<u>"</u>										
9		<u>William</u>	<u>9</u>	<u>M</u>	<u>W</u>	<u>"</u>			<u>"</u>										
10		<u>Robert</u>	<u>4</u>	<u>M</u>	<u>W</u>	<u>"</u>			<u>"</u>										
11		<u>Arminta</u>	<u>3/12</u>	<u>F</u>	<u>W</u>	<u>"</u>			<u>"</u>										
12		<u>John</u>	<u>10</u>	<u>M</u>	<u>W</u>	<u>farmer</u>			<u>Texas</u>										
13		<u>Delphy</u>	<u>24</u>	<u>F</u>	<u>W</u>	<u>keeping house</u>			<u>Missouri</u>										
14		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>Texas</u>										
15		<u>Elizabeth</u>	<u>5</u>	<u>M</u>	<u>W</u>	<u>"</u>			<u>"</u>										
16		<u>Henry</u>	<u>1</u>	<u>M</u>	<u>W</u>	<u>"</u>			<u>"</u>										
17		<u>Lucinda</u>	<u>31</u>	<u>F</u>	<u>W</u>	<u>keeping house</u>			<u>Texas</u>										
18		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
19		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
20		<u>George</u>	<u>1</u>	<u>M</u>	<u>W</u>	<u>"</u>			<u>"</u>										
21		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
22		<u>Henry</u>	<u>1</u>	<u>M</u>	<u>W</u>	<u>"</u>			<u>"</u>										
23		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
24		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
25		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
26		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
27		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
28		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
29		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
30		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
31		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
32		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
33		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
34		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
35		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
36		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
37		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
38		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
39		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										
40		<u>Barth</u>	<u>8</u>	<u>M</u>	<u>W</u>	<u>at home</u>			<u>"</u>										

Provide the entire page. If an enlargement is necessary, put it on the next page. It is also permitted to transcribe below what is on the census. Only the important information of name, age, sex, race, occupation, relationship to head of household, and POB needs to be transcribed.

1870 US Census Lampasas Co, TX

Make sure the census name is provided.

Name	Age	Sex	Race	Occupation	Where Born
Hollar, Elias W	42	M	W	Farming	Pennsylvania
" , Lucinda (Lucetta)	31	F	W	Keeping House	Missouri
" , Peter (Alven P)	12	M	W	At Home	Texas
" , Henry (Albert H)	12	M	W	"	"
" , William	9	M	W	"	"
" , Robert	4	M	W	"	"
" , Arminta	3/12	F	W	"	"

Peter and Henry were reported as Alven P. and Albert H. and as twins (age 2) in the 1860 US Census Lampasas Co, TX (Generation 5). Lucetta was incorrectly reported as Lucinda in this census.

It is permitted to have any incorrect information pointed out.

This is not a linking document, so that information is not needed below.

Generation 6

Applicant: MARY JANE SMITH
Ancestor: MARY "POLLY" MEDLIN