



## Check Sheet for CRT Applications and Supplementals

Applicant's Name: \_\_\_\_\_

Registrar's Name: \_\_\_\_\_ Chapter \_\_\_\_\_

Complete a copy of this sheet for each application by placing a check mark for each item completed. Enclose one copy with the application packet and keep a copy for your files.

### APPLICATIONS

- \_\_\_\_\_ Name of Applicant entered as it is to be printed on the certificate.
- \_\_\_\_\_ Application completed on the most recent fillable PDF Form M.13 CRT Application for Membership (download most current from DRT Website). **Applications with a 2022 or earlier revision date (or no revision date) will not be accepted.**
- \_\_\_\_\_ All dates are listed in format **01 Jan 1900** (don't forget put a 0 if single day – 06)
- \_\_\_\_\_ **Proof box** – In the proof boxes, all documents being used as proofs must be listed for each generation. Use abbreviations as documented in Registrar's Manual of Instructions. BC (XXX, YYY); DC (XXX, YYY); MR (XXX to YYY); etc. or for a census use this format *1870 US Census Bexar Co., Texas*. Proof of Service documents are not listed in Generation Proof Box, only documents that give personal information.
- \_\_\_\_\_ **Linking Document** – A linking document is the document that connects one generation to the next. This is usually a BC or DC, but occasionally it might be a will, obituary, census record, or other document. It is possible for a linking document to be listed a second time in generation box.
- \_\_\_\_\_ All information on the application should be **EXACTLY** as it is listed on the proof document. If using an approved application for a Reference Copy, information on application must be typed exactly as it was on approved application with any Registrar General corrections.

### PROOFS

- \_\_\_\_\_ Form and proofs are printed one-sided.
- \_\_\_\_\_ All proof pages should be on legal size paper (8½" x 14") and have a 1" margin on the left side. This is for binding.
- \_\_\_\_\_ All pertinent names, dates, locations, and other facts are to be underlined in **red** on the proofs. The underline portions should match the application facts (birth, date, marriage, etc.).
- \_\_\_\_\_ Each document should be legible enough to read. If not legible or handwritten, a transcription should be attached. Any documents in a language **other than English**, must have a translation provided with pertinent names or dates underlined or printed in **red**.
- \_\_\_\_\_ Each proof (BCs, MCs, DCs, tombstone photos, etc.) is scanned using picture format (.jpg, .tif, etc.) and inserted onto the proof page usually in Word. Some proofs can be downloaded from FamilySearch website and do not need to be scanned. Each proof page must have an identification/designation in the bottom right-hand corner with the following information.

Generation \_\_\_\_\_

Applicant's Name: \_\_\_\_\_

Ancestor's Name: \_\_\_\_\_

(if applicable) Linking Gen\_\_ to Gen\_\_

This is especially important when more than one application is being submitted at a time.

- \_\_\_\_\_ **Census** photocopies should be of the entire page with identifying information showing at the top. Often the writing on the document is too small to read, so below census photocopy the census year

and county should be typed in this format: 1870 *US Census Bexar Co., Texas*. Enlargements of pertinent parts should be attached on a second page or retyped below if the original is too small to read. Also, both should be underlined or printed in **red** on both. (See attached for example.)

\_\_\_\_\_ **Tombstone Photos.** Along with the tombstone photo should be information that identifies the name and location of the cemetery along with a transcription of all information written on the tombstone. This should be included no matter how clear the picture is. If downloading from *Find-a-Grave*, only the photo of the tombstone and the location can be used. Give credit to *Find-a-Grave* for photos downloaded from the website and provide the Memorial # if possible. If this is only proof of death, on application by date of death put “buried” as tombstone is NOT proof of where they died.

\_\_\_\_\_ For mistakes in documentation, attach a note explaining mistake, for example, “Different date on tombstone and death certificate.”

\_\_\_\_\_ When using a **Reference Copy, linking documents** from the Reference Copy do not have to be included with the application if the Reference Copy identifies the linking document in the proof box. If unsure whether to include linking documents, ask the CRT Registrar. 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.

\_\_\_\_\_ For multiple applications and supplementals submitted at the same time, only one set of proofs is required. Indicate the first application to be reviewed. In the proof boxes on all other applications in which the common proofs are used, type the words “See CRT Application # \_\_\_\_\_ (Joe Smith, brother) for BC(XXX, YYY); MC(XXX to YYY); etc.” CRT Registrar will fill in the blank with the appropriate CRT number after it is assigned to the first person.

\_\_\_\_\_ All proofs should be in order by generation and secured with paperclip or sticky note.

\_\_\_\_\_ A copy of the application form and proofs should be kept at the Chapter level. Always retain a complete copy of the application and proofs. *Never* send the only copy.

## SUBMITTING

\_\_\_\_\_ Ensure that all pages have been proofed by the Applicant and the Chapter CRT Registrar.

\_\_\_\_\_ Include **one** copy of the application form on DRT paper

\_\_\_\_\_ Include **one** set of proofs on quality 8½” x 14” paper (legal-sized)

\_\_\_\_\_ Include one copy of **all Reference Copies** (e.g., grandmother’s approved DRT application or sibling’s approved CRT application) and **one copy of each linking document**, if required.

\_\_\_\_\_ Do not use staples on application or proofs.

\_\_\_\_\_ Enclose a check payable to Children of the Republic of Texas or CRT in amount required.

The fee for membership application is \$25. The fee for Supplemental application is \$15.

\_\_\_\_\_ Include a copy of this Check Sheet.

**Mail to:** **Monica Ashley**  
**CRT Registrar**  
**5042 W Ammann Rd**  
**Bulverde, TX 78163**

Remember, it is your job as chapter registrar to make sure all supporting documents are included. We should never have to look up a document. If you need help obtaining a reference application (i.e. grandmother’s application) contact me at [CRTRegistrar@drinfo.org](mailto:CRTRegistrar@drinfo.org) or DRT Headquarters at [headquarters@drinfo.org](mailto:headquarters@drinfo.org), and we will be glad to help.

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

1" left  
margin

Gen6

Gen7

**10934**  
**Texas State Board of Health**  
**STANDARD CERTIFICATE OF DEATH**

County Travis City Fiskville Registered No. 24293

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

**PLACE OF DEATH**  
**Full Name** E. W. Hollar

**PERSONAL AND STATISTICAL PARTICULARS**

SEX Male COLOR OR RACE White SINGLE Married  
 WIDOWED OR DIVORCED (From the word.)

DATE OF BIRTH March 3, 1828 AGE 85 yrs mos ds

OCCUPATION (a) Trade, profession, or particular kind of work: Farmer  
 (b) General nature of industry, business or establishment in which employed (or employer):

BIRTHPLACE (State or country) Pa

NAME OF FATHER Peter Hollar

BIRTHPLACE OF FATHER (State or country) Pa

MAIDEN NAME OF MOTHER Agnes Wagner

BIRTHPLACE OF MOTHER (State or country) Pa

THE ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

(Informant) (Address) \_\_\_\_\_

Filed \_\_\_\_\_ 1913 \_\_\_\_\_ REGISTRAR

**MEDICAL PARTICULARS**

DATE OF DEATH Nov 29, 1913  
 (Month) (Day) (Year)

I HEREBY CERTIFY, that I attended deceased from Nov 27 1913 to Nov 30 1913 that I saw him alive on Nov 30 1913 and that death occurred on the date stated above at 9:00 A.M.

THE CAUSE OF DEATH\* was as follows:  
Family with Pulmonary Consumption  
 (Duration) yrs mos ds

Contributory (Secondary) (Duration) yrs mos ds

Sign E. B. J. J. J. M. D. (Address) 74 Anglin

\*State the DISEASE CAUSING DEATH, or, in deaths from Violent Causes, state (1) Manner of Injury, and (2) whether ACCIDENTAL, SUICIDE, or HOMICIDE.

LENGTH OF RESIDENCE (For Hospitals, Institutions, Transients, or Recent Residents.) At place of death yrs mos ds State yrs mos ds

Where was corpse extracted? If not at place of death? \_\_\_\_\_

Usual residence \_\_\_\_\_

PLACE OF BURIAL OR REMOVAL Rock Church Cem DATE OF BURIAL 11/30/1913

UNDERTAKER Edward ADDRESS \_\_\_\_\_

VON BOECKMANN-JONES COMPANY, PRINTERS, AUSTIN 2300-912-50m

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. 16 Inquiries numbered 7, 14, and 17 are not to be asked in respect 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 Franklin, State of Texas, enumerated by me on the 10th day of August, 1870.

Post Office: Arvin, Texas Asst. Marshal.

| 1  | 2  | 3               | 4    | 5  | 6                | 7 | 8                    |                         | 9 | 10           | 11  |               |   | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 |
|----|----|-----------------|------|----|------------------|---|----------------------|-------------------------|---|--------------|---|---------------|---|----|----|----|----|----|----|----|----|----|
|    |    |                 |      |    |                  |   | Value of Real Estate | Value of Personal Goods |   |              | Place of Birth, naming State or Territory of U. S. or the Country, if of foreign birth. | Color of Skin | Whether deaf and dumb, blind, insane, or idiotic. |    |    |    |    |    |    |    |    |    |
| 1  |    | Dechert, Betty  | 10   | ft | attending school |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 2  |    | " " " "         | 8    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 3  |    | " " " "         | 4    | ft | at home          |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 4  |    | " " " "         | 2    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 5  | 24 | Hollar, Elias W | 42   | ft | farmer           |   | \$1000               | \$500                   |   | Pennsylvania |   |               |   |    |    |    |    |    |    |    |    |    |
| 6  |    | " " " "         | 31   | ft | keeping house    |   |                      |                         |   | Missouri     |   |               |   |    |    |    |    |    |    |    |    |    |
| 7  |    | " " " "         | 12   | ft | at home          |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 8  |    | " " " "         | 12   | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 9  |    | " " " "         | 9    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 10 |    | " " " "         | 4    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 11 |    | " " " "         | 3/12 | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 12 | 24 | Hollar, Frank   | 44   | ft | farmer           |   | \$1000               | \$500                   |   | Tennessee    |   |               |   |    |    |    |    |    |    |    |    |    |
| 13 |    | " " " "         | 34   | ft | keeping house    |   |                      |                         |   | Missouri     |   |               |   |    |    |    |    |    |    |    |    |    |
| 14 |    | " " " "         | 8    | ft | at home          |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 15 |    | " " " "         | 5    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 16 |    | " " " "         | 1    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 17 | 24 | Smith, James    | 31   | ft | farmer           |   | \$1000               | \$500                   |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 18 |    | " " " "         | 29   | ft | keeping house    |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 19 |    | " " " "         | 16   | ft | at home          |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 20 |    | " " " "         | 2    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 21 |    | " " " "         | 4/2  | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 22 | 24 | Hollar, Henry   | 40   | ft | at home          |   | \$1000               | \$500                   |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 23 |    | " " " "         | 30   | ft | farmer           |   |                      |                         |   | Missouri     |   |               |   |    |    |    |    |    |    |    |    |    |
| 24 |    | " " " "         | 28   | ft | keeping house    |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 25 |    | " " " "         | 8    | ft | at home          |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 26 |    | " " " "         | 6    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 27 |    | " " " "         | 2    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 28 | 24 | Smith, James L  | 34   | ft | farmer           |   | \$1000               | \$500                   |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 29 |    | " " " "         | 29   | ft | keeping house    |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 30 |    | " " " "         | 5    | ft | at home          |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 31 |    | " " " "         | 3    | ft | "                |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 32 |    | " " " "         | 1    | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 33 | 24 | Smith, Henry    | 30   | ft | keeping house    |   | \$1000               | \$500                   |   | Missouri     |   |               |   |    |    |    |    |    |    |    |    |    |
| 34 |    | " " " "         | 28   | ft | at home          |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 35 | 24 | Smith, James L  | 34   | ft | farmer           |   | \$1000               | \$500                   |   | Tennessee    |   |               |   |    |    |    |    |    |    |    |    |    |
| 36 |    | " " " "         | 22   | ft | at home          |   |                      |                         |   | Texas        |   |               |   |    |    |    |    |    |    |    |    |    |
| 37 |    | " " " "         | 22   | ft | farmer           |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 38 |    | " " " "         | 11   | ft | "                |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 39 |    | " " " "         | 16   | ft | at home          |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |
| 40 |    | " " " "         | 13   | ft | attending school |   |                      |                         |   | "            |   |               |   |    |    |    |    |    |    |    |    |    |

No. of dwellings. 4. No. of white females. 12. No. of males, foreign born. 1. No. of males, colored. 7. No. of females, colored. 7. No. of males, blind. 1. No. of females, blind. 1.

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