

CHECKLIST FOR DOCUMENT SUBMISSION TO THE JOHN DUNHAM SOCIETY

REASON FOR THE CHECKLIST: To assist the applicant in clearly understanding the document requirements (what is and what is not acceptable for proof of lineage); to assist the applicant in understanding the membership application and document submission process; to minimize the Historian's membership application reviewing time; to avoid a "piecemeal" submission process of documents which is not accepted. This checklist helps to avoid overall confusion, frustration, and delays in the application process.

You are submitting documents to prove a lineage going back over 400 years. This project can feel like a daunting task until you realize that you are collecting documents for approximately 24 individuals (12 generations on average, each with a marriage = 24 individuals). If you have all primary documents, then 12 generations would produce 60 documents (including a marriage record for each generation) - but that's in a "perfect world". You are likely to have divorces (requiring those records) and remarriages. And if you can't find an official record, you are going to have to find multiple documents to prove either birth, marriage, or death. So the fact is, in most applications, an applicant will require up to 70 documents. **Refer to our website for required document types (primary, secondary, and other).**

1. Basic understanding of what you must provide to prove your lineage:

As the applicant, I understand that **BEFORE** I submit my application, I must ensure:

- I have collected a suitable birth record for every individual listed who was born.
- I have collected a suitable death record for every individual listed who has died.
- I have collected a suitable marriage record for each couple in each generation.
- I have collected suitable divorce records for each couple who has multiple marriages in each generation.
- I have reviewed the John Dunham Society website which describes which documents are primary, which are secondary, and which are other.
- I understand that if I couldn't find a primary document, then I need **multiple** secondary documents, and **not just one secondary document**. I understand that ultimately it's up to the Historian to decide if there are enough documents to prove a relationship in my presented lineage.
- I understand that all my submitted documents must be legible.
- I understand that the Historian has the final decision on whether or not a particular "secondary" or "other" document type will be accepted.

2. **We DO NOT accept indexes of any type.** What is an index? Dictionary definition: an alphabetical list of names, subjects, etc., with references to the places where they occur, typically found at the end of a book. With that in mind, an index is NOT a birth, marriage, or death record. If there is an index, there is likely a record from where the index was derived and that record is what you are required to submit.

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3. We do not accept DAR, SAR, Isaac Watson Dunham's "Dunham Genealogy" books or lineages, and/or some other reference works that do not provide you (or ultimately US) a birth, marriage or death record as a source. The above is not an inclusive list, so if you are not sure about your lineage, you should use our Preliminary Review (on our website) to HELP avoid some of those issues.

4. Documents will not be accepted "piecemeal". What does that mean? Dictionary definition: 1. one piece at a time: gradually; 2. in pieces or fragments: apart. Therefore, you must submit your documents only AFTER you have completed your research, then submit documents all at once (see next).

How to submit documents: Through EMAIL as attachments or through the U.S. Postal Service.

Email: This process does require that you use multiple emails because GMAIL and other email systems only allow for a certain attachment size (GMAIL is 30 Megabytes maximum for attachments), so logically you would have to submit multiple emails when submitting documents, sometimes up to 12 generations worth of documents, **this is the only time "piecemeal" submissions are accepted.** **Emailed documents must be submitted to the Historian within 7 - 10 days of submitting your application.**

Example: Email Subject: Generation 1 and 2 Documents

Email Body: Attached are documents for Generations 1 and 2. They are birth, marriage and death records.

NOTE: State in the body of your email a descriptions of what you are attaching (and make sure you are attaching the correct documents for the generation stated in the subject line). You can add any other pertinent information required.

U.S. Postal Service Submission:

After you have collected all the documentation to prove your lineage, simply place the documents in order of the oldest individual on the bottom and the newest on the top and then place your UNSIGNED John Dunham Society Membership application on top of your documents. Then mail it to us at the address given to you by the Historian. You can use other mail or package carriers as you please. You can use regular mail, priority mail, or have tracking added - at your own discretion.

4. Finally, once we receive your application and first set of documents, we start our work. You should expect our research to take from 4 to 6 weeks, or possibly longer (depending on the documents submitted and the particular lineage). If we have any problems with documents, we will contact you as we come across them. If we do not agree with your submitted lineage due to what we believe is an error or other conflict in the lineage, then we will contact you to discuss the issue. You may have to provide additional documentation in order for the Historian to continue the certification process.