



MAIL THIS FORM TO:

National Society Daughters of the American Revolution  
Office of the Registrar General  
Attn: Record Copy  
1776 D Street NW, Washington, DC 20006-5303  
Phone: (202) 879-3332 or (202) 3251 - Fax: (202) 777-2372  
E-mail: [recordinformation@dar.org](mailto:recordinformation@dar.org)

## REQUEST FOR RECORD COPY

(PLEASE PRINT CLEARLY)

**Fee per copy is \$10.00, non-refundable and paid in advance.**

**Make check or money order payable to: Treasurer General, NSDAR. Please allow 4 to 6 weeks for processing.**

**This office does not assume responsibility for the completeness of any application.**

Your Name _____	<b>National Number</b>
Street Address _____	
City _____ State _____ Zip Code _____	
Daytime Phone ( _____ ) _____ E-mail _____	

Please send me a copy of the papers for the following DAR member:

First Name	Middle Name	Maiden	Last Name
_____	_____	_____	_____
National Number	Chapter/State	<input type="checkbox"/> Deceased	Patriot/Ancestor Name
_____	_____	_____	_____

**OR**

Please send me the latest long form application filed on:

Patriot/Ancestor Name	Date of Birth	Date of Death	State of Service
_____	_____	_____	_____
Spouse Name	Child's Name		
_____	_____		

Do not send a paper through other children. I understand the fee is non-refundable.

Signature \_\_\_\_\_ Date of Request \_\_\_\_\_



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## INSTRUCTIONS FOR ORDERING APPLICATION RECORD COPIES

1. Copies of application papers of DAR members may be requested for **\$10.00** each. Researchers should order copies from the Office of the Registrar General, Record Information. Checks should be made payable to the "Treasurer General, NSDAR." Please send one check for the total amount. **If the record is not available, the fee is not refunded.**
2. Forms should be as complete as possible. Please provide the following information in legible printed form:
  - a. Name of the Revolutionary ancestor. Consult the most recent edition of the Patriot Index, or consult the on-line Patriot Index took-up service from the DAR Web Page for this information
  - b. When requesting a specific member's application, the full name (birth/married) and the DAR national number of the member (if known) must be provided. Information such as the state in which she was a member may be helpful.
  - c. For research purposes, it is often helpful to request the most recent application on a Revolutionary ancestor.
  - d. Name of the ancestor's child through whom the applicant descends, if known. If a record copy is requested through a specific child and no applications have been verified through that child, your request can not be filled.
3. Photocopies sent are the best available. If the original copy is poor, the duplicate will be poor.
4. **Do not include a request for any other information with an order for a record copy.**
5. This office does not assume responsibility for the completeness of any application. Short forms are not sent unless specifically requested because they contain little information beneficial for research. Older applications also may be incomplete.