

# GENERAL INSTRUCTIONS

PLEASE READ ALL DATA BEFORE FILLING OUT THE APPLICATION FORMS.

1. Print or type all information.
2. Use black ink (not felt tip) or typewriter ribbon.
3. Names
  - a. Use full names for men, no initials.
  - b. Use full maiden name for women. If listing a marriage for a woman which was not her first marriage, use maiden name in parentheses followed by her previous married name, such as Jane (Smith) Doe; Jane Smith being her birth name.
  - c. A nickname (if needed to agree with the name shown on a proof) may be written in "Quotes", e.g. Harriet "Hattie" Martha Jenkins.
  - d. Do not add titles or rank to names (e.g. Dr., Capt., Rev., Sr. Jr.)
  - e. Jr., III, etc. must be used as part of the name if shown on the birth certificate.
4. Dates are to be written by day, month and year (e.g. 1 Jan 1900). Use three letter abbreviations for the month without the period (e.g. Feb, Sep)
5. Places
  - a. List town, city or township, county or parish and state divided by slashes without periods or commas. Use two letter postal State abbreviations. For Example: Ashtabula/Ashtabula/OH or Ashtabula/ /OH without the county or /Ashtabula/OH without the city or township
6. Lineage: Do not complete the lineage beyond the earliest ancestor in Ashtabula County.
7. All proofs become the property of the Ashtabula County General Society. PLEASE SEND NO ORIGINAL COPIES OF PROOFS – USE CLEAR AND READABLE PHOTOCOPIES ONLY – NO PROOFS WILL BE RETURNED.
8. It is suggested that while you are working with proof material, you make arrangements for these papers to eventually be donated to a library, genealogical or historic society for preservation.
9. Computer generated Family Group Sheets may be substituted for Form: C
10. Proofs of the bloodline parent to child relationship for each generation and the date of residency in Ashtabula County MUST be selected from Primary Sources if they exist; otherwise, they shall consist of two or more independently created Secondary Sources.
11. Full Birth or baptismal records showing the names of the parents should be submitted whenever possible. Where birth or baptismal certificates are not available to prove a child/parent relationship, a combination of the following may be submitted:
  - a. Marriage records showing the names of the parents of the spouses.
  - b. Death records showing the names of the parents of the deceased.
  - c. Will, probate records, etc. mentioning the children of the descendants by full names.

- d. Land records, court records, etc., in which the relationship of parents and child is explicitly mentioned.
  - e. Photocopy of the actual 1880-1930 federal census records.
  - f. Photographs of tombstones are acceptable for proof of birth and death dates and for relationships actually stated on the stone.
12. Circumstantial Evidence Sources are not considered proof unless backed up by Primary or Secondary Sources.

## Instructions for Application Forms

### APPLICATION FORM, LINEAGE CHART(S), FAMILY GROUP SHEETS, ANCESTOR CERTIFICATE CLASSIFICATION FORM AND THE BIOGRAPHICAL SKETCH FORM

#### 1. APPLICATION OR SUPPLEMENTAL APPLICATION FORM (Form A or A-1):

- a. Fill in your name, address, telephone number and e-mail address, if applicable.
- b. Fill in your Direct Line to your earliest Ashtabula County Ancestor starting with yourself as #1.

One of your parents is # 2 depending upon which line you choose to follow.

One of your grandparents (only one parent of #2) is #3 depending upon which line you choose to follow.

Continue your direct line to your earliest Ashtabula County ancestor.

- c. Sign and date your application. (Do not complete the lower part of the application until classification is determined.)

#### 2. LINEAGE CHARTS (Form B):

- a. Follow the numbers on your APPLICATION FORM. The numbers must match.
- b. The LINEAGE CHART further detail vital statistics of the ancestors on your APPLICATION.
- c. The number of the spouse, 1<sup>st</sup>, 2<sup>nd</sup>, etc. should go in the blank space in the lines, “and my (\_\_\_) spouse or in “and his/her (\_\_\_) spouse.
- c. Cite your PROOF for each ancestor. (See examples of Primary and Secondary sources.)
- d. Number your proof to match the number of the ancestor on the upper right hand corner of the document. (Example: “Proof # 1”) If a proof is cited as a source in two or more different generations, submit only one copy and number the proof with both generations,(e.g. Proof # 1 & Proof #2)
- e. Underline with a red pencil all of the relevant information on each proof that was included on the application.
- f. You may not be able to fill in all of the items, but enough must be completed to establish your DIRECT LINE to your Earliest Ashtabula County Ancestor and the RESIDENCY DATE of your Ashtabula County Ancestor.
- g. Make a copy of your APPLICATION, LINEAGE CHARTS AND PROOFS.

3. **FAMILY GROUP SHEETS (Form C):** Form may be copied. Computer generated Family Group Sheets may be substituted for Form C. WE ENCOURAGE THE USE OF FAMILY GROUP SHEETS TO DOCUMENT THE COMPLETE FAMILY UNIT. THIS IS NOT A REQUIREMENT OF THE

CERTIFICATION PROGRAM, BUT WOULD BE A VALUABLE CONTRIBUTION TO FUTURE GENERATIONS.

**4. ANCESTOR CERTIFICATE CLASSIFICATION (Form D):**

- a. List Name of Ancestor to be honored.
- b. List date proven Ancestor Settled in Ashtabula County.
- c. List PROOF of the date proven Ancestor Settled in Ashtabula County.
- d. List Location of Settlement in Ashtabula County.
- e. Referring to the list of Ancestor Certificate Classifications at the top of the page, select and list the Certificate Classification based upon the proven date of Settlement in Ashtabula County.
- f. List the Name of the person(s) to whom the Certificate(s) is/are to be issued. Attach an additional sheet if more certificates are needed.
- g. When the number of CERTIFICATES wanted is determined, fill in the payment information on the APPLICATION FORM (Form A).

**5. BIOGRAPHICAL SKETCH (Form E):** Form may be copied. WE ENCOURAGE THE USE OF THE BIOGRAPHICAL SKETCH TO PROVIDE ADDITIONAL DOCUMENTATION OF THE ANCESTOR. THIS IS NOT A REQUIREMENT OF THE CERTIFICATION PROGRAM, BUT WOULD BE A VALUABLE CONTRIBUTION TO FUTURE GENERATIONS.

**6. SUBMITTING THE APPLICATION AND PROOFS:**

- a. After completing all of the Forms and annotating the proofs, make a photocopy of each sheet of the application and proofs for your records so you will be able to answer questions if clarification is required.
- b. Do not use staples, glue, tape, thread, pins or other means to attach the APPLICATION FORMS together or the PROOFS together or to the Applications.
- c. Do not fold the APPLICATION FORMS or the PROOFS.
- d. Use vinyl coated paper clips to attach the APPLICATION FORMS together and the proofs for each generation together.
- e. Place the Application Form (Form A or A-1), Lineage Charts (Form B), Documented Proofs, Family Group Charts (Form C), the Certificate Classification (Form D) and Biographical Sketches (Form E) together with your check or money order made out to the Ashtabula County Genealogical Society in an envelope without folding and deliver or mail to:

ASHTABULA COUNTY GENEALOGICAL SOCIETY, Inc. OGS # 83  
Geneva Public Library  
860 Sherman Street  
Geneva, Ohio 44041-9109

# Application Form

Form A

Use Form A-1 on reverse for Supplemental Applications

I am \_\_\_\_\_  
(first name) (middle name) (last name)

Address \_\_\_\_\_ County \_\_\_\_\_  
(street & number)

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ e-mail address \_\_\_\_\_

Direct Line from Applicant to earliest Ashtabula County Ancestor

No. 1 Yourself \_\_\_\_\_

No. 2 Your Parent \_\_\_\_\_

No. 3 Your Grandparent \_\_\_\_\_

No. 4 Your Great Grandparent \_\_\_\_\_

No. 5 Your Great<sup>2</sup> Grandparent \_\_\_\_\_

No. 6 Your Great<sup>3</sup> Grandparent \_\_\_\_\_

No. 7 Your Great<sup>4</sup> Grandparent \_\_\_\_\_

No. 8 Your Great<sup>5</sup> Grandparent \_\_\_\_\_

PLEASE SIGN AND DATE YOUR APPLICATION HERE BEFORE MAILING

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

## Ancestor Certificate Application Fees

First Ancestor Certificate Application, and when  
Approved, an Ancestor Certificate in any  
Classification for an Individual 1 @ \$10.00 = 10.00

Additional Ancestor Certificates of Same or  
Different Classification for the same Individual \_\_\_\_ @ \$5.00 = \_\_\_\_ .00

Additional Certificates for Family Members of the  
Same Individual as delineated on Form(s) D \_\_\_\_ @ \$3.00 = \_\_\_\_ .00

TOTAL ENCLOSED: \_\_\_\_ .00

# Supplemental Application Form

Form A-1

I am \_\_\_\_\_  
(first name) (middle name) (last name)

Address \_\_\_\_\_ County \_\_\_\_\_  
(street & number)

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_\_) \_\_\_\_\_ e-mail address \_\_\_\_\_

Direct Line from Applicant to earliest Ashtabula County Ancestor

No. 1 Yourself \_\_\_\_\_

No. 2 Your Parent \_\_\_\_\_

No. 3 Your Grandparent \_\_\_\_\_

No. 4 Your Great Grandparent \_\_\_\_\_

No. 5 Your Great<sup>2</sup> Grandparent \_\_\_\_\_

No. 6 Your Great<sup>3</sup> Grandparent \_\_\_\_\_

No. 7 Your Great<sup>4</sup> Grandparent \_\_\_\_\_

No. 8 Your Great<sup>5</sup> Grandparent \_\_\_\_\_

PLEASE SIGN AND DATE YOUR APPLICATION HERE BEFORE MAILING

Signature of Applicant \_\_\_\_\_ Date: \_\_\_\_\_

## Ancestor Certificate Application Fees

Ancestor Certificate(s) of Same or Different  
Classification for an Individual Who Has  
Received his First Ancestor certificate

\_\_\_\_ @ \$5.00 = \$ \_\_\_\_ .00

Additional certificates for Family Members of the  
Same Individual as delineated on Form(s) D

\_\_\_\_ @ \$3.00 = \$ \_\_\_\_ .00

TOTAL ENCLOSED: \$ \_\_\_\_ .00

# Lineage Chart

Form B

*Please Note:* Numbers must match listings on the Application Form A

DATE

CITY OR TWP/COUNTY/STATE

1. I am \_\_\_\_\_

born \_\_\_\_\_

and my (\_\_\_\_) spouse \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

married \_\_\_\_\_

Proofs #1: \_\_\_\_\_

2. I am the Child of \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

and his/her (\_\_\_\_) spouse \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

married \_\_\_\_\_

Proofs #2: \_\_\_\_\_

3. I am the Grandchild of \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

and his/her (\_\_\_\_) spouse \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

married \_\_\_\_\_

Proofs #3: \_\_\_\_\_

4. Great Grandchild of \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

and his/her (\_\_\_\_) spouse \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

married \_\_\_\_\_

Proofs #4: \_\_\_\_\_

# Lineage Chart

Form B

DATE                      CITY OR TWP/COUNTY/STATE

5. Great<sup>2</sup> Grandchild of \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

and his/her (\_\_\_\_) spouse \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

married \_\_\_\_\_

Proofs: \_\_\_\_\_

6. Great<sup>3</sup> Grandchild of \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

and his/her (\_\_\_\_) spouse \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

married \_\_\_\_\_

Proofs: \_\_\_\_\_

7. Great<sup>4</sup> Grandchild of \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

and his/her (\_\_\_\_) spouse \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

married \_\_\_\_\_

Proofs: \_\_\_\_\_

8. Great<sup>5</sup> grandchild of \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

and his/her (\_\_\_\_) spouse \_\_\_\_\_

born \_\_\_\_\_

died \_\_\_\_\_

married \_\_\_\_\_

Proofs: \_\_\_\_\_



# Family Group Sheet

Ancestor's Full Name \_\_\_\_\_

Birth Date \_\_\_\_\_ Place \_\_\_\_\_

Marriage Date \_\_\_\_\_ Place \_\_\_\_\_

Death Date \_\_\_\_\_ Place \_\_\_\_\_

Burial \_\_\_\_\_ Cause of Death \_\_\_\_\_

Residence \_\_\_\_\_ Occupation \_\_\_\_\_

Church Affiliation \_\_\_\_\_ Military Service \_\_\_\_\_

Father's Full Name \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

Wife's Full Maiden Name \_\_\_\_\_

Birth Date \_\_\_\_\_ Place \_\_\_\_\_

Death Date \_\_\_\_\_ Place \_\_\_\_\_

Father's Full Name \_\_\_\_\_ Mother's Maiden Name \_\_\_\_\_

**Children:** (Date) (Place) (Date) (Place)

<p>1. Name _____</p> <p>Birth _____</p> <p>Christened _____</p> <p>Spouse _____</p> <p>Marriage _____</p> <p>Death _____</p> <p>Burial _____</p>	<p>5. Name _____</p> <p>Birth _____</p> <p>Christened _____</p> <p>Spouse _____</p> <p>Marriage _____</p> <p>Death _____</p> <p>Burial _____</p>
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<p>2. Name _____</p> <p>Birth _____</p> <p>Christened _____</p> <p>Spouse _____</p> <p>Marriage _____</p> <p>Death _____</p> <p>Burial _____</p>	<p>6. Name _____</p> <p>Birth _____</p> <p>Christened _____</p> <p>Spouse _____</p> <p>Marriage _____</p> <p>Death _____</p> <p>Burial _____</p>
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<p>3. Name _____</p> <p>Birth _____</p> <p>Christened _____</p> <p>Spouse _____</p> <p>Marriage _____</p> <p>Death _____</p> <p>Burial _____</p>	<p>7. Name _____</p> <p>Birth _____</p> <p>Christened _____</p> <p>Spouse _____</p> <p>Marriage _____</p> <p>Death _____</p> <p>Burial _____</p>
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<p>4. Name _____</p> <p>Birth _____</p> <p>Christened _____</p> <p>Spouse _____</p> <p>Marriage _____</p> <p>Death _____</p> <p>Burial _____</p>	<p>8. Name _____</p> <p>Birth _____</p> <p>Christened _____</p> <p>Spouse _____</p> <p>Marriage _____</p> <p>Death _____</p> <p>Burial _____</p>
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**Additional Children:**

	(Date)	(PLACE)		(Date)	(Place)
9.	Name _____		13.	Name _____	
	Birth _____			Birth _____	
	Christened _____			Christened _____	
	Spouse _____			Spouse _____	
	Marriage _____			Marriage _____	
	Death _____			Death _____	
	Burial _____			Burial _____	
10.	Name _____		14.	Name _____	
	Birth _____			Birth _____	
	Christened _____			Christened _____	
	Spouse _____			Spouse _____	
	Marriage _____			Marriage _____	
	Death _____			Death _____	
	Burial _____			Burial _____	
11.	Name _____		15.	Name _____	
	Birth _____			Birth _____	
	Christened _____			Christened _____	
	Spouse _____			Spouse _____	
	Marriage _____			Marriage _____	
	Death _____			Death _____	
	Burial _____			Burial _____	
12.	Name _____		16.	Name _____	
	Birth _____			Birth _____	
	Christened _____			Christened _____	
	Spouse _____			Spouse _____	
	Marriage _____			Marriage _____	
	Death _____			Death _____	
	Burial _____			Burial _____	

Additional Information: (Other Marriages, Residences, Naturalization, etc)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sources of Information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name of Compiler \_\_\_\_\_  
Address \_\_\_\_\_  
City, State \_\_\_\_\_  
Date Submitted \_\_\_\_\_

# Ancestor Certificate Classifications

**Pioneer Ancestor Certificate \* of Ashtabula County, Ohio**  
 (Ancestors settled on before 31 Dec 1824)

**Early Ancestor Certificate \* of Ashtabula county, Ohio**  
 (Ancestors settled between 1 Jan 1825 and 31 Dec 1860 inclusive)

**Centennial Ancestor Certificate \* of Ashtabula County, Ohio**  
 (Ancestors settled between 1 Jan 1861 and 31 Dec 1900 inclusive)

**Heritage Ancestor Certificate \* of Ashtabula County, Ohio**  
 (Ancestors settled between 1 Jan 1901 and 31 Dec 1930 inclusive)

**Contemporary Ancestor Certificate \* of Ashtabula County, Ohio**  
 (Ancestors settled between 1 Jan 1931 and 31 Dec 1970 inclusive)

**Note: It is very important to spell all names correctly.  
 Your CERTIFICATE will be issued as it appears on this page.**

**Ancestor Name:** \_\_\_\_\_

**Date Proven Ancestor Settled in Ashtabula County:** \_\_\_\_\_

**Proof for above Date** \_\_\_\_\_

**Location of Settlement:** \_\_\_\_\_

**Certificate Classification:** \_\_\_\_\_

**Certificate Issued To:** \_\_\_\_\_

**ADDITIONAL CERTIFICATES (Same Ancestor)**

**Certificate Issued To:** \_\_\_\_\_

**Certificate Issued To:** \_\_\_\_\_

**Certificate Issued To:** \_\_\_\_\_

~ FOR ACGS USE ONLY ~

**The undersigned have investigated and approved this application:**

\_\_\_\_\_ **Lineage Committee** \_\_\_\_\_ **20**\_\_\_\_\_

\_\_\_\_\_ **Lineage Committee** \_\_\_\_\_ **20**\_\_\_\_\_

**Ancestor certificate Number(s):** \_\_\_\_\_ **Fee Paid:** \_\_\_\_\_



