

CHILDREN OF THE REPUBLIC OF TEXAS MEMBERSHIP
APPLICATION PREPARATION INSTRUCTIONS

Print out Pages 2 and 3 of the CRT Application Program. Use as a worksheet.

APPLICATION PREPARATION

Page 1

- Check whether Member or Supplemental.
 - Type full name of applicant name.
 - Type in Father's full name and Mother's first, middle, maiden name.
 - Type in mailing address, city, state, zip code, telephone number and email address.
 - Type Ancestor's name.
 - Type in full name of CRT Chapter and city.
 - Type in sponsoring DRT Chapter and city.
 - Type in CRT Registrar's Name, Address, Telephone and Email. If unknown, email crtregistrar@drinfo.org
- The remaining page will be completed by the Chapter Registrar, including getting the signatures of sponsors and Chapter President. **Supplemental applications do not require sponsors.**

Pages 2 and 3

Relationship from one generation to the next must be shown and then proved. Documents submitted are copies. Do not send originals.

Gen 1: birth certificate of CRT applicant

Gen 2: birth (or death, if applicable) certificates, marriage license of parents

COMMON PROOF:

Common proof: In the proof section enter what the referenced application has shown as proof and add: Proof for Generation 2 through _____ in DRT File 000000, Mary Jane Smith, my mother. Where a grandmother is preparing the CRT app., proof would be needed for Generation 2, unless the Mother is a DRT member. In that case reference Mother's DRT application.

Remember, when an application refers to a DRT Member File No. for proof, all proofs must be listed under each generation. They are not submitted, but must be listed just as they were on the DRT Member's application that is being referred to.

If two or more children are filing the same ancestor at one time, only one set of proofs is needed for all generations. Provide proof for child to the point where they share common lineage with referenced application.

Generation 3 and all generations same as above.

If death and marriage records cannot be found, use any state 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 accepted are Bible records (with owners identified) obits, etc. Photocopy of tombstone can be used if tombstone erected at near or at time of death

Page 4

PROOF OF ANCESTOR'S SERVICE:

- One document only should be listed and included as proof. Date on document must show that he/she was in Texas prior to 19 Feb 1846.
- Do include children/date of birth/spouses, if known.
- In Family History Block, interesting family stories, whether documented or not, should be included, including a brief biography on applicant's family.

Copies, in accordance with the Texas Nonprofit Corporation Act, member's membership papers and proof of lineage are subject to review by other DRT members. However, copies of application papers and/or proofs may be obtained from the office of the Custodian General by prospective members only, if the member gives written permission by checking the "Yes" blocks. Upon the death of a member, her papers shall be considered open regardless of the block checked. The fee for copies shall be set by the Board of Management.

RESOURCES FOR RESEARCHING ANCESTOR

General Land Office www.glo.texas.gov/cf/land-grant-search/LandGrantsWorklist.cfm

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

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 PREPARATION

- Only one set of proofs is needed. Copy your proof onto legal size paper (8 ½ x 14) leaving a one inch margin on the left side for binding of the application. Size of copied document is not critical – the 1 inch margin is.
- All documents must be clear enough to read or will not be accepted. If document is difficult to read do not alter in any way. Type on the document the information that is illegible.
- Read all the application to be sure every name, date, place is documented or approximated.
- Indexes from ancestry.com are not accepted. Obtain copy of document from 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. If parents aren't listed on early death record, use census.
- Underlining: Only underline in red pen or pencil the words that are pertinent to the application.
- Documents written in language other than English must have English translation included.
- Identify each document of proof in the lower right hand side with Name of application and Gen__ underneath. DO NOT write or copy anything on back of document.
Example: Mary Jane Jones
Gen 1
- DO NOT paperclip proof together. On first page of each generation – use a sticky note and write the Generation Number.

APPLICATION PROCESSING

- Application is submitted with one copy on “DRT Original” (8 ½ x 14) paper.
- Application is submitted with one copy on plain legal size paper (8 ½ x 14)
- Proof copied on plain legal size paper (8 ½ x 14) with 1 inch margin on left side with all information keyed in application underlined in red pencil.

If a Member-at-Large, contact the CRT Registrar General via her email crtregistrar@drinfo.org to obtain her mailing address.

For Chapter Membership, the Chapter CRT Registrar determines if application is correct and that proof has proved lineal descent. Original on DRT Original paper and copy on legal paper are signed with permanent black ink pen (no ball point) by Applicant, Sponsors, Chapter President and CRT Chapter Registrar with date entered when sent to CRT Registrar General. A check made payable to CRT will accompany the application for processing fee as stated in Bylaws, whether original application or supplements.

CRT Registrar General approves and numbers application and notifies CRT Chapter Registrar of number and date of approval. The application is then forwarded to President General for her signature. Headquarters personnel prepares and mails CRT Membership Certificates to address listed on application and a copy of application to CRT Chapter Registrar.

Should the application be rejected by the CRT Registrar General, applicant's papers, including proofs, are returned to applicant.