



**MAIL THIS FORM TO:**

National Society Daughters of the American Revolution  
DAR Library  
**Library Copy Services**  
1776 D Street NW, Washington, DC 20006-5303  
Phone: (202) 879-3251 • Fax: (202) 777-2372  
E-mail: [copyservices@dar.org](mailto:copyservices@dar.org)

## INSTRUCTIONS FOR ORDERING APPLICATION RECORD COPIES

Effective on March 1, 2006, the **former Registrar General's Record Information Office** was divided into the **Registrar General's Data Processing Office** and the **Library Copy Services Office**. Full information on these changes is available on the DAR Library page of the NSDAR's Web site: [www.dar.org](http://www.dar.org). Click on Copy Services for details.

Application papers of active, deceased, resigned, or dropped DAR members **must now be ordered from the Library Copy Services Office** for a fee of \$10.00 per application. The staff may need to perform considerable research to fill your request, so it would be helpful if you could provide as much information as possible to help them with this search. This \$10.00 fee is for the searching and copying. If the requested application is not available, the fee is not refundable. You will be notified if a problem arises with your order if an application is not available for some reason.

### MAIL ORDERS

Please complete one copy of the "[Request for Record Copy](#)" form for each application you wish to order. Include a check in the proper amount (\$10.00 per application) made payable to "Treasurer General NSDAR" with your order. If you are requesting a copy of more than one application or multiple copies of one application, you may pay with one check for the total amount. **Mail the order to Library Copy Services, DAR, 1776 D Street NW, Washington, DC 20006-5303.**

### FAX ORDERS

You may also order record copies by fax using the same form. Payment may be made with Visa, MasterCard, or Discover Card. **Fax orders to (202) 777-2372.** Faxed orders will be processed in order of their receipt along with mail order requests.

### LIMITATIONS TO COPIES OF APPLICATIONS

The Daughters of the American Revolution, through the DAR Library's Copy Services Office, provides copies of previously verified applications and supplemental applications, when available. DAR does not guarantee that the information found on any application is the most current or that it is now accepted by the DAR Genealogy Department. The copies are sent as another tool for use in your research. **Please note: DAR does not have information on every patriot serving during the American Revolution, only those established by our members.**

**When is an application not available for copying?** When a member has requested that her application not be shared. Members may no longer close their application, but we still honor that request for those active members who did close their application before the policy change in 1985; when the application has errors in lineage or service that cannot be corrected. We cannot send copies of such application; when the time frame for the requested information occurs before April 19, 1775 or after November 26, 1783. There are some exceptions for certain events in 1774; when a DAR member has not established an ancestor as a patriot, thereby creating an application; when a patriot has only been established through a grave marking or a commemorative marker; or when an application is requested through a specific child that has not been established by a DAR member.

**An application may contain little or no information because:** Older forms may be incomplete because certain information was not required or provided at the time the application was prepared. DAR does not assume responsibility for the completeness of any application, so please be aware of this situation before ordering. Short form applications (two-page forms) may not contain full lineage, reference, and service information, because they only go back from a member a few generations and then tie in with another earlier application that traces back to a Revolutionary War patriot ancestor. We only send copies of short form applications when the request is made for a specific member's name or for a specific national number.

