



BEGINNER'S KIT FOR FAMILY HISTORY RESEARCH

Indian River County Main Library
Julian W. Lowenstein
Archive Center & Genealogy Department
1600 21st Street, Vero Beach, Florida 32960
772-770-5060 x5

Email: genealogy@irclibrary.org

Web Site: <http://www.irclibrary.org/genealogy>

HOURS:

Monday – Friday
CLOSED for lunch
Saturday & Sunday

10 AM – 12 PM; 1 – 5 PM
12 PM – 1 PM
CLOSED

GENEALOGY FORMS

Forms are a very important part of your research. They help you to organize your data and see a road map to your family history. There are many ways to obtain forms and it is important to be aware of copyright rules. The library has original forms that can be photocopied. They are located behind the genealogy desk. There are books that allow you to freely copy forms and web sites where you can print forms and charts at no charge. See below.

- ***Peacefield Genealogy Forms*** - 2 Books – Ask at the genealogy reference desk.
- ***Unpuzzling Your Past Workbook: Essential Forms and Letters for All Genealogists*** by Emily Anne Croom – 929.1 CRO
- **GOOGLE** – search for free genealogy forms or charts.
- **Ancestry.Com** - <http://ancestry.com/trees/charts/ancchart.aspx>
Ancestral Chart, Research Calendar, Research Extract, U.S. Census, U.K. Census, Canadian Census, Correspondence Record, Family Group Sheet, and Source Summary
- **Bailey's Free Genealogy Forms** - <http://www.cs.williams.edu/~bailey/genealogy/>
- **Cyndi's List of Supplies and Forms** - <http://www.CyndisList.com/supplies.htm>
- **Ancestors** - <http://www.byub.org/ancestors/charts/> The companion web site to the PBS Family History and Genealogy T.V. series. The video tapes of this popular television show are available in the Genealogy Department-
- **Family Tree Magazine** - <http://www.familytreemagazine.com/freeforms> Five-Generation Ancestor Chart, Research Calendar, Note-Taking Form, Deed Index—Grantors/Grantees, Research Repository Checklist, Research Journal, Research Worksheet, Table of Contents, Statewide Marriage Index, Biographical Outline, Correspondence Log, Family Correspondence Log, Family Group Sheet, Time Capsules, Military Records Checklist, Census Checklist, 1790-1930 Census, Artifacts and Heirlooms, Cemetery Transcription Form, Article Reading List, Research Checklist of Books, Book Wish List

Remember: Your permanent record should be on a clean acid-free form and kept free from dust and dirt. All copies made in the Archive Center and Genealogy Department are on acid-free paper.

SUGGESTIONS FOR RESEARCHING YOUR FAMILY TREE

1. **SUPPLIES:** Pencils; acid-free ink pens; loose-leaf notebooks; file cards; file folders; pre-printed genealogy forms; genealogy self-help books (see bibliography); acid-free sheet protectors. Depending upon the extent of your research, supplies will be based upon your needs. All of your paper products should be acid-free.
2. **ORGANIZE:** No matter how much research you do, know that you will not remember everything that you look at. Discipline yourself from the beginning that you will always write down everything. Start with a very basic filing system. It need not be complicated. Computers are great, but you will still need a file for backup. When your files become more extensive, you will need to make a decision as to file cabinets, office space, computers, etc.
3. **MAPS, ATLASES & GAZETTEERS:** Research cannot be done without knowing the geographic area you are researching. Locating records are dependent on the jurisdiction of the courts. Knowing the city and county boundaries at the time of the event will enable you to locate your records more efficiently.
4. **START WITH YOURSELF:** Never skip a generation. Always work from you to the next generation and to the next--from the known to the unknown. Valuable clues and family names are easily overlooked if you do not work with every ancestor in your pedigree chart. Gather your records on each individual such as birth, death, marriage, land, probate, obituaries and many other items that affect our daily lives. Be aware that you will be writing many emails, letters and making many telephone calls.
5. **PROVE THE FACTS AS YOU GO:** Each life event should be documented with original papers. Write for vital records, search for obituaries, look for cemetery records, and find all the important papers in your home that pertain to any event in your life and that of your ancestors. Use these records as proof of your search so that your descendants will not have the difficulty that you are experiencing in proving relationships.
6. **TALK TO YOUR RELATIVES:** Contact all known relatives that might reveal any clues. Ask them if you can make photocopies of any documents or pictures and offer to pay postage expenses. Be candid. Do not try or let them think you want to keep the records. Also, ask them if you can tape-record your conversations when you are asking them questions.
7. **CHECK FOR WORK ALREADY DONE:** Thousands of family histories have been printed over the last 100+ years. Check the many resources in a well-equipped library for bibliographies of books in print or out of print and the many library web sites on the Internet. Learn how to access these materials through interlibrary loan or personal contact with archives and libraries.
8. **READ THE HOW, WHY & WHERE!** Most important. Read all you can about the area you are researching and the time period. KNOW the history. Also familiarize yourself with the state and county record retention schedules. Rules and regulations vary from state to state and county to county for all records. Dates of origination for vital records (birth, death, marriage) will be inconsistent. Read a self-help book, which is available at your local library or through a genealogy vendor. Examples: *How to Research in Pennsylvania*; *Researching Scottish Roots*; *Revolutionary War Research*; or *Alabama Churches*.
9. **SURNAME SPELLINGS:** Names can vary a great deal from one record to the next. This is mentioned as a word of CAUTION. Do not be arbitrary about spelling. Be open-minded enough to realize that human error does exist. Understanding how a name can be misspelled will solve many difficult research problems when you think of all possible variations of the name. Remember: many of our ancestors had accents not easily understood and many of our record keepers were not very literate.
10. **RECORD SEARCHING:** The following records are some of the more important and primary resources that you will be seeking. There are many books in print that give addresses to courthouses, churches, genealogical and historical societies and libraries (see the bibliography). Almost all of these records (pre 1920) can be accessed through FamilySearch.org or ordered on microfilm. Check the FamilySearch.org library catalog online at <<http://familysearch.org>> or with the

local genealogical/ historical society from the area you are researching. Don't forget to check your local library catalog.

- VITAL RECORDS - Courthouses and churches.
- CENSUS - Online resources through local libraries.
- LAND & PROBATE RECORDS - Courthouse
- CHURCH - Write the headquarters or the church itself.

11. **MILITARY RECORDS:** Chances are that at least one of your relatives served in the military. With sixteen wars and hundreds of conflicts in the U.S. and numerous wars in other countries, military records will be a very important resource. If you are interested in any one of the wars, familiarize yourself with the records available by using one of the many published guides on the Internet or the library shelf. Remember, if your ancestor was between the ages of 15 and 45 at the time of the conflict, more than likely, he was a good candidate for a soldier. Many records were created as a direct result of the wars.
12. **JOIN LOCAL OR STATE GENEALOGICAL SOCIETIES:** There is a genealogical/ historical society for every county in the United States. There are many more for foreign countries. Each organization has an obligation to preserve and protect the records of their local area. As a result, many more records have been made accessible. If you are researching extensively in any one area, you should consider joining the society. A benefit would be the receipt of their newsletter, which would contain information about the history of the area, and a description of society projects. Enlisting the help of one of their members would be another benefit. Remember, almost all societies are completely volunteer and non-profit.
13. **READ. READ. READ.** The more genealogy periodicals, history books, self-help books that you read, the more ideas and contacts you will find in locating ancestors.
14. **ATTEND GENEALOGY CLASSES REGULARLY:** You can never get enough education to research your genealogy. Every day, more resources are made available. Repeating classes is a good way to reinforce your knowledge.

STANDARDS FOR SOUND GENEALOGICAL RESEARCH

Recommended by the National Genealogical Society

Remembering always that they are engaged in a quest for truth, family history researchers consistently--

- record the source for each item of information they collect.
- test every hypothesis or theory against credible evidence, and reject those that are not supported by the evidence.
- seek original records, or reproduced images of them when there is reasonable assurance they have not been altered, as the basis for their research conclusions.
- use compilations, communications and published works, whether paper or electronic, primarily for their value as guides to locating the original records.
- state something as a fact only when it is supported by convincing evidence, and identify the evidence when communicating the fact to others.
- limit with words like 'probable' or 'possible' any statement that is based on less than convincing evidence, and state the reasons for concluding that it is probable or possible.
- avoid misleading other researchers by either intentionally or carelessly distributing or publishing inaccurate information.
- state carefully and honestly the results of their own research, and acknowledge all use of other researchers' work.
- recognize the collegial nature of genealogical research by making their work available to others through publication, or by placing copies in appropriate libraries or repositories, and by welcoming critical comment.
- consider with open minds new evidence or the comments of others on their work and the conclusions they have reached.

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**HOME SOURCES
LOOK FOR CLUES TO YOUR FAMILY HISTORY
IN THESE DOCUMENTS:**

Personal Papers	Legal Papers	Certificates	Military Papers	Family Records	Announcements
Journal	Wills	Birth	Service	Bible	Wedding
Diary	Deeds	Marriage	Pension	Book of Remembrance	Birth
Biography	Land Grants	Death	Disability	Family Group Sheets	Obituary
Letters	Water Rights	Divorce	Discharge	Pedigrees	Funeral
Photographs	Mortgages	Adoption	National Guard	Genealogies	Graduation
Autograph Album	Leases	Graduation	Selective Service	Family Bulletins	Divorce
Personal Knowledge	Bonds	Christening	Bounty Awards	Family Histories	Anniversary
Baby Book	Loans	Baptism	Service Medals	Local Histories	Memorial Cards
Wedding Book	Contracts	Confirmation	Ribbons	Family Traditions	New Job
Scrap Books	Summons	Transfer	Sword	Oral Histories	Travel
Funeral Books	Subpoena	Ministerial	Firearms	Home Movies	New Home
Guest Registers	Tax Notice	Memberships	Uniform		Birthday
Travel Accounts	Guardian Papers	Apprenticeship	Citations		Professional
	Title Abstracts	Awards	Separation Papers		Engagement

Financial Records	Citizenship Papers	Health Records	Licenses	School Records	Membership Records
Accounts	Naturalization	X-Rays	Business	Diplomas	Cards
Bills	Declaration of Intent	Insurance Papers	Occupational	Report Cards	Publications
Check Stubs	Alien Registration	Hospital Records	Professional	Honor Roll	Programs
Estate Records	Department	Medical Records	Hunting	Awards	Uniforms
	Passport	Immunizations	Firearms	Transcripts	Awards
	Visa		Drivers	Yearbooks	Certificates
			Motor Vehicle	Publications	

HOUSEHOLD ITEMS	EMPLOYMENT RECORDS	NEWSPAPER CLIPPINGS	BOOKS
Silverware	Apprenticeship	Announcements	Yearbooks
Needlework	Awards	Obituaries	Textbooks
Sampler	Graduation	Special Events	Treasured Volumes
Tapestries	Citations	Vital Statistics	Vocational
Dishes	Severance Papers	Home Town News	Foreign Language
Quilts	Social Security	Professional	
Coats of Arms	Retirement Papers	Trade	
Insignias	Pension		
Souvenirs	Union		
Clothing	Income Tax		
Tools			
Memorial Rings			
Engraved Jewelry			

INTERVIEWING A RELATIVE

After checking home sources, contact your living relatives and ask some of the following questions:

1. Where and when were you born? What was happening at the time of your birth? What was the name given at birth?
2. What are your parent's names and maiden names? When and where were they born?
3. How many children did your parents have and what were their names?
4. Do you recall when and where your grandparents died? Where are they buried?
5. How did your parents and grandparents earn their living?
6. Do you know any stories they told about what life was like?
7. What religion did your parents or grandparents practice?
8. Do you know the names of the first ancestors who came to America? Do you know why they left their homeland to come to America?
9. Where did they live prior to coming to this country? Do you know the name of the town or village they live in?
10. Do you know any stories they told about life in their homeland? What were their occupations?
11. Did any family members follow them to America at a later date?
12. Did you ever hear of anyone in your family serving in any wars? What was the soldier's name?
13. Describe some of your family's customs and traditions.
14. Did you ever hear that you were related to anyone famous?
15. Do you know anyone who has a written history of our family?

At the end of your interview, put the information together and complete pedigree charts and family group sheets. If you tape recorded, be sure to label the tape with the name, date and be sure to transcribe it.

COMPUTERS AND THE INTERNET

THE PAST IS NOT ONLINE

Although, the Internet is growing all the time and daily there are new resources added, the "real" records must still be researched in the real-world places such as the courthouse, church, cemetery and business.

YOUR FAMILY TREE IS NOT ON THE COMPUTER UNLESS YOU OR SOME MEMBER OF YOUR FAMILY PUT IT THERE!

BIBLIOGRAPHY

It is highly recommended that you read some of the following books or purchase them for your home library:

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2. Arnold, Jackie Smith. ***Kinship, It's All Relative***. 2nd Edition. Baltimore, MD: Genealogical Publishing Co., 1994. 929.1 ARN (Also available for circulation.)
3. Burroughs, Tony. ***Black Roots: A Beginner's Guide to Tracing African-American Family Tree***. New York: Fireside Book, 2001.
4. Carmack, Sharon DeBartolo. ***A genealogist's guide to discovering your female ancestors: special strategies for uncovering hard-to-find information about your female lineage***. Cincinnati, OH: Betterway Books, 1998. 929.1082 CAR (Also in circulation.)
5. Carmack, Sharon DeBartolo. ***A Genealogist's Guide to Discovering Your Immigrant & Ethnic Ancestors: How to Find and Record Your Unique Heritage***. Cincinnati, OH: Betterway Books, 2000. 929.1072 CAR

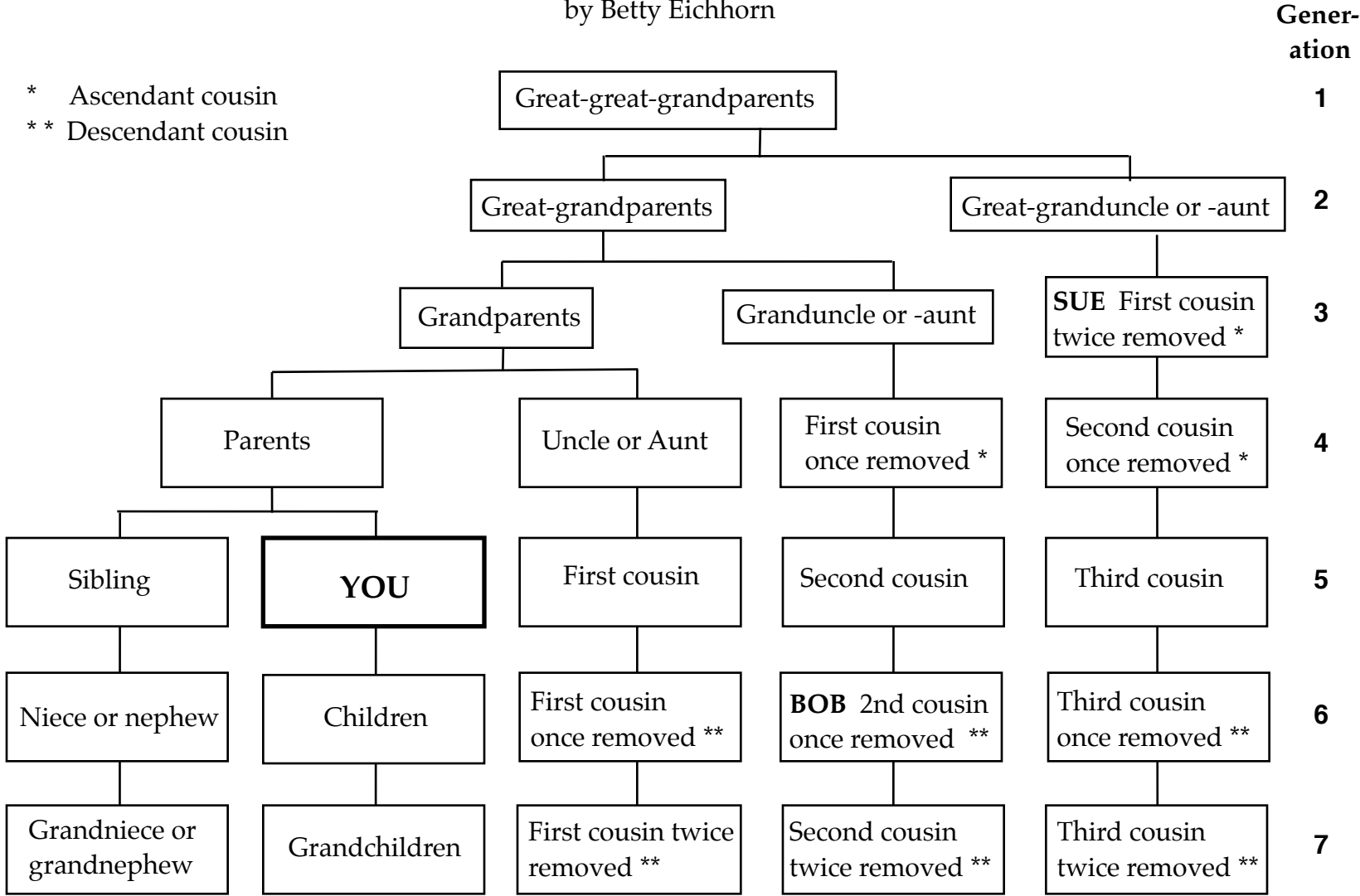
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9. Curran, Joan Ferris. **Numbering Your Genealogy.** Arlington, VA: National Genealogical Society, 1999. 929.1 CUR.
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12. Everton, George B. **The HandyBook for Genealogists.** 11th Edition. Draper, UT: Everton Publishers, 2006. 929.373 EVE (Several copies available and different editions.)
13. Luebking, Sandra and Lorretto Szucs. **The Source, A Guidebook of American Genealogy.** Third Edition. Salt Lake City, UT: Ancestry Publishing, Inc., 2006 929.1 SOU (The 1984 edition is available for circulation.)
14. Greenwood, Val D. **Researchers Guide to American Genealogy.** 3rd Edition. Baltimore, MD: Genealogical Publishing Co., 1990. 929.1 GRE (Three in circulation.)
15. Hinckley, Kathleen. **Locating lost family members & friends: modern genealogical research techniques for locating the people of your past and present.** Cincinnati, Ohio: Betterway Books, c1999. 929.1 HIN
16. Lackey, Richard S. **Cite Your Sources: A Manual for Documenting Family Histories and Genealogical Records.** Jackson, MS: University Press of Mississippi, 1986. 929.1 LAC
17. Mannon, Melissa. **The Unofficial Family Archivist: A Guide to Creating and Maintaining Family Papers, Photographs, and Memorabilia.** Amherst, NH: ArchivesInfo, 2011.
18. Melnyk, Marcia Yannizze. **The Genealogist's Question and Answer Book.** Cincinnati, OH: Betterway Books, 2002. 929.1 MEL
19. Melnyk, Marcia Yannizze. **The weekend genealogist: timesaving techniques for effective research.** Cincinnati, OH; Betterway Books, 2000. 929.1072 MEL (Also in circulation)
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GENEALOGY IS AN EDUCATION!

RELATIONSHIP CHART

by Betty Eichhorn

* Ascendant cousin
 ** Descendant cousin



This chart shows the blood relationship of “YOU” to everyone else on the chart.

1. In-laws are relatives YOU gain when YOU or your siblings marry. A half-brother or a half-sister is someone who shares just one parent with YOU. These relationships are not illustrated in this chart.
2. The siblings of YOUR grandparents are your granduncle or grandaunt, not great uncle nor great aunt. Similarly, the siblings of YOUR great-grandparents are YOUR great-granduncle or great-grandaunt. Also the same nomenclature is used for grandnephew and grandniece.
3. Cousins are persons who are related through a sibling of one of YOUR ancestors. YOU and a cousin will share one or more ancestors. There is no such thing as a half-cousin.
4. To determine a cousin relationship, first locate the nearest common ancestor(s). Count the number of generations (steps) up for each person to the common ancestor.
5. If the number of steps between each person and the common ancestor is the same, count the number of ‘g’s in the common ancestor’s title. For instance, first cousins share the same grandfather or grandmother or both. There is one ‘g’ in grandfather and grandmother, so that makes them first cousins to each other.
6. Second cousins share the same great-grandparent(s), so two ‘g’s yields second cousins. It is similarly done for more distant common ancestors.
7. If the number of steps between each person and the common ancestor is different, they are removed cousins, meaning they are one or more generations above or below

YOU. Those above YOU on the chart are “ascendant” cousins, those below YOU are “descendant” cousins.

8. BOB is four steps from YOUR common ancestor whereas YOU are only three steps away. YOU are closer to the common ancestors who are YOUR g-g-grand-parents. They are BOB’s g-g-grandparents. Count the ‘g’s in the closest relationship which in this case is 2. So he is a second cousin but one generation removed from (below) YOU. That makes him YOUR descendant 2C1R.
9. SUE is two steps from your common ancestor whereas YOU are four steps away. SUE is the closest to the common ancestors who are her grandparents. One ‘g’ makes her a first cousin two generations removed from YOU. She is YOUR grandmother’s first cousin. Since YOU are two generations below SUE, YOU and SUE are 1C2R.
10. Watch out for titled relatives who may not be whom they seem to be. An “aunt” may actually be a grandaunt or a cousin and “Grandmaw” may actually be a great-grandmother. Misunderstanding of the ancestor hierarchy is often a problem.
11. Some people may have a relative title but they may not be related. Some are religious titles (Father, Sister, etc.) Others may be given the title by everyone, not just relatives.
12. YOU may be related in more than one way with another person because of a marriage between relatives in an earlier generation. That creates more than one pathway to the common ancestor.

HERITAGE QUEST ONLINE

At the Indian River County Main Library, Vero Beach, Florida

“Home Access” INSTRUCTIONS

Access these records:

- US Census (1790-1940)
- Special Census: 1850-1860 Slave Schedules; Mortality Schedules; Agricultural and Industrial Schedules; 1890 Veterans
- Books - Over 28,000 Family and Local Histories
- Freedman’s Bureau (Search for individuals in Freedman’s Bank, 1865-1874, for the benefit of freed slaves.)
- City Directories (1821-1989)
- Immigration Records
- Revolutionary War Pension & Bounty-Land Warrant Application Files
- U.S., Indian Census Rolls, 1885-1940
- Public Records
- PERSI (Periodical Source Index) 2.3 articles on genealogy & local history.
- United States Congressional Serial Set (15th Congress, 1st Session 1817) Includes American State Papers. The whole collection: 1789-1969
- Maps & Photos – Land ownership maps; enumeration District maps for 1940; early land ownership & township plats, Map Guide to the US Federal censuses; Library of Congress Photo collection
- Location records in other countries

Following are step-by-step directions:

- 1) Go to the genealogy website at: <http://www.irclibrary.org/genealogy>
- 2) Click on ‘HERITAGE QUEST ONLINE’ (left side)
- 3) “Enter Barcode” will appear. Type your library barcode number that is located on the back of your library card. Click ‘Connect.’
- 4) Review the complete page for the items you would like to use. Or you can click on “Begin Searching” and will provide you more details.

Questions??

*Call the Archive Center and Genealogy Department at
(772) 770-5060, ext 5*

Family Group Record

If typing, set spacing at 1 1/2. Page _____ of _____

Write date as: 4 Oct. 1896

Write place as: Tryon, Polk, North Carolina, USA or
St. Martins, Birmingham, Warwick, Eng.

Husband		Given name(s)		Last name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		LDS ordinance dates		Temple	
Christened		Place		Baptized			
Died		Place		Endowed			
Buried		Place		Sealed to parents			
Married		Place		Sealed to spouse			
Husband's father Given name(s)		Last name		<input type="checkbox"/> Deceased			
Husband's mother Given name(s)		Maiden name		<input type="checkbox"/> Deceased			
Wife		Given name(s)		Maiden name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		LDS ordinance dates		Temple	
Christened		Place		Baptized			
Died		Place		Endowed			
Buried		Place		Sealed to parents			
Wife's father Given name(s)		Last name		<input type="checkbox"/> Deceased			
Wife's mother Given name(s)		Maiden name		<input type="checkbox"/> Deceased			
Children List each child (whether living or dead) in order of birth.				LDS ordinance dates		Temple	
1	Sex	Given name(s)		Last name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		Baptized			
Christened		Place		Endowed			
Died		Place		Sealed to parents			
Spouse Given name(s)		Last name					
Married		Place		Sealed to spouse			
2	Sex	Given name(s)		Last name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		Baptized			
Christened		Place		Endowed			
Died		Place		Sealed to parents			
Spouse Given name(s)		Last name					
Married		Place		Sealed to spouse			
3	Sex	Given name(s)		Last name		<input type="checkbox"/> See "Other marriages"	
Born (day month year)		Place		Baptized			
Christened		Place		Endowed			
Died		Place		Sealed to parents			
Spouse Given name(s)		Last name					
Married		Place		Sealed to spouse			
Select only one of the following options. The option you select applies to all names on this form.				Your name			
<input type="checkbox"/> Option 1—Family File Send all names to my family file at the _____ Temple.				Address			
<input type="checkbox"/> Option 2—Temple File Send all names to any temple, and assign proxies for all approved ordinances.							
<input type="checkbox"/> Option 3—Ancestral File™ Send all names to the computerized Ancestral File for research purposes only, not for ordinances. I am including the required pedigree chart.				Date prepared			
				Phone ()			

Husband Given name(s)		Last name	
Wife Given name(s)		Maiden name	
Children List each child (whether living or dead) in order of birth.			LDS ordinance dates
			Temple
Sex	Given name(s)	Last name <input type="checkbox"/> See "Other marriages"	
	Born (day month year)	Place	Baptized
	Christened	Place	Endowed
	Died	Place	Sealed to parents
	Spouse Given name(s)	Last name	
	Married	Place	Sealed to spouse
Sex	Given name(s)	Last name <input type="checkbox"/> See "Other marriages"	
	Born (day month year)	Place	Baptized
	Christened	Place	Endowed
	Died	Place	Sealed to parents
	Spouse Given name(s)	Last name	
	Married	Place	Sealed to spouse
Sex	Given name(s)	Last name <input type="checkbox"/> See "Other marriages"	
	Born (day month year)	Place	Baptized
	Christened	Place	Endowed
	Died	Place	Sealed to parents
	Spouse Given name(s)	Last name	
	Married	Place	Sealed to spouse
Sex	Given name(s)	Last name <input type="checkbox"/> See "Other marriages"	
	Born (day month year)	Place	Baptized
	Christened	Place	Endowed
	Died	Place	Sealed to parents
	Spouse Given name(s)	Last name	
	Married	Place	Sealed to spouse
Other marriages List other marriages and sealings of the husband, wife, and children on this form. List any necessary explanations.			
Sources of information Add further information on attached sheets as necessary.			

Note: Please take every reasonable step to see that the information on this form is as accurate and complete as practical. This will help maintain the integrity of Church family history files and reduce duplication of temple ordinance work.



Pedigree Chart

Chart no. _____

No. 1 on this chart is the same as
No. _____ on pedigree chart no. _____

Write names as: James Henry WRIGHT

Write dates as: 30 Mar 1974

Write places as: Tryon, Polk, North Carolina, USA
or St. Andrew, Rugby, Warwick, England

