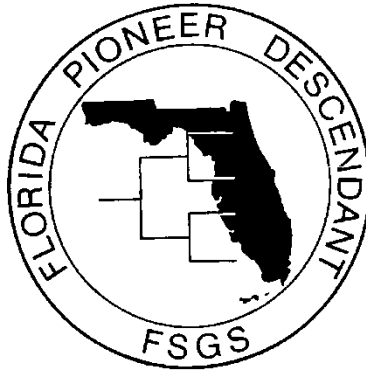


Florida State Genealogical Society, Inc.



Florida Pioneer Descendant Certificate Program

Application Instructions

Updated January 2020

INSTRUCTIONS FOR PREPARING YOUR FLORIDA PIONEER APPLICATION

The Florida State Genealogical Society's Florida Pioneer Descendant Certificate Program honors early Florida residents and their descendants and preserves the documentation of their direct lineage. Five types of certificates are awarded.

1. **Florida Pioneer Descendant Certificate-State** This award is given to any descendant who can prove their direct lineal descent from an ancestor who was a resident of the Territory of Florida (within the present boundary of the state) prior to Florida achieving statehood on 3 March 1845
2. **Florida Pioneer Descendant Certificate-County** This award is given to any descendant who can prove their direct lineal descent from an ancestor who was a resident of a county in Florida prior to its formation. Appendix A shows Florida county formation dates.
3. **Settlers & Builders of Florida Certificate** This award is given to any descendant who can prove their direct lineal descent from an ancestor who was a resident in Florida between 3 March 1845 and 31 December 1900. Applicants whose ancestor qualifies for both a State Pioneer Certificate and a Settlers & Builders Certificate may apply for one or the other of these certificate but not both. Applicants whose ancestor qualifies for both a County Pioneer Certificate and a Settlers & Builders Certificate can apply for both of these certificates.
4. **Florida Pioneer Memorial Certificate** This award is given to recognize a deceased individual for whom proof is established of their direct lineal descent to an established Florida Pioneer (either State or County) or established Settler & Builder.
5. **Florida Pioneer Researcher Certificate** This award is given to an individual who has successfully completed the research for a descendant of a new Florida State or County Pioneer and who is not eligible for a Certificate themselves to that same Florida Pioneer.
6. **Additional Pioneer Ancestors** If the original applicant wants to add additional Pioneer ancestors, they may file an Additional Pioneer application. The original application must have been approved in 2014 or later, and the original applicant must file the new application. A complete application form will need to be filled out, but only the additional documents needed to prove names, residency, relationships, and births, marriages, and deaths of the additional Pioneer will be required to be submitted. For further assistance, please contact the Pioneer Committee at pioneer@flsgs.org.
7. **Additional Descendants** If the original applicant wants to add children or grandchildren, or siblings and their children or grandchildren, they may file an Additional Descendants application. The original application must have been approved in 2014 or later, and the original applicant must file the new application. A complete application form will need to be filled out, but only the additional documents needed to prove names, relationships and births, marriages, and deaths of the new descendants will be required to be submitted. For further assistance, please contact the Pioneer Committee at pioneer@flsgs.org.

These instructions guide you through the steps to prepare your Pioneer and Settlers & Builders application and the related documents. **It is imperative that you read and apply these Instructions, including the Appendices, in preparing your application or it may be returned to you for additional work before being sent out for review.** The materials that you will submit to establish Florida Pioneer and/or Settlers & Builders status are as follows:

1. Certificate Application Form, including the Line of Descent Chart
2. Document List
3. Supporting Documents

We explore each of these items in the sections that follow. Regardless of the number of Florida Pioneers and Settlers & Builders of Florida in your direct lineal line and the number of applicants included in your application, you will be submitting **one copy** of the Application, Document List, and Supporting Documents. An example of a partially completed application is available to download as Appendix C from the FSGS web page.

Stated below are some general instructions for preparing your application and related documentation.

- Fill out the application on your computer, or by hand printed legibly in blue or black ink.
- Capitalize all surnames. For example, John Daniel JONES.
- Record dates as day month year. For example, 3 Mar 1845.
- Use maiden names for women when supported by documentation. The maiden name of a woman must be proven if she is to qualify for a certificate.
- Spouses who are not part of the direct lineal line (i.e., from another marriage) should be omitted.
- Documents should be printed on one side only on 8 ½ x 11 paper.
- Underline pertinent names in red ink on the documents, do not use highlighters.
- Provide a transcription for a photocopy that is difficult to read and include a copy of the original.
- Provide a translation for a document not written in English and include a copy of the original. Indicate the name and contact information of the translator.
- You may include an enlargement of a section of a document, but a copy of the entire document should also be included.
- Do not alter a document if an error exists within the document. Include a separate statement explaining the error along with any additional supporting documents.
- Do not use paper clips, staples, binders or sheet protectors.

Florida Pioneer and Settlers & Builders of Florida Certificate Application

Download the Application from the Florida State Genealogical Society (FSGS) website (<http://www.flsgs.org>) and save it to your computer. Input the information requested into the shaded boxes on the application form. Click on each box to open it for inputting.

Page 1: Contact Information and List of Applicants. In the section labeled Principal Applicant provide the contact information requested. If you desire to include your siblings or children on your application, decide who will be the principal contact person in your family and enter their information.

The second section asks for contact information if a researcher helped prepare your application. The Pioneer Committee will normally contact this researcher if questions arise on your application. If someone else did most of the research on your behalf qualifies, and desires to apply for a Pioneer Researcher Certificate, indicate this intention in the space provided.

The third section of page 1 asks you to list each applicant included in your application (e.g., yourself, your siblings, your children) as you want their names to appear on the certificate and indicate the type(s) of certificate applied for by each applicant. You are not required to include supporting documentation if the name you desire to appear on the certificate differs from that in the application and documentation.

Page 2: Name of Florida Pioneer or Settler & Builder of Florida Page 2 asks for the name of each individual for which Florida State or County Pioneer or Settler & Builder of Florida status is to be established. Check the box indicating whether each individual is a State Pioneer, a Settler & Builders, a County Pioneer, or more than one. Include the county name for a County Certificate only.

One or more ancestors in the same direct line might qualify for a State Pioneer Certificate and others for a Settlers & Builders Certificate. You may include all eligible ancestors on the application by checking the applicable box for each.

Pages 3 to 6: The Line of Descent Chart that begins on Page 3 links the oldest Pioneer or Settler & Builder ancestor down through the generations to the youngest applicant. Begin filling out the Line of Descent Chart using the documents you have already collected as supporting evidence. Enter known information about each generation from your supporting documents.

If your application contains more than thirteen generations, copy the template for Generation 13 and paste it in below Generation 13, changing the generation number accordingly. If your application branches out at some point and includes your siblings and/or your children or your sibling's children, renumber the generations on the Line of Descent Chart accordingly. For example, if you are Generation 6 and are including a sibling on your application, label your generation as Generation 6A and your sibling's generation as 6B. If your children or that of a sibling is Generation 7, label their generation as Generation 7A1, 7A2, 7B1, 7B2, etc. Feel free to

include a multi-generation chart if you think it would help the reviewers in evaluating your application.

Do not be surprised at this point if you are unable to enter all of the desired information on the Line of Descent Chart. The documents that you have in hand may prove some items but not all. Also, the documents you have may not provide sufficient support even for items of information that you have entered. Whether you are a seasoned genealogist or a non-genealogist, it is **essential** at this point that you read Supporting Evidence to Prove Residency, Relationships, and Other Information on page 9 to study the kinds of evidence acceptable in support of the items in the Line of Descent Chart. This appendix not only defines supporting evidence but illustrates the application of these definitions to various types of evidence. **Each item entered in the Line of Descent Chart must be supported by either one item of evidence based on primary information or two items of evidence based on secondary information.** Providing sufficient support for residency and lineal descent is essential for successful completion of your application. **Note that the 1850, 1860, and 1870 censuses do not show relationships and therefore cannot be used to establish lineal descent.**

An inability to provide sufficient support for every birth, marriage, and death date and location after reasonable search efforts will not automatically disqualify your application. You will likely need to gather additional evidence beyond what you have in hand to meet these proof requirements. If so, this step in the application process may take considerable time.

The Checklist to Organize Documents, available as Appendix B on the FSGS website where this Application Guide was found, is a tool that will help you in gathering sufficient evidence. While this checklist is not part of your application and need not be submitted with your application, we highly recommend that you use it as you prepare your submission. It is intended as an aid in gathering documents. An example of the use of the Checklist to Organize Documents is included in Appendix C on the FSGS website where this Application Guide was found.

Some applicants desire to include a wide range of the documentation they have collected for their family in order to have it preserved. However, only one item of evidence reflecting primary information or two items of evidence reflecting secondary information is needed and therefore should be included in the submission to support residency, relationships, and birth, marriage, and death dates and locations on the Line of Descent Chart. Please do not include redundant documents when sufficient documentation is already submitted. Excess documents will be removed from the packet before final acceptance. If the initial review indicates that the submitted documents are insufficient, additional documentation can be added at the request of the reviewers as part of a second submission.

Your research might reveal that you descend from more than one family line of Pioneers or Settlers & Builders that merge through marriage at some point down through the generations. For example, assume that both your family line A and your family line B have Pioneer or Settler & Builder ancestors. It is acceptable to include these additional lines on your application. Even though you will be including more than one family line in your application, you will submit a

single, combined Document List and set of documents. Separate submission fees are assessed for each initial lineal line (two in the example above), the same as if you prepared two separate applications for all generations. If you intend to submit such a multi-family application, you must contact the Florida Pioneer Committee (pioneer@flsgs.org) to discuss the best way to organize your submission before you begin preparing your application. Also, you will need to include a family tree chart that sets forth the name and birth date of each individual in the multi-family lines to assist the reviewers in understanding the relationship of the various family lines.

Pages 7-8: Document List. Once you have entered all the names, dates and locations on the Line of Descent Chart put it aside to organize your documents and begin preparation of the Document List.

Begin by grouping the documents by generation starting with the earliest Pioneer or Settler & Builder. The documentation for proof of residency for the earliest Pioneer or Settler & Builder should appear first on the Document List. This will be document number one (1) and possibly number two. Continue to enter each document for the first generation before moving on to the documentation for the second generation. If a document is used for more than one generation you should not duplicate that document for a subsequent generation. The Document List should list the document number and a brief description of the document.

Once you have all documents described and numbered on the Document List, return to your copies of the documents. Enter the document number in the upper right corner of each document, beginning with Documents #1, #2, etc. After the document number, indicate in parentheses the page number of each page [e.g., Document #1 (page 1 of 2); Document #1 (page 2 of 2)]. You can write the document and page numbers by hand or by inputting onto a copy of the document. Do not attach labels. Document numbers must appear on the front of each document, not the reverse side. If after numbering your documents but before submission of your application you obtain an additional document, such as a death certificate, place that document with the other documents applicable to that generation and number that document with a number followed by a letter. For example, if you receive a death certificate for an individual in generation 3 and the documents for generation 3 are numbered 15 to 20, number the death certificate as, say, document 19A or 20A. In this way you will not need to renumber all of the remaining documents. Do not simply add that document at the end of your packet of documents far removed from the generation to which the document applies.

It is essential that you provide supporting source information or citation for each item of documentation. This information preferably should appear on the front of the document. If there is insufficient room on the document for entering the source, include a separate page that immediately follows the document with the source information. Many documents obtained from on-line data sources will include source information. For censuses, include both the sheet that contains the family content and source information for that census and the census image itself. Birth, marriage and death certificates obtained from an Office of Vital

Records will also include the source information. For further information about source information see Citing Sources on page 16.

The next step is to return now to the Line of Descent Chart and enter the documents numbers in the Supporting Document Number(s) column to the right of each name, residency, relationship, and birth, marriage and death date and location that each document supports. A particular document might support more than one of these facts and you should therefore list that document number on more than one line. An absence or inadequacy of supporting documents for a date or location may indicate the need to research further.

The guideline for entering information in the Line of Descent Chart is that the documentation should support the fact listed. You may need to revise your initial facts about an individual after reviewing your supporting evidence. For example, you may know that an early ancestor was born in Columbia, South Carolina. However, your only evidence as to birth location is the 1850 and 1860 censuses showing that the individual was born in South Carolina. Thus, list the birth location as South Carolina.

If you can provide only one type of evidence based on secondary information for birth, marriage or death dates and locations, list the dates as About or Abt. and the locations as Probably or Prob. If you have been unable to provide any acceptable evidence for the birth, marriage, or death dates or locations after diligently researching, then list that item as UNKNOWN. Remember though that you must provide sufficient proof for residency and lineal relationships for successful completion of your application. Residency means settlement in a particular location and not simply a temporary presence at a point in time. For example, a listing on a muster roll for a Florida Indian Wars unit shows a presence in Florida but not necessarily residency. Other evidence would be needed to indicate settlement in Florida.

Page 9: Florida Pioneer and Settler & Builder of Florida Descendant Certification Affidavit.

Your completed application and related documentation become the property of FSGS and the Florida State Archives and will be available to others through various FSGS outlets and will be archived at the Florida State Archives. Each living, non-minor applicant must sign a copy of this affidavit acknowledging understanding as to how the submitted materials will be used. A parent applicant or legal guardian must sign for a minor child who is less than 18 years old on the date of submission of the application by listing the name of the child on the lines provided on the bottom of this affidavit for the parent and signing on behalf of these children. The signed affidavit(s) should be submitted with the initial application.

Be sure to make a copy of your application and all documents before submission both to enable you to respond more easily to queries from the reviewers about your application and to protect against loss in the mail.

**Mail your completed application and related documentation to:
FSGS Pioneer Program, C/O Stickney, 1524 Holly Branch Lane, Orange City, FL 32763**

Information on submission and other fees is available on the Florida State Genealogical Society website (<http://www.flsgs.org>). The \$60 submission fee for your application is due at the time of submission. You may pay this fee by sending a check with your application payable to the Florida State Genealogical Society or by using a credit card through PayPal. This fee includes one certificate and one pin for the primary applicant. There is an additional charge of \$5 for each additional certificate and \$5 for each additional pin needed for additional applicants. There is also a \$60 fee for additional family lines beyond the main line on a multi-family application. Upon receipt of your application, the Records Administrator will compute the additional amount needed. This additional amount is to be paid only after the application has gone through the review process and successfully completed. Note that pins are awarded only for State and County Florida Pioneers. When there are multiple Pioneers or Settlers & Builders, their names will appear on a single Pioneer Certificate or a single Settlers & Builders Certificate.

We encourage each applicant to become a member of the FSGS in order to enjoy the benefits the FSGS offers, although membership in FSGS is not a requirement for receiving a Florida Pioneer Descendant or a Florida Settlers and Builder Certificate. For further information on becoming a FSGS member please visit the **Join or Renew section** on the FSGS website.

Overview of the Review Process. You will be notified by the Pioneer Committee Records Administrator upon receipt of your application. Two members of the Pioneer Committee will then conduct independent reviews of your submitted materials. You will be notified when your materials are sent to the first reviewer and later to the second reviewer. When both reviewers have completed their reviews, they will compare their assessments and identify any additional work that needs to be done. This process normally takes four to six weeks. The second reviewer will then notify you as to what still needs to be done. Virtually every application requires some additional work, so don't be surprised when you are asked to edit some part of your application or add additional documentation. **The deadline for second submission is six months after the date of the transmittal from the second reviewer.** Any application not completed by the end of this six month period can be carried over to the next 4.5 years. If you have any question about the application or review process, please send an e-mail to pioneer@flsgs.org. We wish you the best in completing your Certificate Application.

Supporting Evidence to Prove Residency, Relationships, and Other Information

When reviewing your application, the reviewers will evaluate all of the documentation you have provided and make judgments about the sufficiency of the documents in establishing the facts in your Line of Descent Chart. To guide you in gathering documents, you are asked to provide one item of evidence reflecting primary information or two items of evidence reflecting secondary information. The definitions of primary and secondary information are as follows:

- **Primary Information** An item of evidence that was created at or near the time an event took place based on information provided by someone closely associated with the event.
- **Secondary Information** An item of evidence created sometime later than when an event took place or based on information provided by someone not closely associated with the event.

The distinction between primary information and secondary information rests on two factors:

1. The extent of time that elapses between the event being documented and the date of the record.
2. The presence or absence of the provider of the information at the time of the event.

When time elapses or someone not directly associated with the event provides the information, the possibility of error is present. Such conditions move a record from the status of primary information to secondary information. The requirement that you provide two records based on secondary information, when evidence based on primary information is not available, seeks to establish independent and corroborating evidence between the two records based on secondary information.

Example 1: A birth certificate is primary information for the name of the child and its parents and the date and location of birth because it was prepared at the time of the birth based on information provided by individuals (parents, physician) present at the birth.

Example 2: A death certificate is primary information for the date and location of death because the attending physician usually provides the information. A death certificate is secondary information for the name of the decedent, the name of the parents and the date and location of birth because the information is usually provided by someone not present at the birth or provided many years after the event.

Example 3: A tombstone is secondary information for birth and death dates because the information could have been provided by someone not associated with either event or supplied many years after either event occurred. The inability to verify who provided the information for the tombstone makes the information secondary.

Note that a single item of evidence may contain both primary information for some facts and secondary information for other facts (as in Example 2).

Evidence in some cases might come from (1) a compilation, (2) an abstract, or (3) an index.

Compilation A compilation draws information from sources that contain either primary or secondary information and organizes it for easier use by researchers. A book that extracts information from birth, marriage, or death records or from tombstones is a compilation. Because the compilation is prepared after the events or by someone not associated with the events, it is usually considered secondary information. The compilation should cite the documents from which it was compiled to permit a researcher to go back and examine the documents if desired. A judgment must be made about the quality of the compilation for it to be acceptable evidence. Compilations prepared by genealogy societies or certified genealogists would generally be considered of satisfactory quality.

Abstract An abstract might be viewed as a type of compilation in which the abstractor draws sufficient facts from primary or secondary information to summarize the key elements of the original document. A will abstract book, for example, usually lists the name of the person writing the will, the date on which it was filed, the types of bequests made and to whom they were made, and other important information. An abstract, like a compilation, is usually considered secondary information as long it cites the original documents from which it was compiled so that an assessment can be made as to the quality of the abstract.

Index An index that merely lists the location of primary or secondary information to assist the researcher in finding them is neither primary nor secondary information. The Florida Marriage Index and the Florida Death Index are examples. However, indexes sometimes add primary or secondary information in addition to the source location. Depending on the quantity and quality of this information, the index might be an acceptable compilation instead of merely an index. For example, the Social Security Death Index (SSDI) lists the date of birth and the month and year of death of a decedent. Because the SSDI is a compilation of information from birth certificates, Social Security applications, and information provided by a funeral home or the decedent's family soon after death, it is usually secondary information with respect to the date of birth and date of death.

Example 4: A family Bible that contains entries that appear to be made about the time of events is primary information. Information for **names, dates, locations, and relationships** no more than one generation before the publication date is also primary. Entries copied into a more recent Bible, without any evidence of the original source, are neither primary nor secondary information.

Example 5: Written family histories, whether written by family members or not and published or not, are generally neither primary nor secondary information. A family history that ties back to original documents and cites those documents could be acceptable secondary information.

The following table indicates the primary versus secondary status of various records and the rationale for their classification.

CLASSIFICATION OF EVIDENCE AS BASED ON PRIMARY OR SECONDARY INFORMATION

| Evidence | What this Can/May Prove | Primary/Secondary |
|---|--|---|
| RESIDENCY | | |
| FLORIDA VOTERS IN THEIR FIRST STATEWIDE ELECTION MAY 26, 1845 (ORIGINAL) | Residency of the Pioneer Ancestor prior to 3 March 1845 | Primary |
| FLORIDA VOTERS IN THEIR FIRST STATEWIDE ELECTION MAY 26, 1845, BOOK BY BRIAN E. MICHAELS | Residency of the Pioneer Ancestor prior to 3 March 1845 | Primary |
| 1790 - 1840 CENSUSES | Residency of the head of household only | Primary |
| 1850 AND LATER CENSUSES | Residency of the individuals listed | Primary |
| DELEGATES TO THE ST JOSEPH CONSTITUTIONAL CONVENTION 1838-1839 | Residency of the delegates | Primary |
| COURT RECORDS | Residency if a record indicates the name of an individual who has been appointed or elected to a county or circuit office or a member of a jury. | Primary |
| VOTER LISTS | Residency if the name is on a published voter list prior to the required date for a State, County, or Settlers & Builders certificate. | Primary |
| PETITION TO THE TERRITORIAL OR FEDERAL GOVERNMENT SIGNED PRIOR TO 3 MARCH 1845 OR TO A COUNTY FORMATION DATE | Residency if petition indicates that all signers are residents. | Primary |
| LISTING ON A MUSTER ROLL FOR A FLORIDA UNIT IN THE FLORIDA INDIAN WARS | A muster roll may indicate that a soldier was present in Florida but not necessarily that the individual was a resident. | Neither |
| FSGS PIONEER DATABASE | A listing in our database does not automatically prove residency. The applicant can access documents from those applications to prove residency and submit them in their application. | Neither |
| LAND PURCHASE DEED OR LAND GRANT DEED | The purchase or granting of land does not prove residency since the purchaser/grantee might be a resident of another state. If the land deed states that the purchaser/grantee is a resident of Florida, then the deed would be primary information. | Neither (if residency is not stated) or Primary (if residency is stated) |

| | | |
|--|---|--|
| RECORDS OF BIRTH OF A CHILD IN FLORIDA PRIOR TO 3 MARCH 1845, PRIOR TO COUNTY FORMATION OR TO SETTLERS & BUILDERS QUALIFYING DATE | The birth of a child in Florida proves only that the mother and child were present, not necessarily the father. | Primary for mother and child and neither for the father |
| BIRTH | | |
| BIRTH CERTIFICATE BIRTH CERTIFICATE – DELAYED HOSPITAL BIRTH RECORD | Name of Child Relationship to Parents Date and Place of Birth | Primary |
| CHILD BAPTISMAL RECORD | Name of Child Relationship to Parents Date and Place of Birth A baptism that occurs soon after the birth of the child is based on information provided by the parents and is primary information if the relationship, date of birth, and place of birth are shown on the record. | Primary |
| MARRIAGE | | |
| MARRIAGE APPLICATION | Date of Birth of Applicants Place of birth of Applicants Names of Parents | Primary Secondary Secondary |
| MARRIAGE LICENSE OR CERTIFICATE | Names of Bride and Groom Date and Place of Marriage A marriage license must show that the marriage was actually performed. | Primary |
| CHURCH MARRIAGE RECORD | Names of Bride and Groom Date and Place of Marriage | Primary |
| DEATH | | |
| DEATH CERTIFICATE | Name of Decedent Date and Place of Death Decedent's Date and Place of Birth Names of Parents Name of Spouse | Secondary Primary Secondary Secondary Primary if provided by Spouse or Secondary if provided by someone else |

| | | |
|---|---|---|
| TOMBSTONE | Name of Decedent Date of Death or Date of Birth (age) Spouse's Name (if relationship is on stone) The information on the tombstone could have been provided by someone not present at the birth or death or could have been supplied either soon after the event (death) or many years after the event (birth or marriage). The inability to verify who gave the information and its likely accuracy relegates tombstones to secondary information status. | Secondary |
| INFORMATION ON Find A Grave.com OR OTHER TOMBSTONE WEBSITE | Information other than the photo of the tombstone is not sourced and is therefore not acceptable evidence. | Neither |
| | | |
| OBITUARIES – NEWSPAPER | Must have date and name of Publication Name of Decedent Names of Parents, Spouse, or Children Date and Place of Death Decedent's Age, Date and Place of Birth See the discussion above under Tombstones for the logic of treating obituaries as secondary. | Secondary |
| | | |
| CEMETERY RECORD | Name of Decedent Date or Place of Death or Birth (age) Spouses Name | Secondary |
| | | |
| FUNERAL BOOK OR FUNERAL CARD | Name of Decedent Date or Place of Death or Birth or Age Names of Parents, Spouse or Children | Secondary |
| | | |
| BIBLE RECORDS | Name of Listed Individuals Relationship of Individuals Dates of Birth, Marriage, or Death | Primary or Neither, see Example on page 10 |
| | | |
| SOCIAL SECURITY APPLICATION | Name of Applicant Date of Birth Name of Parents The information on the Social Security application was based on what has been communicated by the applicant's parents. | Primary Primary Secondary |

| | | |
|---|--|--|
| | However, intervening events since the birth, such as an adoption or second marriages, could affect the accuracy of the information and makes most of the Social Security Application secondary information | |
| SOCIAL SECURITY DEATH INDEX | Date of Birth (see comment above). Date of Death The notification of the Social Security Administration of the death is usually done by either a funeral home or a family member. Errors in reporting the date of death relegate the Social Security Death Index to secondary information status. | Secondary |
| SOCIAL SECURITY APPLICATION AND CLAIMS INDEX | This index draws information from the Social Security application and death benefits claim and is therefore secondary information. | Secondary |
| MILITARY | | |
| WORLD WAR I DRAFT REGISTRATION CARD | Name of Registrant Date of Birth Place of Birth Name of Spouse or Parents | Primary Primary Secondary Secondary |
| MILITARY ENLISTMENT PAPERS | Name of Enlistee Date of Birth Place of Birth Name of Spouse or Parents | Primary Primary Secondary Secondary |
| VETERAN'S PENSION APPLICATION | Name of Applicant Date of Birth Place of Birth | Primary Primary Secondary |
| WIDOW'S PENSION APPLICATION | Name of Widow Date and Place of Husband's Death | Primary Secondary |
| ESTATE | | |
| WILL | Name of Spouse and Children The will indicates the names and relationships to the writer of the will at the time it was written. | Primary |
| ESTATE/PROBATE RECORD | Date and Place of Death The information in the estate/probate papers is usually provided by the executor or administrator of the estate, who may not have been present at the time and place of death and might have provided the information sometime after the date of death. | Secondary |
| GUARDIANSHIP PAPERS | Relationship to Parents | Primary |

| CENSUS | | |
|---|---|--|
| 1850, 1860, AND 1870 FEDERAL CENSUSES | Name of Individuals Listed Age as to Approximate Year Place of Birth Relationship to Head of Household. These censuses do not show relationships, individuals in the household could be someone other than a child of the Head of Household. | Secondary Secondary Secondary Neither |
| 1880 AND LATER FEDERAL CENSUSES AND 1885 AND 1935 FLORIDA CENSUSES | Names and Relationships Age as to Approximate Year Place of Birth | Secondary |
| OTHER RECORDS | | |
| LINEAGE PAPERS FROM OTHER PATRIOTIC OR HEREDITARY SOCIETIES | Copies of the actual documents submitted to such societies to establish lineage may be acceptable if they meet the standards for primary and secondary information. | Neither |
| PROOF OF LINEAGE TO AN ESTABLISHED FLORIDA PIONEER | Because of changes in proof standards over time, FSGS does not permit linking to a previously accepted Florida Pioneer or one of their descendants. Each application must contain the necessary documentation to prove residency and direct lineal descent. An Additional Pioneer or Descendant application follows different rules because it is submitted by the original applicant. | Neither |

Citing Sources

The purpose of providing source information for a particular document is to permit another researcher to find that same document and to assess its credibility. The guideline in providing source information is to **give sufficient information so that someone else can retrace your steps to the extent possible.**

There is no prescribed format for the source information. Some documents already provide source information on the document and there is no need to enter that information a second time. For example, most civil birth, marriage, and death certificates indicate the state vital records office that issued the certificate and the certificate number. Census records available online have a cover sheet that shows the source information. Include that cover sheet along with a copy of the census image. Copy the title and copyright pages if you are submitting materials from a book.

If the source information is not shown sufficiently on the document, then you should add it on the face of the document without covering up any important information. If there is no room on the document to add source information, include it on a separate page following the document.

For further information on citing genealogical sources refer to Elizabeth Shown Mills' book, *Evidence Explained*.

Sample citations:

BAPTISM RECORD: Baptismal Records, St. Paul's Episcopal Church, Key West, FL, Book 1, page 10, obtained from LDS film 1763497, items 1-2.

MARRIAGE LICENSE: Levy County, FL Marriage Records, Book 1, 1887-1905, page 573.

DEATH CERTIFICATE: State of Florida Office of Vital Statistics, death certificate file no. 983, registered no. 511, certificate no. 11391773.

OBITUARY: *The Mayo Free Press*, August 31, 1939, page 4, column 1.

TOMBSTONE: Bethel Cemetery, Mayo, Lafayette County, FL.

PROBATE RECORD: Lafayette County, FL, Probate Book E, pages 340-341

CENSUS RECORD: Key West, Monroe County, FL, as of 1 June 1880, enumerated 28 June 1880, roll 131, page 269D enumeration district 116, image 0179, lines 10-12.

COMPILATION OF CEMETERY AND DEATH RECORDS: *Springfield Township Cemetery and Death Records Mahoning County, Ohio (Youngstown, Ohio: Mahoning County Chapter, Ohio Genealogical Society, 1*