

## **First Families of Rutherford County Application Instruction & Tips**

1. If you're looking into submitting a First Families application, we advise that you give the Historical Research Center a call, a visit, or an email to let us know that you're working on an application. When you contact us, we will explain how we want your documentation presented, how to cite your sources, how to number your generations and answer any style questions you may have.
2. Families and couples who came to Rutherford County together and stayed together will be counted as one family with one First Family number. Any children who were living in Rutherford County in or before 1850 will be counted with the same FF number.
3. If applying for one certificate, you only need to fill out one application. However, if you request a certificate for another family member from the same ancestor, you will need to fill out another application for each person, up to the point that their information is the same as yours.
4. When filling out the application and family group sheet, please write down full names, including middle names if known, Initials are allowed only when the full name isn't known.
5. Record your name on the application as you would like it to appear on the certificate.
6. On the lineage form, record the direct line of ancestry on the left-hand side and the spouse information on the right-hand side.
7. We would like you to underline in red ink the name of the ancestor on documents that contain several names; that way it is easily findable on the page. Please do not use a highlighter as it does not copy well, nor does it age well over time. Off to the side of the page, close to where your ancestor's name is on the page, write the generation number. This way, it allows us and others to see how you proved the connection between your ancestors.
8. For documents that are hard to read, underline in red ink the passage or denote it with a curved bracket so we know which passage or paragraph you are basing your proof on. This allows us to easily zone in on the connection you are trying to make. We will gladly accept any translations along with a copy of the original document. Again, underline your ancestors' names in red ink in the marked passage and write on the side the generation number.
9. When gathering your proof, do not print on both sides of the page; only print on one side. It will help when we're trying to see how your evidence flows together from generation to generation and when we're putting together your ancestor's notebook.

10. Please do not send original records. We will accept copies of all documentation.
11. If available, we will accept a copy of a photograph of your First Family ancestor. If the photo is of a group of individuals, mark on the back of the copy which individual is your ancestor.
12. When using documents printed from ancestry.com, or any other genealogy database, print the index sheet in addition to the copy of the original document. That makes the document easier to understand, and it also gives the citation for the source used.
13. When printing copies from ancestry.com, try saving the document to your computer first and cropping the extraneous edges from around the document while keeping the original edges intact. When printed, it will present larger on the page and make it easier to read.
14. For archival purposes, do not staple your documents together, even if they go together, such as the index sheet and the original copy. We place your application and evidence into clear sheets in a notebook, so they will be removed anyways. If needed, use a paper clip.
15. Your First Family book will become a resource for other researchers, so keep that in mind as you're proving your line. Everything should be easy to read, and your connections should be easily distinguished on each page. Anyone should be able to see on each page the generation numbers and marked passages what you're trying to prove on that page, and for which generations. Mark all generations that are a direct line to you on the pages; there may be two or three generations on one document, as in a census record, mark them all and place the generation number off to the side.