

CHILDREN OF THE REPUBLIC OF TEXAS MEMBERSHIP
APPLICATION PREPARATION INSTRUCTIONS

IMPORTANT: You must have the latest version of Adobe Reader on your computer or you will not be able to save the application after you have entered information! A suggested method is to: (1) save the application form from the website to a folder on your computer, (2) then rename the application the name of your applicant, then (3) save the application each time you enter new information until the application is completed. Then print on the official DRT paper.

PRINT OUT PAGES 2, 3, AND 4 OF THE CRT APPLICATION PROGRAM. USE AS A WORKSHEET.

APPLICATION PREPARATION

Page 1

- Check whether Member or Supplemental.
- Type full name of applicant name. This will be the Name appearing on the Certificate.
- Type in Father's full name and Mother's first, middle, and maiden name.
- Type in Applicant's mailing address, city, state, zip code, telephone number and email address.
- Type Ancestor's name in all caps and requested information about Applicant's Ancestor .
- Click the arrow for choices of Ancestor's Republic of Texas Service.
- Type in full name of CRT Chapter, CRT district, and city.
- Type in sponsoring DRT Chapter, DRT district, and city.
- Type in the Chapter 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 and Members-At-Large applications do not require sponsors.

Pages 2, 3, and 4

Relationship from one generation to the next must be shown and then proved. Documents submitted are copies of the originals. Do not send originals. You may mark out the Social Security numbers, if desired. Information is needed for both persons listed in each generation. Dates and locations are entered as shown in the following example:

Dates: dd mm yyyy 03 Sep 1888
Locations: town, county, ST Greenville, Hunt Co, TX
If the town is unknown, use open comma format: , Hunt Co, TX
If the county is unknown, use open comma as follows: Greenville, , TX

*Designate the specific proof (or proofs) in each generation which serve as the "Generation linking document(s)" in space provided in proof box.

Gen 1: birth certificate of CRT applicant

Gen 2: birth (or death, if applicable) certificates, marriage license of parents. Be sure to enter number of spouse and the word "Living" (if it applies).

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. Photos of tombstone can be used if tombstone erected at near or at time of death

COMMON PROOF:

Common proof: When using a supporting DRT or CRT application, which carry common proofs, add the DRT or CRT number and member name: "See DRT #000000, Mary Jane Smith."

Remember, when an application refers to a DRT or CRT Member File No. for proof, all proofs used must be listed under each generation. They are not submitted, but must be listed. NOTE: When referencing previously-approved applications, **ONLY USE those applications which carry the actual documents. There may be more than one supporting application. Submit photocopies of all the pertinent application forms. These will be considered additional proof documents.**

If two or more children are applying under the same ancestor at one time, only one set of proofs is needed for all generations. Provide proofs for each child to the point where they share

common lineage with each other and/or with the supporting application(s). Choose one of the simultaneously-submitted applications to “carry” the proofs and cite that application (leaving a space for the CRT Registrar to enter the new Member number) on the other simultaneous submissions: “See CRT # _____ - Carl Richard Smith.”

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 between 1820 and 19 Feb 1846.
- Include children/date of birth/spouses, if known, in spaces below Ancestor’s Service.
- 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 CRT and 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 <http://www.glo.texas.gov/history/archives/land-grants/index.cfm>
- Texas State Library and Archives www.tsl.state.tx.us/
- TSLA Republic Claims <https://www.tsl.texas.gov/apps/arc/reclaims/>
- 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

Use the following abbreviations followed by the individual’s initials for the record. For example BC (AEF, GDS); DC (GDS)I MR (AEF & GDS).

Marriage Record	Use	MR
Birth certificate	Use	BC
Death certificate	Use	DC
Obituary / funeral notice	Use	Obit
Divorce decree	Use	Divorce
Deed Record	Use	DEED - Yr Co., ST
Family Bible	Use	Bible
circa	Use	ca
before	Use	pre
aft	Use	aft
Census record	Use	Yr Census Co., ST (ex. “1860 (Collin Co., TX)”
Texas General Land Office	Use	GLO - YR - description (ex. “1842 Headright”)

Proof Pages Preparation: Copy each proof onto legal size paper (8-1/2 x 14) leaving a one-inch margin on the left side for binding of the application. Size of copied document is critical as is the 1” margin.

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. If you must omit borders on documents, do so to maintain readability of the document. A common delay in processing application is a reduced size document.

Read all the application to be sure every name, date, place is documented or approximated and the documentation supports the entry in the application.

Indexes from ancestry.com and familysearch.org 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 or there is more detail (such as complete name or city and county of birth, not just state). If parents aren't listed on early death record, a census may work but will not prove maiden name.

Underlining: Underline in red pencil all facts on the proof record that are entered on 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, ancestor, and generation underneath. DO NOT write or copy anything on back of document. Do not use labels to apply this information.

Example: MARY JANE JONES
Ancestor: SAM HOUSTON
Gen 1

Do NOT staple proofs together. You may separate generations with paper clips, paper sheets or sticky notes or other means. Please order by generation and within generation by male, female, marriage so that the documents flow with the application facts.

APPLICATION PROCESSING

Application is submitted with one copy on "DRT Original" paper. This paper must be obtained from DRT Headquarters. Phone: (512) 339-1997

Proof copied on plain legal-size paper (8 ½ x 14) with 1" margin on left side with all relevant information underlined in red pencil.

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

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

CRT Registrar approves and numbers application, and notifies Chapter Registrar of number and date of approval. The application is then forwarded to CRT Director for her signature. Headquarters personnel prepares and mails Membership Certificates and copy of application to Chapter Registrar.

Should the application be rejected by the CRT Registrar, applicant's papers, including proofs, are returned to applicant. The fees are not returned.

FEES

New Applicant: \$25
Supplemental: \$15

Revised Jan 2019