

# Complete Application Requirements

## A complete application includes:

- 1 Supporting documentation (see below for definition of acceptable documents).
  - a) Write on each item of documentation the corresponding number to the person/ event it is proving. ie. #1 on a copy of a census page to prove residency, #2 on a birth certificate to prove descendency for line #2, etc.
  - b) Place the item number in upper right hand corner of the documentation.
  - c) All forms and documentation must be legible. PHOTOCOPIES NOT FULLY LEGIBLE MUST INCLUDE AN ATTACHED TRANSCRIPTION OF THE ILLEGIBLE TEXT.
  - d) All documentation must include a citation written legibly on the back of the item. For proper forms of citation, please see guides such as *Evidence!* or *Chicago Manuel of Style*.
  - f) Send only *copies* of your original documents as they will not be returned to you.
2. Include a family group sheet for each generation listed.
  - a) Supporting documentation for each group sheet is appreciated but not required.
3. Please type or print legibly using a BLACK ink pen.
4. Please use full maiden names for all females.
5. Please write dates using this format: day, three letter abbreviation of the month and full year (example 14 Feb 1859)
6. Please write locations using this format: City or Township, county, state, country.
7. Please place all supporting documents in numerical order and attach them to the back of your completed application form.
8. Sign and date the completed application form and mail it to the GFO, PO Box 42567, Portland, OR 97242-0567 attention First Families of Mult. Co. Program.

## Acceptable Supporting Documentation:

### Primary Sources (at least one per relationship):

1. Federal, Territorial or State Census (must show year of census, county, state, page number, line and/or family number).
2. Vital records (birth, marriage or death certificates).
3. Court records including wills, probate, naturalization, voting records, tax records, etc.
4. Land records including Donation Land Claim number, direct and/or indirect deeds which includes county, state, Deed Book and page number.
5. Military service, school or church records.

### Secondary Sources (at least two sources per relationship):

1. County histories/biographies, city or county directories (include a copy of the title page and give the name and address of the repository where the book is located.)
2. Dated newspaper accounts of events including obituaries (include the title and date of the newspaper and the repository where the newspaper can be found).
3. Original journals/diaries, family Bibles (include a copy of the title page and the name and address of the person currently in possession of the book).
4. Mortuary, cemetery records, photographs of tombstones (include the physical address of the business or cemetery).