



ALAMO DEFENDERS DESCENDANTS ASSOCIATION INSTRUCTIONS FOR PREPARING APPLICATION

After you have gathered your proof on **Legal size paper**, you are ready to prepare your application. Type the original copy of the application on a typewriter with a good black ribbon or **print** with **permanent black ink** as neatly as possible. Make **one** photo copy of the application. Sign the **original** application **and** the **photo copy with permanent black ink**. Signatures must be originals on both sets and should be in permanent ink, no ballpoint, as ballpoint inks eventually eat through our acid-free paper. **Submit two sets of proofs on legal size paper with applications.**

Proof must be certified copies. Include County, volume and page number when using courthouse documents. The preferred proof is census records. Underline your information in these documents with a red pencil. All applicants must submit their birth certificate, marriage certificate, spouse's birth certificate, first page of divorce, if applicable, and if remarried, those records. Give supporting proof for all dates, whether direct line or not. Prove relationship of one generation to the next using as little proof as possible. Common proof may be used when several members are going in on the same ancestor. Show on the third page of each application which application the proof is in. Example: See Mary Smith file, (Mother), Cert. #1111.

Do not use white correction fluid or highlighters on proof. These are corrosive over time. **Underline** pertinent proof with a **red pencil**. **Do not use staples, pins, or tape**. A paper clip may be used to hold material together. Put as much proof as is feasible.

FILLING OUT THE APPLICATION

Read the application carefully. Much of it is self explanatory.

Page 1. Enter your full name and spouse's name as indicated. Indicate if you are single, married, divorced, or widowed. Give your complete address, including zip + 4.

Page 2. Fill out all blanks at the top of the page concerning your ancestor's birth, death, and service. Give all dates, as month, day, and year. Example: Mar 11, 1990. See that ancestor's dates are the same as those given in ancestors' generation.

All dates must be given, if possible, with supporting proof. If an exact date is not known, it can be approximated by using "CA" with the date. Please do not go beyond the ancestor the paper is proving. Check at the bottom of the page whether you give permission for others to have access to the information in your application.

Page 3. Proofs for eligibility are census records, wills, deeds, old letters, pension records, church records, tombstones, histories, etc. When listing proof, list each generation to correspond with the number of that generation, for example:

Gen. 1 (Applicant) b. cert., m. cert., etc.

Gen. 2 (Parents) d. cert., m. cert., etc.

Also, label your proof on the back with your name and the generation the proof is proving as: Mary Smith, Gen. 1 or Mary Smith, Gen 5, 6. If proof is for several generations of applicants, please indicate. Send one original and one copy.

List family of ancestor giving birth date, and to who married, if known.

We do not accept newspaper articles, family histories or information from published in books of any kind.

Page 4. Family history. This is where you put family tradition, interesting stories which are not necessarily documented. Or, you may list data of applicant's family. Type in your ancestor's name at the bottom and sign both copies in permanent black ink.

\$25.00 dues are payable upon return of application for **Lineal Members**. **\$15.00** is due for **Collateral Members**. Make check payable to A.D.D.A. and mail with the application form.

DO NOT FOLD THE APPLICATION FORMS

Mail completed application to : **Linda K. Tart, P.O. Box 700152-0152, San Antonio, TX 78270**

Please feel free to call if you have questions. My number is **(210) 722-2030**.

Application forms are \$5.00 each, payable to A.D.D.A.