

First Families of Lake County, Ohio

Application Packet

This packet, prepared by the Lake County Genealogical Society (LCGS), contains what you will need in order to begin the process of applying for its lineage society, *First Families of Lake County, Ohio*.

Contained within the packet are the following:

- 1. Statement of Purpose and an Overview of the Application Process – page 2**
Read this one-page synopsis to understand the purpose and the process.
- 2. How to Fill Out the Included Application Form – pages 3, 4, 5**
Read these three pages for a step-by-step explanation of methods before starting.
- 3. A List of Document Types and Their Uses – page 6**
Suggestions for resources that can be used to support claims.
- 4. Five Generation Chart – page 7**
Start application with this form, filling in as described on page 3.
- 5. Lineage Form – pages 8, 9, 10, 11**
Fill out these pages to trace direct ancestry and proof of residency.
Make an extra copy or two of the blank forms before beginning in case you need them.
- 6. Document Inventory – pages 12, 13**
List the documents to support claims in the Lineage Form.
Make an extra copy or two of the blank forms before beginning in case you need them.
- 7. Submission Checklist – page 14**
After all items are in order, follow submission instructions on this page.

If, after reading through the material in this packet, you have questions, please contact the Lake County Genealogical Society president who will recommend someone for help.

First Families of Lake County, Ohio

The Lineage Society of Lake County Genealogical Society
A Chapter of the Ohio Genealogical Society

First Families of Lake County, Ohio was created to identify and honor the memory of the early pioneers who settled within the boundaries of present Lake County prior to 1841. These men and women left a lasting imprint on the land they carved from the wilderness. This lineage society also confers recognition and honor on the descendants who choose to establish their connections to these early pioneers. Together, these stated intentions hope to encourage interest in, knowledge of, and appreciation for the people who contributed in any way - great or small - to establishing Lake County and its culture, customs, genealogy and history.

An Overview of the Application Process

Eligibility - Membership in *First Families of Lake County Ohio* is open to anyone who can prove direct descent from one or more ancestors who settled within the boundaries of present Lake County prior to 1841 and who fulfills all of the requirements listed below. Eligibility is restricted to blood lines only.

Application Form - The *First Families of Lake County Ohio* Application Form must be filled out completely and accompanied by copies of all documents containing evidence necessary to (1) support the ancestor's settlement in Lake County prior to 1841; (2) support the direct ancestral relationship for each generation, beginning with the applicant. The Application Form must be signed by the applicant and, if used, by the person who compiled the application for the submitter.

Accompanying material – A five generation chart, either computer generated or filled in by hand, must be included as part of the application. You are encouraged, but not required, to submit a written biography of your First Family ancestor(s). This biography will be considered for publication in the LCGS newsletter, *LAKELines*.

Application - Application fee is \$35.00 for non-members and \$25.00 for members of the Lake County Genealogical Society. The fee is required when application is submitted. Required Application Form must be printed in black ink. Any later applications listing additional ancestors must be accompanied by a \$15.00 fee for non-members or a \$5.00 fee for members of LCGS.

Review Process - Application will be examined by the First Families Review Committee which can accept or reject the application. If additional evidence is needed, the applicant will be given three months to produce the requested documentation for acceptance in that year. Once the First Families Committee accepts it, the application will go to the LCGS Board for final approval.

Membership Acceptance - All applications submitted by December 31 of each year will be reviewed for possible acceptance in the next calendar year. If accepted, membership will be conferred by certificate and special pin at an induction ceremony during the regular June meeting of LCGS.

How to Fill Out the Lineage Form and Document Inventory Sheet

- Create a five generation chart. Use black ink. Begin with yourself and your spouse. Use the name, date, and place notations as listed below.
- Use the chart to guide your entries into the Lineage Form for all generations. Begin with yourself. Use the same entry methods as for the five generation chart. Use black ink.
 - Names:**
 - Capitalize all surnames; e.g., John Edward JONES
 - Male names are listed First, Middle, LAST.
 - Female names are listed First, Middle, MAIDEN. Maiden name is required.
 - Dates:**
 - Dates should be listed as day, month, year. Use number(s) for day, first three letters for month, four digits for year; e.g., 8 Sep 1842.
 - Estimates can be used if necessary. Use “*ca*” (*circa*) to indicate an estimated year; e.g., a census record may enable you to write a birth year as *ca* 1910.
 - Calculated dates, as when calculating death date from birth date and age at death, must have “*cal*” written after them; e.g., 23 Jul 1880 *cal*
 - Places:**
 - List city, county, state. Add country if foreign.
 - Use two letter postal code abbreviations for U.S. state.
 - Completely spell the city, county, country.
 - Place commas between the locations. Do not use the word “county;” e.g., Cleveland, Cuyahoga, OH
 - If listing a township residence, use the abbreviation Twp; e.g., Perry Twp, Lake, OH.
- All information listed in the Lineage Form must be supported by adequate evidence. To present the evidence, copy each supporting item to an 8½” by 11” piece of paper wherever possible. This will be called a document. (See below for more on evidence.) Using the Document Inventory Sheet, assign a number to each document used to support information on the Lineage form, and briefly describe the document. Number documents in order of their first use on the Lineage Form. Write the assigned number in the upper right hand corner of the document.
- On the Lineage Form, to the right of each entry line, write the number(s) of the document(s) which support that information.
 - More than one number may be used if multiple documents are necessary to adequately support a given line of information. Place commas between the numbers.
 - You do not need more than one paper copy of a given document listed in the Document Inventory; the same number may be used for more than one line where appropriate.
 - Keep the documents in numerical order. Example follows.

DOCUMENT INVENTORY	
Description of Document	Document Number(s)
Birth certificate – Ann SMITH	1
Marriage license of Ann SMITH and John JONES	2
Newspaper clipping of SMITH/JONES marriage	3

For example, in the table on page 3, Ann SMITH is the applicant; the birth certificate will support her date of birth. The number “1” should be placed on the designated line of the Lineage Form and on the next which states her date of birth. In many cases the same number 1 can be listed in the next generation to document the names of her parents. To support marriage date on Lineage Form, write 2,3 on the line provided. (A marriage license by itself is not sufficient to prove marriage took place.)

- Each document must carry a citation. A citation gives the source of the document presented, in sufficient specific detail that the reader will easily know where and how to find it. As an example, for a newspaper clipping, the citation might be “Obituary for John Jones, *The Telegraph*, Painesville, Ohio, 27 Oct 1833 p. 3, col. 2; accessed at Morley Library, Painesville, Ohio” (More about citations on page 5.)
- List the full citation on the front of the document.
- The submitter’s name and address should appear on the back of each page of the Lineage Form, the Document Inventory Sheets, and each document listed in the Document Inventory. Do not use labels.
- When the application is complete, go to the checklist page included with this packet. Double check that you have fulfilled all requirements. When you are satisfied, follow the directions on the checklist page for submitting your application.

More about evidence:

According to current terminology, **evidence** can be direct, indirect or negative. **Information** can be primary, secondary, or undetermined. The **source** of that evidence can be original records, derivative records, or authored narrative. Understanding these terms and the relationships that exist among them is essential in order to fully evaluate whether you have adequately supported each statement listed.

A thorough explanation of these terms can be found in ***Evidence Explained, (EE)***, by Elizabeth Shown Mills, published by Genealogical Publishing Company, Inc., 3rd ed., 2015, which can be found at Morley Library. (Shelf Location: Genealogy Ref 907.2 Mi.)

The first two chapters of this book should be considered extremely useful reading in determining whether evidence completely supports the claim in each situation. Summarizing:

- A source can be called an **original record** if it is “in its first created or uttered form.” (EE p.827); e.g., a manuscript census in the handwriting of the enumerator. A source is a **derivative record** if it is “produced by copying an original document or manipulating its content.” (EE p.821); e.g., indexes made from original church registers.
- Information is **primary** if it was given by someone with firsthand knowledge about the facts. Information is **secondary** if it was related by someone with second hand knowledge; e.g., an official death certificate, completed by the physician who attended the deceased, offers primary information as to the date and cause of death, but information regarding the birth of the deceased would be secondary information if the informant did not have firsthand knowledge of the birth.

- Evidence is **direct** if it explicitly states the fact claimed. It is **indirect** if the evidence by itself implies the fact but does not directly state it; e.g., a WWII Draft Record usually give direct information concerning the date, place and location of birth of the registering male. It often gives indirect information of the spouse, listing someone who will always know his address, but without a spousal relationship stated. **Negative** evidence is the absence of evidence one would expect to find.

Essentially:

- Direct evidence is clearer but it may not be correct; the most reliable support is multiple pieces of direct evidence from independently created sources.
- A single piece of indirect evidence, by itself, cannot support a claim; multiple pieces of indirect evidence can be used to build a case for the claim.
- Negative evidence can sometimes be used to support a claim. The lack may imply a certain situation, but cannot be used alone to support a claim.
- Original sources, or an unaltered image of an original is best; compilations, indexes, etc. have a high margin of error.
- Primary information is best; information provided by informants with only secondhand knowledge is much less reliable.
- Try to give several pieces of evidence from independently created sources because no one source alone can unerringly support a claim.

“More about evidence”, above, used with permission of Elizabeth Shown Mills.

More about citations:

A citation must make it possible for someone else to find the information that has been presented. The book mentioned above, ***Evidence Explained***, is very thorough in its explanation of how to cite sources.

Thomas Jones has created a helpful way of thinking of citations. (Jones, Thomas W.; ***Mastering Genealogical Proof***; National Genealogical Society, Arlington VA; 2013, Morley Library, (shelf number Genealogy Ref - 929.1 Jo)

According to Jones, the format for document citations results from the sequence of answers to the following questions:

Who? Author, creator, or informant.

What? Source title with publisher information.

When? Signifies when something was published.

Where in the source? Location of the specific information in the source being documented.

Where is the source? Complete description of where the source was found.

For further information and numerous examples, see Chapter 4, pp.33-56 in ***Mastering Genealogical Proof***.

“More about citations”, above, used with permission of Thomas W. Jones.

Records of Genealogical Interest

The following are types of records which, alone or combined, may provide, or help to provide, the support needed to justify a claim.

BIRTH

Complete Birth Certificate
School Records
Delayed or Corrected Birth Certificate
Baptismal Certificate
Doctor/Midwife Record
Other Church Records
Newspaper Announcement
Social Security Application
Census
Job Application
Enumeration of Youth
Passport

MARRIAGE

Complete Marriage Record (includes "return")
Newspaper Announcement
Marriage Bond/Bann (Church)
Tombstone
Minister's Records
Cemetery Records
Divorce Records
Marriage Certificate (Decorative)

DEATH

Complete Death Certificate
Church Record/Notice
Complete Death Record
Obituary
Funeral Home Record
Funeral Card
Insurance Policy
Accident Reports
Coroner's Report
Social Security Death Record
Fraternal Organization Records
Institution of Residence Record

RESIDENCE

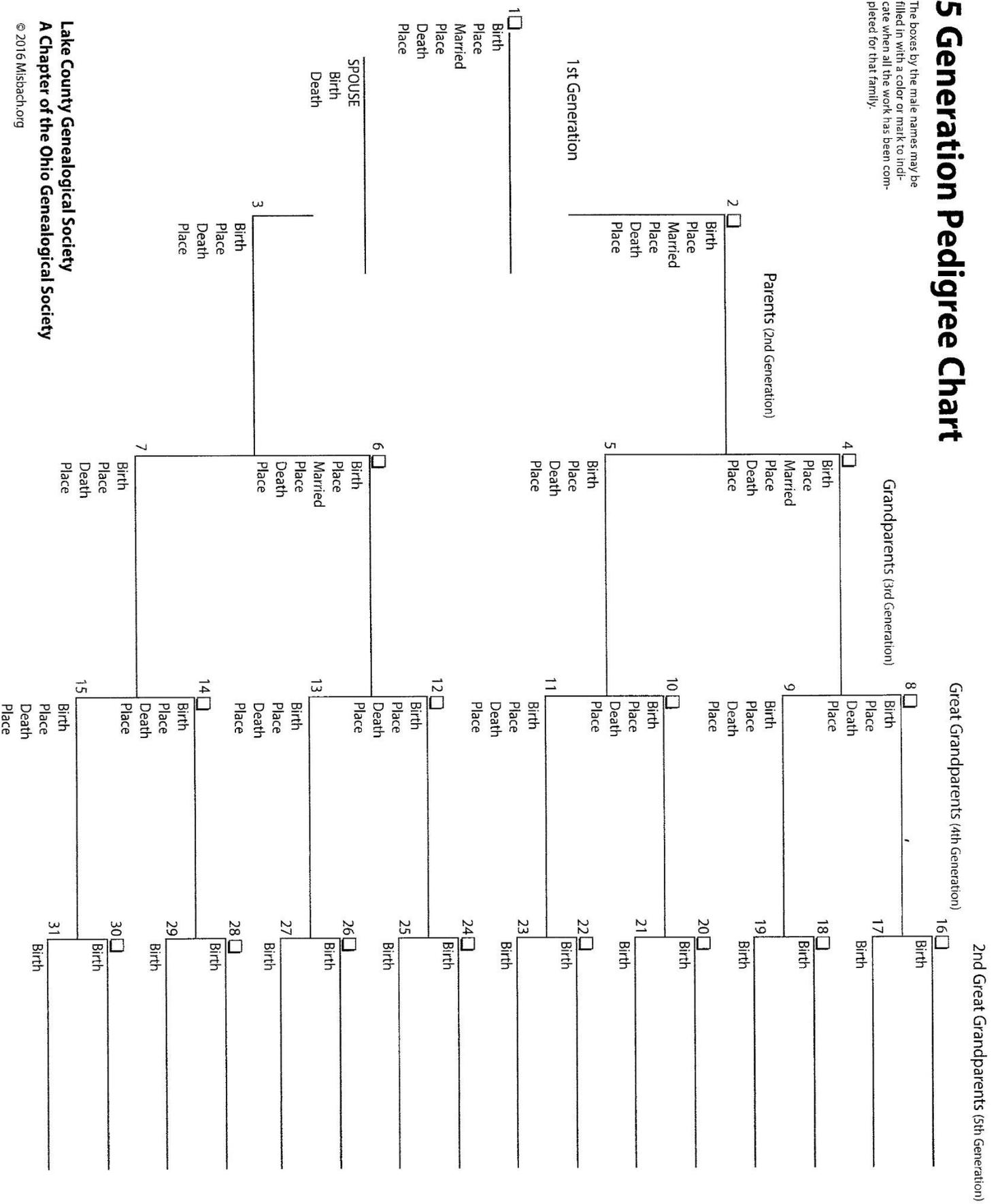
Census
Personal Property Tax Records
Institutional Records
Probate Records
Birth Record (for child and mother)
Land Records
Military and Pension Records
Resident Real Estate Tax Records
Bible and Family Records
Church Registers
Enumeration of Youth
Passports
County Histories (with caution)
Election Records
Genealogies (with caution)

In addition to the above, the following references may be useful:

- Lake County OH GenWeb may have some helpful information at www.rootsweb.com/~ohlake/
- Ohio Genealogical Society's *First Families of Ohio* may have surnames of interest.
- "History Hall of Lake County, Ohio Fairgrounds A Biographical Anthology" may contain Lake County surnames of interest-online at <http://www.rootsweb.ancestry.com/~ohlcgs/historyhall/index.html>
- DAR, SAR, and many other lineage societies may have materials that contain the name of your ancestor or someone related.

5 Generation Pedigree Chart

The boxes by the male names may be filled in with a color or mark to indicate when all the work has been completed for that family.



Lake County Genealogical Society
A Chapter of the Ohio Genealogical Society

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First Families of Lake County Ohio



FFLC Number _____
 Year Issued _____
 For LCGS Use Only

Application Form

Applicant's Name _____
Given Middle Maiden Surname

Street Address _____

City, State, Zip _____

E-mail Address _____ Telephone _____

Ancestors who resided in Lake County prior to 1841	Year first proved in Lake County	Document Number(s)	Approved For LCGS use only

For LCGS Use Only

Requirements Met	Yes or No	Date	Additional Comments
Application and check received:			
Committee Reviewer (1)			
Committee Reviewer (2)			
Committee Reviewer (3)			
Board Approved			
Certificate Issued			

and spouse _____

born on _____ at _____

died on _____ at _____

5. The said _____

is the child of _____

born on _____ at _____

married on _____ at _____

died on _____ at _____

and spouse _____

born on _____ at _____

died on _____ at _____

6. The said _____

is the child of _____

born on _____ at _____

married on _____ at _____

died on _____ at _____

and spouse _____

born on _____ at _____

died on _____ at _____

7. The said _____

is the child of _____

born on _____ at _____

married on _____ at _____

died on _____ at _____

and spouse _____

born on _____ at _____

died on _____ at _____

Residency Information and Support

The said ancestor, _____
was known to have settled in the boundaries of current Lake County at _____
in the year _____, and spouse, _____ settled in
the year _____ at _____
Support _____

Children of Ancestors if Known

Name	Date and Place of Birth
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____

Remarks or Additional Notes: _____

I, _____ do hereby attest that the statements set forth in this application are true to the best of my knowledge and belief.

Date _____ Signature of Applicant _____

Date _____ Signature of Compiler (if not applicant) _____

