



CERTIFICATE APPLICATION

WHERE DO YOU BEGIN? – BEGIN WITH YOURSELF!

Instructions / requirements

Inside this packet is an:

- Ancestor Chart --- use it as your guide. Hand print your name as person #1, then your father on line #2, then your mother on the line below #3, then your grandparents and great grandparents, and so on. Now fill in the birth, marriage and death dates. All fathers are listed above their child and all mothers are listed below the child. Make additional copies of the ancestor chart as needed.
- Document Worksheet --- use the chart to keep track of your ancestor's proof records by placing an "X" in the box (column B) for each record you are submitting for yourself or your ancestor. Use one sheet for each person you are submitting and put the person's name on it that it is being submitted for. If a record will provide proof for more than one person write their name in the remarks area. One copy of the proof record is all that is needed. Make additional copies as needed
- ICGS Certificate Worksheet --- fill out this worksheet, putting the names of your ancestors who meet the requirements for a certificate in the proper column.

Follow the family line back and document the ancestor(s) who lived in Ionia County. Ancestors living in Ionia County 100 years from the present year through January 1, 1881 are eligible to be placed on a Centennial Certificate; ancestors living in Ionia County December 31, 1880 or before are eligible to be placed on a First Families Certificate.

Always write dates as Day, Month, Year, i.e. 6 March 1881. If you use a genealogy program, you can simply print it from the program.

Note: Every step {for each person in the ancestral line you are documenting} must be proven. Be sure to enclose a copy of the actual document – a written transcript won't do. **On each proof document, please make a pencil mark beside or use a highlighter on the copy to help us locate your ancestor's name.** In your documentation that matches up with the ancestor, fill out a record chart and place it with the documentation for the ancestor.

Submitted applications, including documentation, become the property of Ionia County Genealogical Society. If the submitter wishes to have birth certificate information of living individuals withheld, we will do that and put in its place an Affidavit of Birth.

COMPLETED APPLICATIONS MUST BE RECEIVED BY AUGUST 1ST.

QUESTIONS? Write, call or email:

First Families Chairman
PO Box 516
Lake Odessa, MI 48849-0516
Phone message line (616) 374- 8455
Email – IoniaCoGenSoc@yahoo.com

Mail completed application and proofs to:

First Families of Ionia County Committee
Ionia County Genealogical Society
PO Box 516
Lake Odessa, MI 48849-0516

Help is available from the First Families Committee, from January to November, before or after the regular monthly meeting of the I.C.G.S. or by appointment. We will gladly help you from 10:30 a.m. to 1:00 p.m., the start of the I.C.G.S. meeting, and from the close of the meeting to 5:00 p.m., at the Freight Station museum complex, located behind the caboose at 1117 Emerson Street, Lake Odessa, Michigan.

PLACES TO LOOK FOR RECORDS

- Library: Census records, county atlases, military records, obituaries, genealogies, city or county directories
- Court House: Birth, death, and marriage records, deeds, wills and probate, military records, maps and plats, tax records, etc.
- Internet copies of many records can be obtained online at such sites as: ancestry.com (pay to use), familysearch.org (free), and seekingmichigan.org (free). Many records can be found on line, but the Internet doesn't have everything. Much documentation will require good, old fashioned leg-work.

Rules of Evidence

Primary (considered to be excellent proof) includes:

- Vital statistics (birth, death, and marriage certificates)
- Courthouse or other government records (military, land records, deeds, wills, land warrants, naturalization records, tax lists, guardianship, ward, and trustee, and civil documents)
- Church (birth and baptism, marriage, death, membership, etc.)
- School records (enrollment and school census)
- Bible records (with title page and publication date of the Bible), or other family records created at the time of fact reported (not something written many years afterward)

Secondary evidence (while valuable, must be backed up by additional data) includes:

- Census must include a photocopy of the census sheet including heading and enumeration lines of the family in the margin, or on the back of the copy, please note the year, state, microfilm roll and frame number, city ward, and page. Census records before 1850 are of limited value, as they name only the head of the family. People who are in the same household on the census cannot be assumed to be relatives unless expressly stated so on the census form
- Newspaper clippings and obituaries (Document the name of the newspaper, page number, and date of publication)
- Old family letters (dated and signed)
- County histories are considered good, but require additional evidences. Indexes and books of county records compiled by a genealogical society for library use may be copied and submitted as secondary proof. When copying pages from a book, be sure to also copy the title page, and see that it contains the title, publisher, city of publication, and date of publication (Sometime you have to copy two pages to get all this.)
- Photographs or "true copies" of tombstone inscriptions usually only provide birth and death dates. However some relationships are shown on the tombstone and are considered good proof.
- Funeral home records or remembrance cards.

Circumstantial evidence (not considered proof unless backed up by primary or secondary evidence) includes:

- Family histories with no source documentation. Oral, written, or published family traditions or histories are often wrong and **are not** acceptable as proof. Remember, a statement is not necessarily true just because "Grandma" said so or because it is in print.
- Ancestral trees posted on Ancestry.com are only submitted trees. Unless they include primary or secondary sources. (Other Ancestral Trees are **NOT** primary or secondary sources. It simply means someone copied something from someone else's posted family tree.)



FAMILY TREE CHART

You Name: _____
 Birth Date: _____
 Birth Place: _____
 Marriage Date: _____
 Marriage Place: _____

Spouse Name: _____

Father Name: _____
 Birth Date: _____
 Birth Place: _____
 Marriage Date: _____
 Marriage Place: _____
 Death Date: _____
 Death Place: _____

Mother Name: _____
 Birth Date: _____
 Birth Place: _____
 Death Date: _____
 Death Place: _____

Grandfather Name: _____
 Birth Date: _____
 Birth Place: _____
 Marriage Date: _____
 Marriage Place: _____
 Death Date: _____
 Death Place: _____

Grandmother Name: _____
 Birth Date: _____
 Birth Place: _____
 Death Date: _____
 Death Place: _____

Great-Grandfather Name: _____
 Birth Date/Place: _____
 Death Date/Place: _____

Great-Grandmother Name: _____
 Birth Date/Place: _____
 Death Date/Place: _____

Great-Grandfather Name: _____
 Birth Date/Place: _____
 Death Date/Place: _____

Great-Grandmother Name: _____
 Birth Date/Place: _____
 Death Date/Place: _____

Great-Grandfather Name: _____
 Birth Date/Place: _____
 Death Date/Place: _____

Great-Grandmother Name: _____
 Birth Date/Place: _____
 Death Date/Place: _____

Great-Grandfather Name: _____
 Birth Date/Place: _____
 Death Date/Place: _____

Great-Grandmother Name: _____
 Birth Date/Place: _____
 Death Date/Place: _____

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DOCUMENT WORKSHEET

Applicant: _____

Ancestor: _____ Ancestor number: _____ (from FAMILY TREE CHART)

	A	B	C
1	RECORD	X	List other people this record includes, do not duplicate record
2	Birth Record		
3	Marriage Record		
4	Death Record		
5	1790 census		
6	1800 census		
7	1810 census		
8	1820 census		
9	1830 census		
10	1840 census		
11	1850 census		
12	1860 census		
13	1870 census		
14	1880 census		
15	1890 census		
16	1900 census		
17	1910 census		
18	1920 census		
19	1930 census		
20	1940 census		
21	Anniversary Records		
22	Banns / intentions		
23	Bible Records		
24	Cemetery Records		
25	City Directory Records		
26	Correspondence Records		
27	Diaries & Journal Records		
28	Employment Records		
29	Fraternal Records		
30	Funeral Home Records		
31	Genealogy & Family Records		
32	Immigration Records		
33	Land Records		
34	Local Histories		
35	Map		
36	Military Records		
37	Naturalization Records		
38	Newspaper Clippings		
39	Obituary / Death Notice		
40	Passengers Lists		
41	Pension Records		
42	Probate Records		
43	School Records		
44	Social Security Records		
45	Tax Records		
46	Voters Records		
47			
48			
49			
50			
51			

Use one Document Work Sheet for each ancestor on pedigree chart and attach documents to the work sheet.

ICGS CERTIFICATE WORKSHEET

Applicant: _____

Address: _____

Home/Cell Phone Number(s): _____

Email: _____ **Is this a surprise?** _____

Is this application connected to existing First Families/Centennial Certificates? _____

If so list certificate numbers (if known) _____

REQUIREMENTS

First Families Certificate: Ancestors must have lived in Ionia County before 31 December 1880.

Centennial Certificate: Ancestor must have lived in Ionia County from 1 January 1881 and 100 years from the present year.

Applicant must be a member of the Ionia County Genealogical Society during the year of application.

FEE STRUCTURE

Is applicant a current member of I.C.G.S.?	I.C.G.S. Membership Fee: \$15
First Families Adult Certificate: \$15	Minor Child Certificate (if living with parent): \$10
Centennial Certificate: \$15	Amended Certificate Fee: \$5
Discount Price for dual F.F. and Cent. Certs: \$25	Amount Enclosed: \$_____

Certificate Information

<u>FIRST FAMILIES ANCESTORS</u>	<u>CENTENNIAL ANCESTORS</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Please use back of sheet for additional ancestors