



UELAC Certificate Application Guidelines 2015

Following these Guidelines will assist in having Certificate Applications processed as quickly as possible. These Guidelines will be part of the materials used by the Genealogy Review Committee when reviewing the Genealogists' Handbook and the certificate application process in order to update the UELAC standards for certificate application.

Certificate Application Form

- Please use a copy of the most recent certificate application form. It can be downloaded from the Executive section of the UELAC website, and then emailed to your Branch Members.
- Certificate application forms should be completed on computer so that the application is typewritten.
- Certificate application is to be completed in BLACK INK.
- Be mindful of the margins. Information needs to stay within the margins. Do not change the margins on the certificate application.
- Be mindful of the page lengths. Make sure the page number doesn't get printed on the bottom of the previous page.

Names

- Names are to be formatted as follows: SURNAME, Given names.
- Surnames are always capitalized.
- When using a married woman's name include her maiden name.
RYCKMAN, William Eugene
(MARKLE) RYCKMAN, Elizabeth

Dates

- Dates are to be formatted as follows: day, month, year. e.g. 07 Sep 1784.
- Note the month is shortened to the first three letters only.
- Double check that the dates on Page 2 match the dates on Pages 3-8.

Lineage

- The line of descent needs to be formatted so it is easy to see the lineage.
- Use **Bold** and underline the name of the individual in the ancestral line on Page 2 and Pages 3-8. Indicate the Loyalist ancestor on Page 2 and in the application by typing U.E.L. or U.E. Loyalist.

Place Names and Locations

- Do not use abbreviations for place names. The only exception is USA.
- Abbreviations can be used in the Death Date & Place box due to space restrictions.
- All place names are to be fully spelled. Acceptable format is city/town/village, name of county, province/state, country (if outside of Canada).
e.g. Windsor, Essex, Ontario
Barton Township, Haldimand, Gore District, Upper Canada
Windsor, Essex, Western District, Canada West
- Prior to 04 Jul 1776, the USA was not a country. Each of the 'states' in the Thirteen Colonies were either Provinces or Commonwealths of British North America.
e.g. Province of New York; Commonwealth of Connecticut.
- Wikipedia can be helpful in finding the correct place name for the correct time period.

Unknown Information

- Every space on the application is to be filled in. Nothing is to be left blank.
- If some piece of information is not known on the application it should be indicated as "Not known."
- Unknown dates on Page 2 can be indicated with a question mark.
- If an individual is living, then state that in the death section, and put N/A in the burial section.
- Researching the children's dates of birth will help narrow a time frame for a date of marriage.
- Researching census records and voter's lists will help locate an ancestor's place of residence, and will list an occupation.

Page 9

- Page 9 is used to establish the relationship between each generation and states the evidence used to prove that generation.
- Marriages are NOT recorded on Page 9. The name of the spouse is not to be listed, even if other generations have the same name of the individual.
- The maiden name of a married women is stated in parentheses.
- This is the format to be used.

William Henry is THE SON of Mary Jane (WALKER) SMITH
Mary Jane is THE DAUGHTER of Emma Jemima (EVANS) WALKER
Emma Jemima is THE DAUGHTER of Robert EVANS
Robert is THE SON of William EVANS

Proofs

- Use Primary Source documents whenever possible, especially for the first three generations.
- Secondary Source documents are used only when Primary Source documents for that event are no longer available or were not created in the first place.
- Only a short description of the source is needed on Page 9. E.g. Nova Scotia Birth Certificate; Ontario Marriage Registration, UCLP, Executive Honour List.
- Copies of the original documents are needed, not just transcripts.
- If the Proof is a Primary Source document, then only one proof is needed for that generation.

- All copies of proof documents are to be in black and white only. No colour copies.
- Photocopies are to be CLEAR and LEGIBLE. If the print on the document is too small to read when copying the whole document, then include a second copy with the relevant information blown-up so it can be read.
- Be sure the photocopies are not cutting off the page number, petition number, or other relevant information.
- Be sure to include all pages of a document, especially wills, and land petitions. The signature page needs to be included.
- Land Petitions and Wills need to be transcribed. The persons named need to be underlined as well as any other pertinent information.
- Indexes from websites (Ancestry.ca, FamilySearch, etc.) are NOT proof by themselves.
- A copy of the actual document is required. This might mean ordering the microfilm into a Family History Center or a public library.
- Newspaper articles MUST include the full name of the newspaper, date of the article, page number and (if possible) column number.
- If Family Bible pages are used as evidence, then the Title page of the Bible must be included showing the date of publication. The date of when the Bible was published must precede the first date of birth listed in the Bible in order for the source to be considered reliable.

Labelling of Proofs

- Proofs are to be numbered and labelled on the top or bottom of the page or in the margin as Proof #1, Proof #2, etc.
- If a document is used for more than one generation, then label it for all generations used. e.g. Proof #6, #7a & 8b.
- Additionally, if the proof is more than one page, then each page needs to be numbered 'Page 1 of 5,' etc.
- Labelling should be at the top or bottom of the page, or in the margin; not on the document image itself.
- Be careful when labelling the documents as it is easy to get mixed up and assign the incorrect Proof number.
- The name of the individual and the parent is to be underlined in black ink.

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- The Dominion Genealogist shouldn't be looking to find the information on the document. It should be marked so it is easy to spot.
- The additional use of an asterisk * in the margin is acceptable and helpful.
- No red ink. No highlighters. No white-out.
- No generational numbers are to be labelled on the document.

Source Citations

- Source citations for proofs need to be included. Where did the information come from?
- Include the name of the repository, the microfilm reel #, county, township, date, page number, and name of individual. Name of newspaper, date and page #.
- Using address labels to print the source citation can be helpful for affixing it to the document.
- Often it is easy to copy and paste the source citation or print index page from the website (FamilySearch.org / Ancestry.ca) and include it with the document.
- Source citation for Land Petitions include: repository, microfilm reel # (C - ___), image #, Date, Place, Vol. #, Bundle, Petition, image numbers.
Library and Archives Canada, reel #C-2806, image 00593-00597, 1797, Nassau, Vol. 4a, R3, 183.

Preponderance of Evidence

- When submitting numerous secondary sources, then a Preponderance of Evidence must be written. Submission of just the Secondary Source documents by themselves is not acceptable.
- A Preponderance of Evidence needs to show how the secondary sources support the claim of that person being the child of that parent.
- Be careful when using newspaper articles. Obituaries of the spouse may name the child but do not state the relationship to the other parent. It is only assumed, and assumptions are poor genealogy and can lead to errors.
- Census records by themselves do not prove the relationship between parent and child. Census records can be used as part of a Preponderance of Evidence.

Proof of Loyalty on Page 9

- Use a separate line for stating the ancestor is a Loyalist.
John RYCKMAN is an UNITED EMPIRE LOYALIST.
- When using the Executive Mark of Honour List, be sure to include both pages.
Label the document with the source citation.

Proof of Parent of Loyalist Ancestor (Page 9)

- Generations past the Loyalist ancestor are usually not included unless the parent was a Loyalist as well.