

The Order of the Founders and Patriots of America



APPLICATION PROCESS AND REQUIREMENTS FOR MEMBERSHIP

There are Three (3) Types Listed Below:

1. Long Form Application
2. Short Form Application
3. Supplemental Application

Eligibility requirements for membership in the Order are delineated in Article IV of the Constitution of the Order. Application for membership is made through one of the various Societies of the Order, typically in the state in which you reside or are adjacent to. Applicants must be proposed and seconded by Associates of that Society.

If confident that ancestor lineage eligibility requirements can be met, Applicants must complete the fillable .pdf application form on our website. When completed, submit two signed copies of the application, along with one set of photocopies of all documentation required to support the lineage of the applicant by generation that meet the stated requirements.

Include checks:

- A \$200 check payable to “Treasurer General, OFPA” for the application fee.

Plus:

- A separate check which will be required for either Society annual fees or the General Society life membership fee which will be discussed with you by the appropriate Registrar assigned to you..

The Society Registrar will conduct an initial review of the Application and will advise the applicant if anything further is required. It is the responsibility of the Society to obtain the required signatures of a proposer and seconder from Society Associates, as well as that of the Society’s Secretary and date of election of the applicant. The Society Registrar will then give preliminary approval of the application and assign a Society number to the applicant. The completed Application, along with supporting documentation and the \$200.00 application fee, will be sent to the Registrar General for his final review.

Following his review and approval, the Registrar General will assign a National Order Number. One original Application and all supporting documentation will be retained with the Order's permanent archives. The Registrar General will return the other approved Application to the Society Registrar. The application fee includes the cost of a membership diploma, and the Order will have a diploma inscribed and issued to the new Associate.

1. INSTRUCTIONS FOR COMPLETING THE LONG FORM APPLICATION

This application and all documentation material becomes the property of the Order of the Founders and Patriots of America, and such material will be used in publishing the OFPA Directory of Lineages.

Page 1 of the Application:

- Fill in the name of the Society (e.g., Connecticut, Virginia, etc.).
- Enter your full name—**no initials**.
- Fill in your residence including street address, county, state and nine-digit zip code.
- Fill in the full name of your FOUNDER ANCESTOR with his date of arrival and in what Colony and town he settled.
- Provide your list of References. **Abbreviate documentation references as noted under "Documentation."**
- Provide the full name of your PATRIOT ANCESTOR, his Revolutionary War Service (or other qualifying service proving adherence as a Patriot to the cause of the Colonies) and places where he lived from 1775 to 1783. [Note: As defined in the Order's Constitution, the clause "adhered as patriots to the cause of the Colonies" means attachment by the claimed Patriot to the cause of the Colonies as shown by military or naval service against Great Britain, judicial service, or affirmative public or consistent acts showing adherence and loyalty to the American cause in the American Revolution].
- Provide your list of References. Abbreviate documentation references as noted under "Documentation."

Pages 2 and 3 of Application - Line of Ancestry:

- Fill in applicant's name in full, giving birth, marriage and death date of spouse (if applicable). Give complete name of wife—**no initials**. Give maiden name, including any middle name(s), e.g. *Olivia Jones Black*. If a widow or previously married, indicate by including maiden name in parentheses, e.g., *Olivia Jones (Smith) Black*. Include marriage location—town or city and state.
- List all dates using—<day/month/year>—, e.g. 02 Nov 1900, 12 Apr 2000, etc.
- Continue filling in following qualified ancestors from previous generation in same format, giving full names of each with all known dates — <day/month/year>—in all fields. **If information is unavailable, leave the field space blank.**
- In *References* spaces, **cite documentation with authorized abbreviations as noted below.**

Page 4 of Application - Signature and Date:

- Continue, if necessary, filling in following qualified ancestors from previous generations in same format, giving full names of each with all known dates — <day/month/year>—in all fields. **If information is unavailable, leave the field space blank.**
- In *References* spaces, **cite documentation with authorized abbreviations as noted below.**
- List the living children and adopted children, indicating if a son <son>, or a daughter <dau>; give date of birth and current mailing address for each child—street address, town and state.
- Fill in membership in various societies/organizations (use abbreviations) and offices held in each.
- Give name(s) of College or University attended, years and degree(s) granted. Use standard abbreviations.
- List present occupation (or prior if retired); list military service and highest rank held. Use standard abbreviations.
- Sign and date the two Applications. Forward both, plus all documentation and application fee, to the Society Registrar.

Note: Do not use highlighter pens. Enclose one (1) copy only of each pertinent document. **Do NOT use staples or paper clips.** Printer paper used for OFPA Applications must be archival quality, i.e., 24 lb., acid free, bright white and 8.5" by 11" sized paper. Either ink jet or laser printers are acceptable. Black ink and duplex printing are required.

DOCUMENTATION

1. Proof of the parentage of the applicant's line of descent is required for each ancestor in the line.
2. Documentation must meet currently accepted genealogical standards of proof. This requires that the applicant provide primary documents, e.g., such as vital statistics (official records for birth, marriage, divorce and death). Submit photocopies ONLY. Mark each page at the top indicating the generation it supports. All pertinent information such as person, place, dates and connection to the next generation must be underlined in **RED**.
3. The Founder Ancestor (F) must be a colonist who settled in one of the Thirteen Original Colonies between 13 May 1607 and 13 May 1657. One excellent source for applicants seeking membership eligibility through an emigrant ancestor from Europe is *Founders of Early American Families* by Meredith B. Colket, Jr., published by the General Court of the OFPA, Cleveland OH. This volume of 443 pages offers a wealth of published material which an applicant may wish to consult for source proof. (This book confirms that the person is a founder, but does not prove lineage from the applicant)

A list (not necessarily exclusive) of eligible Founders who have already been verified by the Registrar General is posted on the Order's website and can be accessed on our website. The Founder ancestry **CANNOT** be based upon a family tradition, a family association statement, allegation of fact, or unsupported family histories. Other lineage organizations such as Mayflower, DAR, SAR, SR, Jamestowne, 1812, etc., may be used as a guide in locating authentic references but **may NOT be cited as a source relied upon to support the application.**

4. The Patriot Ancestor (P) must be referenced by his full name. Authorities may include published Revolutionary War records, muster rolls, payrolls, Minutes of Town meetings and Treasurer's account books showing payment for services connected with the Revolutionary War effort, pension records from National and State archives, and similar official records. The DAR Patriot Index is a helpful source indicating how or where supporting documentation may be located but is not in itself proof of service.
5. Other published records. In citing published records, give the author, title and date of publications, the volume and page number and include photocopies of the document, as well as the title page. If using unpublished or limited-edition documents, cite as above and include photocopies of the document. Published histories and genealogies are secondary sources and **NOT** acceptable unless they are based upon a stated primary source for evidence. A published genealogy without thorough research references is **NOT** acceptable. Many local county histories frequently have been found to include inaccuracies but may contain clues for further research to find acceptable documentation. Bible records may be used but **must include a photocopy of the title page and publication date of the Bible**, and all the inscribed pages recording births, deaths and marriages. If privately owned, the name and address of the present owner of the Bible should be given. All pertinent information such as person, place, and date and the connection to the next generation should be under lined in RED
6. Every blank space in the application must be filled in whenever practicable, as the information requested will distinguish each person from others with the same name, and/or same location, from other persons of that same name. This ensures the identity of each is correctly paired with records in which he or she appears. If a name, date, or place is missing or has not yet been found, **leave that space blank. Do NOT use "unknown" or other note.** Later, the information may be located and can be filled in.
7. Unquestioned proof of the male line is essential. That same degree of proof for wives in the earliest generations may be unavailable, but it is important to provide every element of proof available. Instances of a missing detail should be referred to the Society Registrar who may be able to help, or he can request help from the Registrar General.
8. The limited space for citing *References* for each generation requires maximum use of **abbreviations**, e.g., initials for complete names, B/C (birth certificate), M/C (marriage certificate), D/C (death certificate), 1900 PA census, etc.
9. Preferred evidentiary documents are birth certificates **showing names of both parents**, marriage certificates showing names and birthplaces of parents of the spouse, and death certificates showing names and birthplaces of the parents of the deceased. Also acceptable are census records, wills, probate records,

deeds and land records, church records, family bibles, and cemetery markers when accompanied by a clear and readable photograph of the tombstone with a complete inscription. Much of this information is available as public information in federal, state, county and municipal records (courthouses, churches, cemeteries, etc.).

2. INSTRUCTIONS FOR COMPLETING THE SHORT FORM APPLICATION

This application and all documentation material becomes the property of the Order of the Founders and Patriots of America and such material will be used in publishing the OFPA Directory of Lineages.

- a. A short-form application may be used when an applicant is no more than two generations removed from a current or past member – typically a father or grandfather. The form may be used by sons, grandsons, or nephews; if confident that ancestor lineage eligibility requirements can be met, Applicants should download and complete the [short-form application](#). PROVIDED THAT: The OFPA Associate from whom he descends has a National Order number assigned after 3900, that is, approved by the Registrar General in 1975 or later. If the applicant does NOT meet this standard, usually he does NOT qualify to use the Short Form Application, and the Standard Application Form and documentation requirements must be submitted. However, the Registrar General will consider pre-1975 applications on a case-by-case basis, and it is possible that a Short Form could be accepted despite a pre1975 date.
- b. The applicant must submit to the Registrar General a copy of his Associate ancestor's Application Form. If these papers are unavailable from his Associate relative, he may request assistance from the Society Registrar. It may be possible, though not guaranteed, to obtain a copy from OFPA archives stored at The University of Baltimore, Robert L. Bogomolny (formerly Langsdale) Library, 1420 Maryland Ave., Baltimore, MD 21201-5779. The original Associate's Application and documentation will have to be reviewed and updated by the Society Registrar and the Registrar General following the same approval process as other new applicants.
- c. The Short Form Application is to be filled out ONLY so far as the common, joint ancestor. Give the full name, National Order number, and Society number of the Associate ancestor. Be sure to complete the joint ancestor's lineage information for birth and death— dates and locations; marriage information, and the wife's birth and death—dates and locations. As part of the enclosures, include a photocopy of the Associate ancestor's Application and any other required proofs in the same manner as prescribed under "Documentation" above.
- d. Submit two SIGNED Short Form Applications, all supporting documentation (be sure to include applicant's B/C and M/C, and children's information), and the \$200.00 application fee (payable to: "Treasurer General, OFPA") to the Society Registrar. The Society Registrar will examine and approve the Application and, when necessary, request additional information from the applicant.
- e. Once the Society Registrar completes his review and approves the Short Form Application, signatures of a Society proposer and seconder are obtained along with that of the Society Secretary and the Society election date. The Society Registrar then assigns a Society number and forwards the Application, documentation, and \$200.00 application fee, to the Registrar General. The Registrar General, when satisfied that the application and documentation are correct, gives his final approval and assigns a National Order number. The Registrar General sends one copy to the Order's archives and returns one of the Application copies to the Society Registrar. The application fee includes the cost of a membership diploma, and the Order will have a diploma inscribed and issued to the new Associate.

3. Procedure and Process for OFPA Supplemental Applications

- a. Current members with an approved National Number would submit a supplement full application to the State Registrar where they are a member or in the case of a Life Member at Large to the Registrar General for review and approval.
- b. The Application Requirements for a supplement would be the same as an initial application. However, if the lineage follows any of the generation of the original application the applicant may refer to them by generation and member number.
Example: Gen 1 John Hancock
Reference: Nat # xxxx
- c. The appropriate registrar will review the documents, collect the state fee applicable and the National application fee for supplementals that is \$150.
- d. Once approved the State Registrar will forward the Supplemental Application, Proofs and National fees to the Registrar General for review and approval.
- e. Once approved the Registrar General will issue a supplemental # attached to the original assigned number (#xxxx S1, #xxxx S2, etc) and notify the State Registrar and Member.
- f. If the application is denied, the Registrar will notify the State Registrar.