

## APPLICATION CHECKLIST FOR SUBMITTING A FFP APPLICATION

### THIS MUST BE COMPLETED AND SUBMITTED WITH FFP APPLICATION

In completing this application for First Families of Pennsylvania, I \_\_\_\_\_ have

- Read the FFP Research Guide (RG) and FAQs for documenting my lineage and followed those guidelines to identify acceptable sources.
- Not used county or church histories, printed family histories, pedigree charts, family tree charts, family group sheets, lineage books or other sources that do not include copies of standard, acceptable documents for my lineage.
- Written all dates in this style: 4 Jul 1776. If an exact date is not known, I used one of the following formats: Between 1776-1782; Bef. 1776; Aft. 1776; Abt. 1776.
- Used full names when they are provided in the submitted documents.
- Referred to all females by their maiden name if known. Otherwise, first name is used.
- Grouped all documents by generation, fastened each generation with a paperclip (NO staples), and included the generation(s) number on each document. My name and address are on the reverse of every piece of paper submitted.
- Not used glued or adhesive labels on any pages, nor have I glued or taped anything to any page of the application or supporting documents.
- Written a complete source citation on the front of each page of each document.
- Included a title page and/or publication page for all published works.
- Included copies of original documents/photos with all transcriptions and translations.
- Identified the documents that show the links between generations and marked the reverse of each of these documents. Example: "Generations 1-2 link."
- Checked that every copy of each document is legible, and **clearly proves what I am saying that it proves.**
- Underlined the pertinent portions of the documents in red or placed arrows in the margins to draw attention to them. I have not used highlighters.
- Completed and enclosed the direct ancestor chart and this checklist with my application.
- Kept originals or copies of all forms and documents so that I can refer to them if the reviewer has questions or requires more information.

Revised June 2024