Pennsylvania Ancestors Lineage Society (PALS)

GENEALOGICAL SOCIETY OF PENNSYLVANIA

CHECKLIST FOR PREPARING AND SUBMITTING AN APPLICATION

THIS MUST BE COMPLETED AND SUBMITTED WITH THE PALS APPLICATION

Use this checklist as 1) a guide to help you prepare your application and 2) a final review to be sure you have complied with the application standards.

In completing this application for Pennsylvania Ancestors Lineage Society, I have

- ☐ Read the PALS Research Guide (RG) and FAQs for documenting my lineage and followed those guidelines to identify acceptable sources.
- ☐ Used reliable evidence from primary sources such as government issued vital records (birth, death, marriage), appropriate census records, newspapers contemporary[1] with the event, court records, deeds, probate files, cemetery records, church records, contemporary[1] Bible records, etc. Note: Vital Records are REQUIRED for the first three (most recent) generations. Exceptions are made by the PALS Committee on a case-by-case basis.
- ☐ Not used county or church histories, printed family histories, pedigree charts, family tree charts, family group sheets, lineage books or other sources unless they are supported by reliable, contemporary, acceptable sources (ex. copies of documents, footnotes or endnotes, bibliography, etc.) or the author had personal knowledge of the events or received the information from living people who had personal knowledge of the events. Best practice is to locate any identified primary sources.
- ☐ Documented complete information (birth, death, marriage) as appropriate for at least the first three (most recent) generations. After that I have documented at least a birth date and place or a death date and place for each identified[2] person in each generation. Estimates based on primary sources are acceptable (Ex. a death date estimated from the probate of a will).
- ☐ Supported all dates, places, and events with acceptable, reliable, contemporary[1] evidence.
- ☐ 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 complete names as they appear in the submitted documents without any additions.
- ☐ Referred to all females by their maiden name if known. Otherwise, first name is used if documented.
- ☐ 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**. If retrieved from an online source, that source is clearly noted. If there is no space on the front, the information can be written on the reverse of the pages.
- ☐ Included a title page and/or publication page for all published works.
- ☐ Included copies of original documents/photos with all transcriptions and translations.
- ☐ Proven each link between generations with reliable, acceptable evidence.
- ☐ Contacted the PALS office if I am relying on documentation from a previously submitted application for further information on how to reference those documents.

☐ Identified the documents that show the links between generations and marked the front 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.

☐ Not added information that is not included in the documents that I am submitting.

☐ OPTIONAL: Completed and enclosed the Direct Ancestor Chart and this checklist with my application. I have reviewed the Direct Ancestor Chart to be sure that the sources comply with these guidelines.

☐ 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.

☐ Enclosed a $75.00 check made out to the Genealogical Society of Pennsylvania

☐ Verified that I am a current member of the Genealogical Society of Pennsylvania

I verify that the statements made on this Checklist and my PALS Application are true and correct to the best of my knowledge, information and belief. I understand that false statements are subject to the penalties of 18 Pa. C.S. § 4904 relating to unsworn falsification to authorities.

I affirm that all documents submitted in support of my application are true and accurate representations of the original records and that I have not altered, edited, manipulated, enhanced, or otherwise modified any original document or image beyond standard reproduction or legibility adjustments that do not affect content.

I further affirm that no document submitted as an original record was created, generated, reconstructed, or simulated using artificial intelligence or any other technology intended to produce the appearance of an original historical document. Any transcriptions, summaries, or explanatory materials provided are clearly identified as such and are not presented as original records and their creator(s) are clearly identified.

I understand that the submission of altered, fabricated, or misrepresented documents may result in the denial or revocation of membership.

Should problems arise in verifying the lineage in my application, I understand that my application fee is nonrefundable and that I may need to change my qualifying ancestor to a more recent qualified individual in my submitted lineage if my originally designated ancestor cannot be verified.

Dated: _____ **_____ Signature of Applicant**

This document may be executed/signed electronically and is intended to have the same legal effect as a handwritten signature.

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[1]Contemporary means that the event was recorded/published at or near the time that the event happened. A marriage record on August 24, 1875 for a marriage on August 15, 1875 is contemporary. A newspaper article in 2024 stating events that happened in 1815 is not contemporary.

[2]In earlier generations it may not be possible to determine the name of the mother. This is acceptable when the lineage does not pass through the maternal line.

Revised July, 2026.