

First Families of Old Monmouth County, NJ

Sponsored by the Monmouth County Genealogy Society, Inc.

Instructions for the Preparation of the Application Form

General:

- All information should be typed or printed neatly in black ink;
- All surnames should be in capital letters and all names should be written in full;
- All dates should be entered by day, month, year (ex: 21 Feb 1719);
- Do not send any original documents, only photocopies. No applications will be returned;
- Please keep a copy of your application and of all the proofs for your files;
- Kindly send us a stamped, self-addressed envelope to facilitate our communications with you.

Lineage:

Page 1, section 1

- Full name of applicant: first, middle, maiden (if appropriate), surname;
- Full name of spouse (if appropriate).

Page 1, section 2

- Your Monmouth County ancestor:
- *Name:* Give full name;
- *Born at:* Place, County, State or Country of origin;
- *Date:* day, month, year (ex: 21 Feb 1719);
- *Resident of:* town or township of Monmouth County, NJ in year 1725 and before. As much as possible, state the exact length of residence in the county;
- *Died at:* place, county, state or other country;
- *Date:* day, month, year (ex: 21 Feb 1719);
- Briefly report the proof that your ancestor was a resident by 1725 of the area then encompassed by the counties of Monmouth and Ocean. More details should be given in the lineage section.

Page 1, section 3

- Send application and photocopies of proofs with a check for \$40 at the address found in application. Should you wish to join MCGS at this time (the annual membership fee is \$20), we can send you a membership application or you can use the form on our website. In that case, you would send us a check for \$30 which is the rate for members of the society, and another check for \$20 to join MCGS.

Page 1, section 4

- Only for use of the registrar.

Page 1, section 5

- We respect your right to privacy and will keep your application confidential if you so request. However, we would welcome your willingness to share information, or possibly to have your lineage included in our Society's publications.

Over....

First Families of Old Monmouth County
Instructions for application (continued)

Page 2, Generation 1

- Full name of applicant: *first, middle, maiden if appropriate, last name;*
- Born at: *city/town/twp/county/state or foreign country*
- On: *day, month, year in that order (ex: 21 feb 1719)*
- Married at: *place of marriage;*
- On: *day, month, year*
- To: *full name of spouse;*
- Born at: *city/town/twp/county/state or foreign country;*
- On: *same as above;*
- Died at: *city/town/twp/county/state or foreign country*
- On: *same as above*

Page 2, Generation 2

- Parents of applicant
- Full details as above

Page 3, Generation 3

- *The said lineal descendant* should be the parent who is a direct descendant of your Monmouth County ancestor.
- *Is a child of:* proceed with the details on her/his parents (your grandparents, maternal or paternal).

Page 3, Generation 4

- Proceed as above always being careful to follow with the individual, husband or wife, who is a direct descendent of the Monmouth County ancestor

Following Generations

- Proceed as above until you reach the generation of your ancestor

About proofs and references:

- Proofs submitted must clearly connect one generation to the next. Write your name on the back of each proof and the generation the proof applies to. Best proofs are birth, marriage and death certificates. Also acceptable are wills, probate records, Bible records, church records, and court records.
- For some generations, when you cannot obtain all the information, include as many references as you can such as deeds, diaries, pictures of tombstone inscriptions, letters, obituaries, etc. and highlight the section that refers to your ancestor.
- When citing published sources, include copies of the title page and the pages that are pertinent to your application. For microfilms and fiches, include number and line.
- Always note the sources of information whether a library, archives, or other genealogical repository and give its location.