

Copy certification means that a third party has viewed the original and the transcription and finds them to be identical.

4. When a photocopy is not possible, applicants may substitute a typed, hand-printed, or written transcription of documents. Transcriptions must be certified as *True Copies*.
5. Only one photocopy of any document is necessary even though that document may be used as proof for more than one event, more than one generation, or more than one applicant. If you are submitting applications for multiple family members, SCOGS only needs one photocopy of documentation for common ancestors. Multiple photocopies of the same document will be discarded due to storage limitations.
6. If you are submitting a supplemental application, do not duplicate the documents that were included with your original application. Including a photocopy of pertinent pages of that application is helpful.
7. Fill out the application blanks using the proof documents that will accompany the application. Do not write any information on the application for which you do not have appropriate evidence. If you do not have proof, leave that specific application space blank. It is not necessary to fill every space.
8. Because all applications will be stored in legal size archival file folders and will be microfilmed or digitized for use by future researchers, please follow these directions for preparing proof documents:
 - Do not use highlighter, staples, tape of any kind, white-out products, gummed labels, sheet protectors, or binders.
 - To indicate specific evidence in difficult-to-read document photocopies, use a red pen or pencil to mark an arrow in the margin of the document or use a blue, non-photocopying pencil to underline. These pencils are available at hobby and art supply stores.
 - Print, type or computer print your full name on the back of each piece of evidence. Do not use gummed address labels.
9. Organize your proof documents by generation before beginning to number them. Number each piece of evidence in the upper right-hand corner according to its corresponding number on the Documentation Record Sheet. You may substitute a numbered list of proof documents produced on a computer or typewriter instead of using the Documentation Record Sheet provided.
10. All females must be identified by their maiden names in order to be approved. Exceptions are made only in the case of African Americans and Native Americans, and only when such ethnicity and lack of surname is proved.
11. Married applicants must include a photocopy of their marriage record and their spouse's birth (and death, if applicable) record(s). Each legal name change must be documented when necessary.
12. Information for additional ancestral lines may be included on additional applications or on the extra un-numbered generation application sections provided at the end of each application. The application may be photocopied.
13. If an ancestor has been previously proved by another individual, the applicant may submit proof only to the nearest common ancestor. A citation to the name and number of the appropriate lineage society member must be included. Including a photocopy of pertinent pages of that application is helpful.
14. Only one lineage society pin will be issued to each approved member. Supplemental ancestors will be added to the original certificate if the member returns the certificate to OGS. New certificates or replacement pins may be purchased for a \$5 fee each.
15. Please submit a pedigree chart showing all lines submitted in this application/
16. The OGS lineage society chairs recommend that you keep photocopies of your application and all accompanying documents.
17. Deadline for applications is 31 August of each year.
18. The final application approval decision rests with each society's committee chair(s). Please remember that all SCOGS lineage society chairs and committee members volunteer their time to SCOGS.