



Paul Carrington Chapter SAR

1415 South Voss Ste 110-425

Houston, TX 77057-1086



SAR Application Process

Congratulations on your interest in joining the Sons of the American Revolution. The purpose of the Society is to serve as a patriotic, historical, and educational organization for male descendants of Revolutionary War patriots, promoting patriotism, preserving history, inspiring future generations with American principles through community service and educational programs, and honoring our ancestors.

Membership Eligibility

Membership is open to:

- Men of good repute.
- Aged 18 or older.
- Who can prove lineal descent from a Patriot who supported American Independence (military service, signed Declaration, provided aid, etc.) by documenting their family history.

Applicant Related to SAR Member

For applicants with a close relative (parent, sibling, or first cousin) who is (or was) a SAR, DAR, or C.A.R. member, the applicant could use a Record Copy of that relative's membership application to simplify their application process. It must be understood that genealogical standards are constantly evolving; therefore, earlier membership applications may not meet today's standards.

SAR accepts facts on record copies of SAR applications approved after 1 January 2012. These applications shall be accepted as evidence of corresponding service, lineage, and related facts on SAR applications. Refer to the [SAR Application Preparation Manual](#) for more detailed information.

Generally speaking, Record Copies of DAR applications approved in 1985 or later are acceptable. Refer to the [SAR Application Preparation Manual](#) for more detailed information.

The applicant should provide the Chapter Genealogist with the full name of the relative who was a S.A.R./D.A.R./C.A.R. member and their relationship to the applicant. Once the Chapter Genealogist has reviewed the Record Copy, he will inform the applicant how to proceed.

Applicant Responsibilities

Our Chapter is here to assist you in your application process. Applicants are responsible for:

1. Researching their own lineage.
2. Determining they are a lineal descendant of a Patriot, who rendered acceptable service during the established time period.
3. Drafting the SAR membership application.
4. Obtaining and organizing the required documentation that supports the dates/places listed on the SAR application.
5. Uploading the documents to the Google Drive created by the Chapter Genealogist.
6. Ensuring each generational link is supported by acceptable evidence.
7. Responding promptly to the Chapter Genealogist's feedback

Chapter's Responsibilities

As a volunteer organization, the Chapter Genealogist can not conduct genealogical research on behalf of applicants. Applicants are responsible for researching their own lineage and gathering the documentation needed to prove each generation. The Chapter Genealogist's role is to review, advise, and ensure compliance with SAR standards—**not to build family trees**. He will:

- Review submitted membership applications and their supporting documents.
- Identify gaps or issues in documentation.
- Recommend acceptable sources to secure acceptable documentation.
- Advise applicants on SAR genealogical standards and policies.

To summarize, the Chapter Genealogist **will not**:

- Conduct genealogical research for applicants
- Build or correct online family trees
- Locate missing records
- Draft SAR membership applications

For applicants who have not yet collected the documentation required to support their SAR membership application, the Chapter Genealogist may recommend another Chapter member to assist them with their research. This recommendation depends on the availability of Chapter members who have volunteered to assist applicants. As with the Chapter Genealogist, these members will not conduct genealogical research for an applicant, but will serve as advisors to applicants on how to conduct their own research.

Application Timeline

Completing your membership application can be daunting, but with today's internet resources, it can be very easy. However, the process will take several months before an application is approved. The single most significant factor affecting approval time is the completeness and accuracy of the applicant's initial submission. Incomplete and inaccurate applications can add additional months to the process.

A few of the most common reasons the application process is lengthened are:

- The applicant has not completed his genealogical research and collected the required documentation.
- The lineage is based on family tradition or on secondary sources that lack citations.
- The applicant has not included a copy of his birth certificate.
- Submitted documentation is unreadable.
- Submitted documentation is in another language without an English-language translation.
- If a bloodline runs through the maternal line, there is insufficient documentation to connect the woman to her parents.
- Unclear name changes or multiple spouses.
- Secondary sources without title pages.
- There are discrepancies between information on the application and the supporting documentation.
- The date and place format on the application does not conform to SAR requirements.

SAR Membership Application

Once you have completed your research, you will need to draft your SAR membership application. You have three options for completing the SAR membership application form:

- 1) **NSSAR Online Application – Preferred Method**
 - a) Refer to the [SAR Online Application Guide](#) for assistance with using this method.
 - b) [Register/Sign In](#) to Create your User Account on the [NSSAR website](#). An email and a strong password are required to complete your profile. Please do not save/remember this password on public access computers.
 - c) Once logged in, use the [My Applications Link](#) from the left menu and Start a New Application. Be sure to select the Texas Society and the Paul Carrington Chapter.

2) **Adobe PDF Application**

- a) Download the [PDF SAR Application](#) form, save it to your computer in a designated document folder with the following filename: “Last Name_First Name – SAR Application.” Enter your information. If needed, download the free [Adobe Reader](#) to edit your application.

3) **Microsoft Word Application**

- a) Download the [Word SAR Application](#) template file, save it to your computer in a designated document folder with the following filename: “Last Name_First Name – SAR Application.” Enter your information.

First Steps towards Membership

Below are the steps you need to take to complete your membership application:

1. **Determine Eligibility** - Begin by confirming that you meet the SAR membership requirements and that you are a lineal (direct) descendant of a Revolutionary War Patriot. To see which types of patriotic service the SAR accepts, click [here](#).
2. **Patriot Search** – The SAR and DAR have created an online database of previously approved Patriot Ancestors. These can be found online at: [SAR](#) or [DAR](#). Search to see if someone has already been accepted as a member in either organization through their descent from your Patriot Ancestor. If so, then the Chapter Genealogist will inform you if you need to purchase a Record Copy to make your application easier to complete. Please be aware that previously approved SAR or DAR applications may simplify documentation, but applicants are still responsible for understanding and correctly documenting their own lineage.
3. **Online Tree** - If you haven't yet done so, create an account on either [Ancestry.com](#) (a paid service) or [FamilySearch](#) (a free service). Start building your tree, beginning with yourself and working your way to your Patriot Ancestor.
4. **Cloud Storage** – The Chapter Genealogist will create a folder in the Chapter’s Google Drive for each applicant, named after the applicant (e.g., “Smith John”). Within their folder, there will be subfolders named “Generation 01,” “Generation 02,” etc., for each generation in the applicant’s application. Applicants are to upload their primary and secondary documents (as PDF files) that support the information on the application for each generation. The Chapter Genealogist will grant applicants the necessary rights to upload these documents.

5. **Filenaming Convention** - Scan each document as a single PDF. Name each document file as follows: “Last Name_First Name – Document Type – Year.” For example, “Smith John – Birth Certificate – 1955.” For marriage records, use the following convention: “Last Name_First Name (Groom) X First Name_Last Name (Bride) – Document Type – Year. For example, “Smith Jim X Carpenter Margaret – Marriage Certificate – 1932.” For secondary documents, do the same as above; however, include an image of the book title page. You may also wish to include in the PDF a note of where the source was found.
6. **Document Notation** – On each document that is used to support a fact in the application, the generation number(s) for which the document will be used to support a fact in the application are to be marked using a red fine-tip pen or word processor at the top of the document.
7. **Underlining Source Documents** - Underline relevant passages (with a fine-tip red pen aided by a ruler or computer equivalent) in the document that supports the proof. If the document provides proof for more than one generation, write the generation number to which the passage applies in the margin beside the underlined passage(s). Place all generation numbers to which the document applies using a red fine-tip pen or word processor at the top of the document. Applicants may place red vertical lines in the margins to highlight pertinent text. Do not underline tombstone inscriptions or information in DAR or SAR Record Copies.
8. **Applicant Review** – Before submitting your application to the Chapter Genealogist, confirm that:
 - a. Your documents support the names, dates, and places listed for each generation.
 - b. The naming, date, and location formats on the application meet the SAR standards.
 - c. Parent–child relationships are explicitly proven in the supporting documents.
 - d. File names follow the required convention.
 - e. Documents are legible and complete.
 - f. The generation number to which a document pertains is noted at the top of the document’s first page.
 - g. English translations of any non-English-language document are provided with the original document.
9. **Sharing** - Once you have completed your online tree and uploaded your documents, share the tree and drive with the Chapter Genealogist so he can review them to determine whether they support the information in your application.

10. **Submission** – Once you have determined that your application and supporting documents are complete, you may submit them to the Chapter Genealogist. Be aware that the Chapter Genealogist **will not accept applications** that do not provide supporting documentation for **every generation** listed on the applications, from the applicant to the Patriot Ancestor. Submitting applications with partial or insufficient documentation will delay the review process.
11. **Chapter Review** – The Chapter Genealogist will review your application and its supporting documentation. Applications that are incomplete, unsupported, or poorly documented will be returned for correction before further review.
12. **Completion** - Once the Chapter Genealogist has approved your application, you will need to schedule a time to meet so that you can sign the application, provide paper copies of the supporting documents (each identified according to the SAR annual), and a check to cover the application fees and dues. Coming to a Chapter meeting is an excellent time to sign your application.

Documents Needed

As mentioned, you will need to provide documents (primary or secondary) to support the information you list for each generation on your application. There are two types of documents, primary and secondary.

Primary sources include vital records (birth/baptismal certificates, marriage licenses/certificates, death records/certificates), census records, diaries, and bible records. These are firsthand and contemporaneous original records of the event. Primary documents are preferred, as they are generally automatically accepted as evidence of that fact.

Secondary sources are those created after the event by someone other than the author (e.g., history books, published family trees). Generally, vital records for yourself, your parents, and your grandparents are easier to obtain. The closer you get to your Patriot Ancestor, the less access to vital records is available for these generations. Secondary documents may require additional secondary documents to support a single fact. They are also the ones that are scrutinized by each Genealogist who reviews applications with such documents.

To get started, collect the following documents:

1. Your birth certificate.
2. Your parents' birth certificates.
3. Your parents' marriage license/record.
4. Your parents' death certificates (if applicable).
5. Your grandparents' birth certificates (only the grandparents listed in your application).

6. Your grandparents' marriage license/record (only the grandparents listed in your application).
7. Your grandparents' death certificates (if applicable).

The above are generally easy to obtain for most applicants, especially if the individual(s) are still living.

Because of the proliferation of genealogical online services, many sources for documenting the information in your application will already be available online. In many cases, you simply need to download them and cite them on your application. However, there are exceptions, and the Chapter Genealogist will inform you of any inadmissible sources.

Application Process Overview

The application process occurs in three stages.

1. **Chapter Review** – You are at the Chapter Review stage. Submit your completed application, with supporting documents, to the Chapter Genealogist. The Genealogist will review the application and submitted documents to ensure that they meet SAR standards. If he identifies any issues, he will inform you of what you need to do to correct any errors.
2. **State Society Review** – Once the Chapter Genealogist is satisfied with the application and documents, he will arrange a time and place to meet with you to sign the application and get your application check. The signed application, documents, and check are then mailed to the State Society genealogist for review. Depending upon the number of applications, this could take 4-6 weeks.
3. **National Review & Approval** – Once the State Society Genealogist is satisfied with your application and supporting documents, he will sign the application and submit it to the National Society for their review and approval. Depending on the current number of applications, approval can take 3-6 months. You can register with the [SAR Patriot Research System](#) as a user and check the [Application Status](#) once National has received your application.

Mentoring Applicants

Occasionally, the Chapter Genealogist will ask another member of the Chapter to assist an applicant with their research and the proofing of their application. This mentor will:

- Review the applicant’s submitted membership application and his supporting documents.
- Identify gaps or issues in the documentation.
- Recommend acceptable sources to secure acceptable documentation.
- Advise applicants on SAR genealogical standards and policies.

To summarize, the mentor **will not**:

- Conduct genealogical research for an applicant.
- Build or correct online family trees.
- Locate missing records.
- Draft SAR membership application.

They will be able to spend more time with an applicant than the Chapter Genealogist.

Completing the Application

Refer to the National [SAR Genealogy Policies & Materials](#) as needed when completing the applications. You may wish to refer to the [Application Preparation Manual](#) as needed.

Application Fees and Dues

Application fees and dues for the first year are \$274.* A check in this amount is required when the Chapter forwards your application to the Texas Society. The amount is broken down as follows:

Fee/Dues	Amount
NSSAR Application Fee	\$150.00
NSSAR Annual Dues	\$ 50.00
Texas Society Application Fee	\$ 32.00
Texas Society Annual Dues	\$ 15.50
Chapter Application Fee	\$ 6.50
Chapter Annual Dues	\$20.00
TOTAL	\$274.00

There is a Family Plan, which reduces the NSSAR application fee to \$75 for any other new member application. Such applications must be submitted simultaneously to qualify for the discount. Annual dues are \$85.50, with the option to purchase a lifetime membership.

Once your application has been approved, you may wish to consider purchasing a Life Membership rather than paying annual dues. More information on this is available on the Texas Society's [website](#).

**Dues and fees as of December 31, 2025. Please confirm the current fee schedule with the Chapter Registrar.*