

# Instructions for Completion of FSSV Application

The First Settlers of the Shenandoah Valley (FSSV) application may be completed on computer using Microsoft WORD, or by typewriter, or may be neatly handwritten. (If handwriting is not legible, application will be returned.)

**Please retain the document on your computer until you are notified that your application has been approved.**

**WHAT TO SEND:** Please DO NOT attach documents to the application. **Staple your application together**, put proof documents in order by Generation, add an ancestor bio if available, and your payment, then send to address below.

The qualifying **FIRST SETTLER ancestor on the application is a person who** resided in an area **before 31 December 1799** that is located in present-day Shenandoah Valley. A list of qualifying settlements is found on the website, under SETTLERS heading: <http://firstsettlersshenandoahvalley.com> and at the end of this instruction sheet.

**GENEALOGY:** With the possible exception of Generation 1, place the name of the male ancestor (Father) on the top line. [Note: Genealogy is about bloodlines, thus a marriage record is not required if not available. The use of *Father* and *Mother* is in place of *Husband* and *Wife* for this same reason. Genealogy is about blood; not social status. JS] Please provide full names wherever possible. Do not use initials unless necessary. Women should be listed with their maiden name, if known. Dates should be given as 04 Oct 1734. If information is unknown for a specific blank, please leave the blank empty. **Do not use designations such as "N/A" or "-0-" or "living."**

Please submit documentation for each name, date and place. And do not fill in a blank without documentation unless you put the information in parentheses. The first and most important data in a genealogy is the LINK between one generation and another. Do fill in the generation as complete as possible, but it is known that some lines may remain blank.

**EXAMPLE:** Complete the genealogical portion of the application so that it resembles the following, and please use proper citations for proofs.

**7.** *Father* Philip Adam Shearman, Sr  
 b. 1726 at Neiderhochstadt, Pfalz, Bayern, GERMANY  
 d. May-Oct 1797 wp at Strasburg, Shenandoah Co, VA  
 m. c 1750 at (Tulpehocken), Berks Co, PA  
*Mother* Maria Catharina  
 b. c1730 at GERMANY  
 d. p May 1797 (husb's d) at Strasburg, Shenandoah Co, VA

Proofs: Ibid. Bergert, 18<sup>th</sup> Century, p. 313. *Berks Co, PA Marriage Records Book 1*, p. 12. Adam Shearman will, Shenandoah Co. VA Courthouse, Woodstock, VA, Will Book 1, p. 212. Deed, Rockingham Co, VA Courthouse, Harrisonburg, VA, Deed Book 2, p. 310. Shenandoah Co, VA Personal Property Tax, 1787, p. 144.

**ABBREVIATIONS:** c- Circa or About      p- Post or After      wp- will probated

**PROOF:** In the event you are proving a connection to an ancestor whom you have not used for membership in another society, **you must submit proof for each name, date and place on this application sufficient to prove the bloodline.** Acceptable documentation includes: birth, death and

marriage certificates or records, federal and state censuses, Social Security death index transcriptions, tombstone transcriptions, photographs of tombstones (with the name and location of cemetery), Bible records (must include copy of title page and copyright page), church records, obituaries and similar documentation. A copy of the title page from all published sources must be provided. Family histories that do not cite to original source materials are not acceptable. First Person memoirs and diary entries are acceptable. GedComs, regardless of their source, are not acceptable.

**NUMBERING PROOFS:** Please number your proofs according to the generation(s) they support, and **highlight or underscore in red the pertinent information on each page**, e.g., a copy of your birth certificate showing parents would be marked in top right-hand corner: **[Gen] 1 & 2.**

**USING OTHER SOCIETY APPLICATIONS FOR PROOF:** When using as proof a copy of another society application (*such as Colonial Wars, Daughters of the American Revolution, Jamestowne Society, Colonial Dames, etc.*) for documentation, **please record all data and documentary proofs shown on that society's application onto the First Settlers application.** It is not necessary, then, to include copies of the actual proofs with this application when referencing to another society application. In the Proof section of your Generation 2, for instance, one might write: *DAR Appl of Janie Sherman #748808 on Ancestor Adam Shearman, Gen 2.* [Be sure to highlight or underscore pertinent information on the DAR application copy as you would do for any other proof.] A copy of the referenced application, bearing the signature of the approving Registrar, the date of approval, and the applicant's membership number, must be supplied.

**SETTLEMENT & DATE:** When using a copy of an application to another society to support your lineage, the applicant **MUST** still supply documentation supporting the qualifying ancestor's presence in the Shenandoah Valley and the earliest proven date where proof is provided. This date and location proof evidence must accompany the completed application.

If you have questions, please contact the Governor General by e-mail at [societydame@verizon.net](mailto:societydame@verizon.net)

**WHERE TO SEND:** Upon completion, **send this application and documentation to the Registrar General with your check, payable to "J.Sherman/FSSV," in the amount appropriate for certificates requested.** (*i.e., First Settler, Spouse, Child/Grandchild Certificate, Supplementals*). On Memo line please write: "First Settlers of the Shenandoah Valley Application"

**SUPPLEMENTAL APPLICATION(S):** For supplemental applications, you may use the same application form as used for your initial application. Please write at the top of the application: "SUPPLEMENTAL." The Supplemental application must be completed in full and may reference the previous application sent, but must send proof as described above for new information. **Fees are \$30 each.**

**CHILDREN AND GRANDCHILDREN APPLICATIONS:** An applicant may submit applications for his/her children and/or grandchildren under the age of 19 years of age for a reduced fee as long as the applicant uses the same First Settler Ancestor that has been approved. The fee is \$18 for each child or grandchild. These are offered as it is felt that sharing your heritage with your children at a young age is important .

**FEE SCHEDULE:**

Initial Application	\$50
Supplemental Application	\$30
Spouse Certificate	\$20
(on approved application)	
Child/Grandchild Certificates	\$18 ea

### **Guidelines to Settlements:**

Along with the list of Virginia counties, the three counties in today's West Virginia, formerly of old Virginia, are included as they were the gateway counties to the Shenandoah Valley.

Settlements established in present-day Virginia by 1799: *(Chronologically)*

#### In Virginia:

<u>COUNTY</u>	<u>DATE CREATED:</u>
Orange	1 Feb 1734
Augusta	1 Aug 1738
Botetourt	7 Nov 1769
Shenandoah	24 Mar 1772
<i>(also later Page)</i>	
Fincastle	1772-1777
<i>(also later Roanoke)</i>	
Rockbridge	20 Oct 1777
Rockingham	20 Oct 1777
Bath	14 Dec 1790

#### Formerly VA now West Virginia:

<u>COUNTY</u>	<u>DATE CREATED:</u>
Berkeley	10 Feb 1772
<i>(also later Jefferson)</i>	
<i>(also later Morgan)</i>	
Pendleton	4 Dec 1787

Includes the area of present day cities in the Shenandoah Valley: *(From North to South)*

Charles Town WV  
Winchester VA  
Harrisonburg VA  
Waynesboro VA  
Staunton VA  
Lexington VA  
Buena Vista VA  
Clifton Forge VA  
Covington VA  
Roanoke VA  
Salem VA

We look forward to approving your *FIRST SETTLERS OF THE SHENANDOAH VALLEY* Application.

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