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Huguenot Society of South Carolina  
138 Logan Street Charleston, South Carolina 29401-1941  
Telephone: (843) 723-3235 e-mail: [archivist@huguenotsociety.org](mailto:archivist@huguenotsociety.org)

## Notes on Preparing Applications for the Society- 2008

Read the following information carefully and follow the directions. Incomplete or incorrectly submitted applications will be returned to the applicant for corrections. If you have questions or need help completing your application form, please contact the Society.

Applicants for membership in the Society may want to begin the application process by returning a completed copy of the lineage sheet (part of this packet and on-line) to the Society. This will be compared to the documented lineages in the files of the Society. The staff of the Society will then notify the applicant what documentation still needs to be provided for that particular lineage.

1. Applicants for membership in the Huguenot Society of South Carolina (the Society) must complete a Long or Short Application Form. Long Form applications can be downloaded from our website. Short Form applications must be requested from the Society and can only be used when an applicant is within three generations of a fully documented line. Since all the member files of the Society are not documented, having a relative who is already a member of the Society does not guarantee use of a Short Form. Members of the Society may complete a Supplemental Application Form to add additional ancestors to their files. All Supplemental lines must be documented. All application forms for the Society give the entire lineage from the applicant back to the ancestor. All documentation used to prove the lineage must be listed and copies of documentation not on file at the Society must be included with the application.

2. On the first page of the application the line *Proof that \_\_\_\_\_ was/were Huguenot: \_\_\_\_\_* must be completed. The by-laws of the Society require that the ancestor be a Huguenot who left France, or another country, prior to 1787. Thus, membership in the Society is not limited to ancestors from South Carolina or to residents of South Carolina. There are more than 700 names of ancestors in the files of the Society. If copies of documentation used to prove that an ancestor was a Huguenot are in the files of the Society, copies of such documentation can be requested. For someone applying on a line not yet recognized by the Society, the applicant should provide copies of documentation which prove that the ancestor was a Huguenot before completing the application form. Please note that names of some people claimed as Huguenot ancestors in the past may not be authenticated. Documentation that these ancestors were Huguenot must be submitted before the lineage will be considered. If both husband and wife were Huguenots, both may be claimed and should be listed together.

3. Use the full names of all persons in the lineage. Women should be referred to by their maiden names in the lineage.

4. The person listed on the first line of each generation should be the person through whom the line descends. A spouse is someone who married into the family, not someone in the lineage.

5. Proof of Parentage: Each generation includes a line on which to indicate the documentation used for proving the parentage of the person in the direct lineage. This line must be completed

with the name/title of the document which provides this. Proof of parentage for the Ancestor is not required.

6. Dates should appear in the following form: day month year (21 Apr 2008).

7. Applications should be typed.

8. Copies of supporting documentation must be submitted with the application. All items submitted become part of the Society's files and will not be returned. Applicants are expected to try to find documentation for all requested information on the application form. However, the Society recognizes that it is sometimes impossible to find documentation for all dates, events and persons in a lineage. In cases where documentation is incomplete or missing, the Society will determine whether the application can be accepted as submitted or not. The applicant will be notified of that decision in writing. Applicants who need further documentation and who re-submit their applications within a reasonable time period will not be required to pay a new application fee.

9. All documentation must include information concerning its provenance (title page or name of source and date). The only exceptions are items which are already in the files of the Society. Copies of such items do not need to be submitted, but the documentation **must** be listed on the application form. The Society will supply the correct way to indicate in which file such items can be found. NOTE: Applicants should list each source (Title/Name, Author, page number) under References. Only the documentation used to prove the parentage of a person in the lineage should be listed on the line *Proof of Parentage*. All other documentation should be listed under *References*.

10. The following items are examples of sources for documentation:

Wills, deeds, court and probate records	Tombstones
Birth*, marriage and death records	Bibles (including title & copyright pages)
Parish/church records	Memorials
Census records	Contemporary diaries & letters
Obituaries (with the name of the paper and date)	Military records
Other official records	

Documented/footnoted books recording such information are usually acceptable.

\*In order to be used as proof of parentage, birth certificates must include the name of the child's parents.

11. Family histories submitted as references must be fully documented. Family histories which give names, relationships and dates without indicating the source of the information are not considered documented. Not all genealogies and not all articles in *Transactions of the Huguenot Society of South Carolina* are fully documented. Information from the Internet must include its provenance.

12. Applicants must submit documentation for any name changes.

13. Marriages other than the one through which the lineage descends should be listed under references to provide as complete a record as possible for each generation. The space before the name of the spouse in each generation is to indicate 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and so forth.

14. All documentation submitted with an application **must** be labeled with the applicant's name and the generation number. For example: Smith, JD Gen. 5. **Do not use staples or sticky notes on your application and documentation.** Only one copy of an item need be

submitted. If it provides documentation for several generations, simply note that (Smith, JD Gens. 3, 4, 5).

15. Applicants can request copies of documentation from the files of the Society by completing the Research Request form which is on our website. There is a fee for this.

16. Not all published material is authoritative or documented and the Board of the Society reserves the right to judge the reliability of all references and all documentation.

17. The last page of the application must be signed twice and notarized. The name(s) of the ancestor(s) must also be given in the space provided.

18. The Staff will work with prospective members to help complete the applications, but the Staff does not review applications before they are submitted.

19. Applicants are requested to provide an electronic (e-mailed or CD) copy of the completed application form (not of the documentation).

20 Applicants will be notified by regular mail or e-mail that an application has been received. The application will be reviewed by the Staff of the Society and if it is in order, it will be presented to the Board for approval and acceptance at its next Board meeting. After approval by the Board, new members will be sent a membership card and certificate. If the Staff review indicates that an application needs to be corrected or has insufficient documentation, the applicant will be so notified and the application will be held until the necessary changes and/or additions are made. In cases where documentation for one generation is incomplete and after all reasonable efforts have been made to find documentation, an application may be presented to the Board of the Society for its review. The applicant will be notified of the decision of the Board. Neither the file nor the fee will be returned to the applicant. Applicants who wish to re-submit an application with additional documentation may do so without paying additional fees if the resubmission is made within a reasonable time period.

FEES: The application fee (Long Form: \$100; Short Form: \$50; Supplemental Form: \$50), payable to the Huguenot Society of South Carolina, must accompany the application. This fee is non-refundable.

Annual dues for the Society are \$50 for members and \$10 for Junior members (under 21) and begin the year after an application is approved. Membership in the Society includes copies of *The Huguenot Herald*, the newsletter of the Society, and *Transactions of the Huguenot Society of South Carolina* (not sent to Junior members), as well as research privileges at the library of the Society and a 10% discount on requests for research done by the Society. The Annual meeting of the Society is open to all members. There is a charge for non-members and guests of members at the Annual Meeting and for use of the library of the Society.

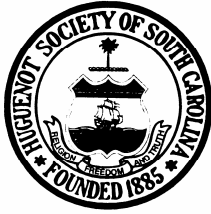
Thank you for considering membership in the Huguenot Society of South Carolina. Please let us know if we can help you with the application process.

## APPLICATION CHECK-LIST

Please use the following check-list to make sure your application includes all the necessary items and is completed correctly. Check off each item on the list and return a copy of it with your application for membership in the Society. Thank you.

- Your application is on the current form supplied by the Society or from its webpage.
- You are sending two copies of the completed, signed and notarized application form.
- Your name and contact information is given on the first page.
- Proof of parentage for each generation is listed.
- The name of the person through whom the line descends appears on the first line of each generation.
- Copies of supporting documentation are labeled with your last name, initials and generation(s) on each page of documentation and are included with your application.
- If your application does not contain all copies of all documentation listed on it, reference is made to the file(s) at the Society which contain the listed, but not included, documentation. (This information can be obtained from the Society.)
- Your signature (twice) and notarization has been completed on the last page of your application.
- A completed copy of the lineage sheet is included.
- An electronic copy of your application form has been e-mailed to the Society ([archivist@huguenotsociety.org](mailto:archivist@huguenotsociety.org)) or a CD is included with your application.
- Your application fee made payable to the Huguenot Society of South Carolina is included.

Please contact the Society if you have any questions. We look forward to welcoming you as a member of the Society.



Membership Number \_\_\_\_\_

THE HUGUENOT SOCIETY OF SOUTH CAROLINA  
APPLICATION FOR MEMBERSHIP

Name: \_\_\_\_\_  
(as it is to be printed on your certificate)

Spouse: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Telephone/e-mail: \_\_\_\_\_

**I hereby apply for membership in the Society by right of descent from**

\_\_\_\_\_

Huguenot/s born in \_\_\_\_\_(country) who went to  
\_\_\_\_\_ (country) in, or about, the year \_\_\_\_\_.

Proof that \_\_\_\_\_ was/were Huguenot(s): \_\_\_\_\_

\_\_\_\_\_

Signature of Sponsor \_\_\_\_\_  
(Must be a member in good standing with the Society)

The undersigned have investigated and approved this application.

\_\_\_\_\_  
Researcher for the Huguenot Society of South Carolina Date

\_\_\_\_\_  
Registrar of the Huguenot Society of South Carolina Date

\_\_\_\_\_  
Date Received Amount Received Date elected

Type of Application: \_\_\_\_\_ Long Form \_\_\_\_\_ Short Form \_\_\_\_\_ Supplemental Form

HUGUENOT SOCIETY OF SOUTH CAROLINA

Lineage of \_\_\_\_\_ # \_\_\_\_\_

[Copies of documentation not in this file for Generations \_\_\_\_ - \_\_\_\_ can be found in HSSC Member file # \_\_\_\_\_ (\_\_\_\_\_).

Generation One \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

to \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

Proof of parentage for Applicant: \_\_\_\_\_

Generation Two \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

Generation Three \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

Generation Four \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

Generation Five \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

Generation Six \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

Generation Seven \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

\_\_\_\_\_

Generation Eight \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

\_\_\_\_\_

Generation Nine \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

\_\_\_\_\_

Generation Ten \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

Generation Eleven \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

Generation Twelve \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

Generation Thirteen \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

\_\_\_\_\_

Generation Fourteen \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

\_\_\_\_\_

Generation Fifteen \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

and \_\_\_ spouse \_\_\_\_\_

born \_\_\_\_\_ at \_\_\_\_\_

died \_\_\_\_\_ at \_\_\_\_\_

married \_\_\_\_\_ at \_\_\_\_\_

References: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Proof of parentage for this generation: \_\_\_\_\_

\_\_\_\_\_

It is agreed by the applicant that all documentation submitted becomes the property of The Huguenot Society of South Carolina and is not returnable to the applicant. For purposes of scholarship and research, applicant agrees that The Huguenot Society of South Carolina has carte blanche permission to publish and/or disseminate any data or information submitted in the documentation or application.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

And applicant further says that the said \_\_\_\_\_  
Is/are the ancestor/s from whom the applicant descends, and that the facts herein  
before set forth are true to the best of his/her knowledge and belief.

\_\_\_\_\_  
Signature of Applicant

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 2008.

\_\_\_\_\_  
Signature of Notary

HUGUENOT SOCIETY OF SOUTH CAROLINA - Lineage Sheet

Applicant's Name: \_\_\_\_\_

Ancestor \_\_\_\_\_

For Supplemental Applications, Name of Primary Ancestor \_\_\_\_\_

Lineage

Name of person through whom line runs \_\_\_\_\_ Name of Spouse \_\_\_\_\_

Applicant \_\_\_\_\_

Gen. 2 \_\_\_\_\_

Gen. 3 \_\_\_\_\_

Gen. 4 \_\_\_\_\_

Gen. 5 \_\_\_\_\_

Gen. 6 \_\_\_\_\_

Gen. 7 \_\_\_\_\_

Gen. 8 \_\_\_\_\_

Gen. 9 \_\_\_\_\_

Gen. 10 \_\_\_\_\_

Gen. 11 \_\_\_\_\_

Gen. 12 \_\_\_\_\_

Gen. 13 \_\_\_\_\_

Gen. 14 \_\_\_\_\_

Gen. 15 \_\_\_\_\_

To be completed by Registrar:

Membership Number: \_\_\_\_\_

Date approved: \_\_\_\_\_

Type of Application: \_\_\_\_\_ Short Form \_\_\_\_\_ Long Form \_\_\_\_\_ Supplemental Form