NSDAR Record Copy Instructions

How to access the Daughters of the American Revolution’s Genealogical Research System to locate Patriot/Ancestor information and member applications/supporting documentation.

1. Go to www.dar.org

2. Place cursor over the word “Library”

3. Under the heading “Online Research”, locate Ancestor, Member and Descendants Search fields.
   - To search by the name of the Patriot/Ancestor, select “Ancestor”.
   - To search by the “Member”, enter the national number. (Each member is assigned a number specific to her membership).
   - To search all generations between the member and the patriot, select “Descendants”.

4. For the “Ancestor” search, enter the following information.
   - Ancestor’s last name
   - Ancestor’s first name
     (*Note that entering additional information in the fields may conflict with DAR information. As a result, you may not receive a hit.)
   - Click “Search”

   On the following screen, review the results and select the appropriate patriot.
   - Member’s applications are listed in chronological order. The higher the national number the more recent the application. **One method to select the appropriate application paper is to know the child of the Patriot from whom you descend. Search the “Descendant’s List” for that member to locate one with the most generations in common with you.**
   - Supporting documentation, if available, is indicated by the letter “S” in the yellow box. The “S” indicates supporting documentation for the member who may have several patriots. **NOTE – the member may not have supporting documentation for the patriot you are researching.**

5. For the “Member” search, enter the following information.
   - National number
On the following screen, review the results and select the Record Copy/application for the appropriate patriot.

6. For the “Descendants” search, enter the following information.
   - Last name of a person in the lineage between a member of the Society and the patriot.
   - First name
   - We recommend that you DO NOT enter a state
   - For best results, do not change “Sort By – (Husband)”
   - Click “Search”. (You are unable to view the first few generation names which are “Restricted”).
   - Your options are to click on the following fields to enhance your search.
     - Husband/Member/Spouse
     - Associated Patriot
     - ICON (Click to see the complete lineage from the member to the patriot.)

7. To purchase a Record Copy/application and/or supporting documentation, click on the green box stating “Purchase” or “PURCHASE ASSOCIATED RECORD COPY”.

8. Read the “Instructions for Ordering”. Select “Close this Window” or click on the “X” to proceed.

9. The new screen is titled “Online Library Documents Service”. Depending on what is available for this member, there are one to three options.
   - Option 1 – Copy of member’s application – click “Add to Shopping Cart” in the box titled “Application”.
   - Option 2 – Copies of member’s supporting documentation (i.e. her documents proving her lineage back to her American Revolutionary War Ancestor/Patriot) - click “Add to Shopping Cart” in the box titled “Supporting Documentation”. **Supporting documentation varies as to content. The number of documents available is stated. Documentation that is available may include such information as transcription of a will, photograph of a tombstone, bible record abstracts, obituaries, etc.**
   - Option 3 – Copies of both - click “Add to Shopping Cart” and select the box titled “Application and Supporting Documentation”.

10. When ready to checkout, select “Checkout & Download (Secure)”. A Record Copy/application is $10.00 and Supporting Documentation is $20.00. Payment is made using your credit card.

11. Ensure accuracy of the “Customer Information” which includes the e-mail address. A link is sent to this address providing access for five days to the application and supporting documentation. All users should save the information when using electronic devices such as android and iPhones, tablets, and PCs.

If there are problems with downloading the information, contact the Record Copy Office at copyservices@dar.org or at 202-879-3251 (Monday-Friday, 8:30 a.m. to 4:00 p.m. Eastern time).