



15 Tips for submitting a Pioneer Family Application

1. A good first step is to give us a call in Special Collections. It helps to let us know you're working on an application to submit. Calling gives us an opportunity to let you know what we expect and how to present your work. If we can explain what we're looking for, it will save time for you and for us. You may also like to know if anyone else has submitted an application in your ancestor's name and if there's anything you can learn from their application.
2. Couples who came to Williamson County together and stayed together will be counted as one pioneer family with one PF number. Their children who were living in Williamson County before 1850 will also be counted with the same number.
3. If applying for other family members other than yourself, we request that you fill out an application for each person. For a parent, or a child, we would need the application (the first page) and the line of descent page. The family group sheet for ancestors with families before 1850 would be the same as yours.
4. Prove each line of descent with at least one *primary* record. (E.g., a census record, will, obituary, or any court record that ties two or more people in a direct familial line.
5. Please do not send original records. Copies of documents, such as death certificates are fine.
6. Use full names for your ancestors, including middle names, if known. Use initials if possible when given names aren't known.
7. Record your name on the Application Sheet as it will appear on the certificate.
8. On the line of descent form that came with your packet, record the direct line of ancestry on the left side and spousal information on the right.
9. Send all evidence and documentation printed on one side of the sheet. Please do not send 2-sided pages in your application packet. When we receive your packet, we will scan it and then lay out all the sheets face up to read your proof to see how your evidence flows from generation to generation. One-sided copies allow us to insert your documentation in the most readable way into the Pioneer folder bearing your ancestor's name.
10. Mark pertinent data with a fine red pen. Please do not use highlighters. For records such as census records and court records where there are many names in the record, underline the name of your ancestor and write the generation number near the name. You don't need to underline the name on a marriage certificate – those names are easy to see, but do put the generation number beside the name. See example below.
11. Avoid using staples, as we will scan your application packet and place each sheet in a notebook. Paper clips are preferred.
12. For copies of documents that are submitted in difficult-to-read long hand (such as wills and land grants), clearly underline the passage with a red pen, or denote with a curved bracket, the pertinent name or

paragraph you are basing your proof on, so that we, and other patrons, can easily zero in on the location or connection you're trying to prove. We welcome transcriptions along with a copy of the original, and also a note to the side of the marked section telling us exactly what you're proving if it's not obvious. Underline pertinent names with a red pen and mark the generation number.

13. When using documents printed from ancestry.com, or any genealogy database, please print the index sheet *in addition to* the copy of the original document. That helps to make the document easier for others to understand and also gives the citation for the source used.
14. When printing copies from ancestry.com, try saving the document to your computer first, and then crop the extraneous edges from around the document, keeping the original edges of the document intact. When printed, it will present larger on the page and make it easier to read. This is especially important for census records.
15. Your final Pioneer Family book becomes a resource for other researchers, so keep that in mind as you're proving your line. Anyone should be able to go through your book and see by the generation numbers and marked passages exactly what you're proving on that page, and for which generations. Mark all generations in your direct line on the pages. Sometimes, there are two or three generations on one document, as in a census record.

Contact us with any questions:

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See below for an example of how a census record, and other records, should be marked.

