

## The United Empire Loyalists' Association of Canada

# **UE CERTIFICATE APPLICATION FORM — July April 2018 Computer Fillable Form INSTRUCTIONS**

\*NB: some details may vary somewhat between the PDF and the WORD versions.

#### 1) ALWAYS use page 7 for the Loyalist Generation.

#### 2) **READ THROUGH THE ENTIRE FORM**, and PLAN out which pages YOU will use.

You have a choice between using page 6 (which has space for 2 half-page generations) or using pages 6A and 6B which allow MORE space should you have more information that page 6 allows. Yes, you can use ONE half-page generation on page 6 and use either 6A or 6B as suitable.

READ the instruction CUES under the fields that help you learn what information goes where.

#### 3) MERGE or SUBSEQUENT FAMILY APPLICATION:

This version allows you to **change the generation numbers** on an existing completed application. Therefore, if you have a family member, even a cousin, who wishes to apply later, either using a 'merge' or even after the 12 months of merge eligibility has passed, one need not re-enter all the information.

Simply open & save a renamed copy of the completed form. THEN change the generation numbers on pages 3 to 7 as needed to suit the new applicant. Create a new page 1 and 2 from a NEW BLANK form for each new applicant. In the PRINT function, you can select WHICH PAGES to print. Print ONLY the ones that you need and have completed. AND with your Proof pages, a similar renumbering will be needed. Having them saved in a word document, in the correct order, and with the citations will allow ease of again changing the numbering and a submission can be completed without much difficulty.

#### **TERMS:**

**Field:** a place on the form that starts off empty (possibly blue), where you can enter information.

<u>Adobe Acrobat Reader</u>: a computer program that will correctly interpret the PDF form. It is safely and easily downloadable from suggested sites. Adobe Acrobat VIEWER will NOT process the form correctly. Please do not fill out the form using a browser preview program of any type.

<u>Drop-down:</u> An option where if you click on the tiny arrow, options will appear for you to choose. Sometimes there are many so you may need to scroll down. Sometimes a calendar may appear so you can choose dates. For the MONTHS, if you type "J", first JANUARY will appear, tap J again and June will show up. To get July, tap J once more. For dates, page number, you can type in the choice instead.

You CANNOT type in a choice for the Generation number and Parent / Grandparent etc field — you must choose from the specified drop-down options.

<u>Certificate Preparation Form:</u> Some genealogists may provide a 'practice chart', form or other document to help gather all your information and determine correct terms to use BEFORE starting this. If you have NOT done that step, reconsider beginning this form until you have done so.

<u>Names - BOLD, UNDERLINE & FULL CAPITALS:</u> Names MUST be formatted correctly. This is more complex for women who have changed their names.

**Examples:** BROWN, Susanne Elizabetha (m1 WILSON)

This woman was born Susanne Elizabetha BROWN, and had a first marriage to WILSON. She will be recorded this way in the generation while married to the second husband <u>regardless of his name</u>.

**IF** the lineage goes through HER, then is will be shown as:

BROWN, Susanne Elizabetha (m1 WILSON) with BOLD and Underline.

The lineage children could have ANY of the three surnames, the 3<sup>rd</sup> being unknown in this example.



# The United Empire Loyalists' Association of Canada

### **UE CERTIFICATE APPLICATION**

BRANCH NAME & MAILING ADDRESS:							
BRANCH GENEALOGIST NAME & EMAIL:							
ANCESTOR Name for UE Certificate							
*REQUIRED. Given, Middle (optional), Surname.							
No titles (eg. Dr., Mr., Capt.); using Sr. or Jr. is HELPFUL  Location settled as UE Loyalist after 1783	<u> </u>						
APPLICANT Name for UE Certificate	<del>.</del>						
*REQUIRED. As you wish it to appear on UE certificate							
APPLICANT Full Legal Name Surname, Given, Middle (Optional: Maiden, other)							
Applicant's Full Address							
Including Postal Code							
Telephone Number	mail Address						
OATH OF ALLEGIANCE (Citizens 12 years of age or older	~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~						
I,	do swear (or affirm) to remain loyal and give true allegiance to Her Majesty Queen Elizabeth II.						
Applicant's Signature	Date						
CONDITIONS OF ACCEPTANCE of CERTIFICATE API							
(all applicants)							
The approved certificate application and accompanying proofs of Empire Loyalists' Association of Canada.	f lineal descent of accepted members become the property of the United						
	medium any completed application or part thereof without permission of eccased persons. (All completed forms are the property of the UELAC.)						
3. Information contained in the certificate application and accompanies persons and those born within the previous 110 years, will be a	anying proofs of lineal descent, excluding any personal data on living dded to the UELAC online Loyalist Directory.						
<ol> <li>Information contained in the certificate application, and accomp persons and those born within the previous 110 years, will be ma descent from the same Loyalist line.</li> </ol>	anying proofs of lineal descent, excluding any personal data on living ide available through Branch Genealogists to UELAC members claiming						
UELAC in its sole discretion may publish the information in either har	dcopy or electronic media.						
Permission for UELAC to Use Information							
1. Publish my name in the Loyalist Gazette.	Yes No						
<ol> <li>Add my name to the online Loyalist Directory.</li> <li>Share my contact details with other UELAC Branch G</li> </ol>	Yes No enealogists. Yes No						
Applicant does affirm that the said (name of ancestor) is his/her Loyalist ancestor, and the statements as set forth in this application are true and correct to the best of his/her knowledge and belief.  Further, the applicant acknowledges, understands and accepts the conditions of acceptance, and permissions as indicated.							
Signature Date							
Applicant of legal age, or parent/legal guardian.							
APPROVAL OF CERTIFICATE APPLICATION							
Accepted by <b>Branch Genealogist</b> (Print Name & Branch below) Name & Branch:	Approved by <b>Dominion Genealogist</b>						
Signature:	Signature:						
Date:	Date:						

Membership F	Paid:	tional unproven family information be stored l							Other Certificate \$			e \$
I, the applicant, re	quest that my additi											
UELAC privacy re	egulations: YES	_•			Α	accepted by	Branch	Gene.: YE	S NO			
2) Use avai	ing and adding a gend ilable generation secti a use page 7 for the I	ons in seque	ence for the addit	tional generati	ion inf	ormation. So	me gener	ation secti				
MERGE: Clo	sely Related Fa	mily Me	mbers Desce	ended fron	n thi	s Loyalis	t Ances	stor				
	ame		Branch	UE Certif			Date		Merge at Gen. #			
MERGE: wit	h certificate app	olication	for myself fo	or another	· Lo	yalist An	cestor					
Name of Loy	valist Ancestor	UE	Certificate N	AC#		Date		Merge	at Generation #			
Generation	. A DDI	LICAN	Т			•						
Generation	AIII	LICAN	1									
Applicant's				Spouse's								
Name at				Name at								
Birth	SURNAME , Given, M	1iddle		Birth		SURNAME,	Given, Mi	iddle				
Date of				Date of								
Birth	DD M	<i>IMM</i>	YYYY	Birth		DD	$\Lambda$	<i>IMM</i>	YYYY			
Place of				Place of								
Birth		C ( D		Birth		C: /E	T 1.	<i>a</i> . P				
Date of	City/Town, Township,	, County, Pro	vince	Date of		City/Town, '	l ownship,	County, Pro	ovince			
Marriage	DD 1	MMM	YYYY	Death		DD	λ	<i>И</i> ММ	YYYY			
Place of	DD	VIIVIIVI	1111	Place of		DD		AIVIIVI	1111			
Marriage				Death								
Childrenia	City/Town, Township,	County, Pro	vince	Childwar	. ?	City/Town, T	Township,	County, Pro	ovince			
Children's Full Names				Children Birthdat								
1.				1. Place of	Date:							
2				·		(City/Town, Town	nship, County,	Province, Othe	r			
2.				2.	Date:							
				Place of		(City/Town, Town	iship, County,	Province, Other	r			
3.				٠.	Date:							
				Place of	Birth:	(City/Town, Town	nship, County,	Province, Other	r			
4.				4.	Date:							
				Place of	Birth:	(City/Town, Town	ıship, County,	Province, Othe	r			
Proof of the A	Applicant to Par	ent Rela	tionshin									
DOCUMENT TYPE			DOCUMENT DE	TAILS (Not cit	tation)	**						

<sup>\*\*</sup>State BIRTH, BAPTISM, MARRIAGE or DEATH only

1) For the Loyalist Ancestor <u>ALWAYS</u> use page 7.

2) Use pages 3-5 for intermediary generations.

Generation	:				Click on tiny o	arrows and select.		
Father's Full Name				Mother's Full Name				
	SURNAME, C	Given, Middle		(Maiden)	SURNAME , G	iven, Middle		
Date of Birth	DD	MMM	YYYY	Date of Birth	DD .	MMM .	YYYY	
Place of Birth	City/Town, To	ownship, County, P	rovince	Place of Birth	City/Town, Tow	nship, County, Pro	ovince	
Date of Marriage	DD	MMM	YYYY	Place of Marriage	City/Town	County	Province	
Residence		1/11/11/1	1111		Swy, 10 m	Commy	Trorince	
Location	City/Town, To	ownship, County, F	Province					
Date of Death	DD	MMM	YYYY	Date of Death	DD .	MMM .	YYYY	
Place of Death	City/Town, To	wnship, County, P.	rovince	Place of Death	City/Town, Town	nship, County, Pro	ovince	
Proof of the C	hild to Do	ront Polotio	nchin	-		•		
DOCUMENT TYPE		Tent Relatio		DETAILS (Not citation)	**			
*State BIRTH, BAI	PTISM, MARR	RIAGE or DEAT	H only **A	uthority (eg Church / P	Prov), Name of	person, Event (1	B/B/M/D), Location, I	Date
Generation	:				Click on tiny a	rrows and select.		
Father's Full Name	SURNAME, (	Given, Middle		Mother's Full Name (Maiden)	SURNAME , C	Given, Middle		
Date of Birth	DD	MMM	YYYY	Date of Birth	DD	MMM .	YYYY	
Place of Birth		wnship, County, P.		Place of Birth	·	nship, County, Pro		
Date of Marriage	DD	MMM	YYYY	Place of Marriage	City/Town	County	Province	
Residence Location		wnship, County, P			,			

Proof of the Child to Parent Relationship						
DOCUMENT TYPE* DOCUMENT DETAILS (Not citation)**						

Date of Death

Place of

**Death** 

DD

DD

MMM

City/Town, Township, County, Province

YYYY

\*\*Authority (eg Church / Prov), Name of person, Event (B/B/M/D), Location, Date

MMM

City/Town, Township, County, Province

YYYY

Form: July 2018

**Date of Death** 

Place of

**Death** 

2) Use pages 3-5 for intermediary generations.

Generation					Click on tiny arr	rows and select.		
Father's				Mother's				
Full Name				Full Name				
	SURNAME, Give	n, Middle		(Maiden)	SURNAME , Gi	ven, Middle		
Date of Birth	DD	MMM	YYYY	Date of Birth	DD	MMM	YYYY	
Place of Birth	City/Town, Town			Place of Birth		aship, County, Pro		
Date of Marriage	DD	MMM	YYYY	Place of Marriage	City/Town	County	Province	
Residence Location	City/Town, Town	ship, County, P	rovince		·			
Date of Death	DD	MMM	YYYY	<b>Date of Death</b>	DD .	MMM .	YYYY	
Place of Death	City/Town, Town.	ship, County, Pi	ovince	Place of Death	City/Town, Town	ship, County, Pro	vince	

Proof of the Child to Parent Relationship							
DOCUMENT TYPE*	DOCUMENT DETAILS (Not citation)**						

\*State BIRTH, BAPTISM, MARRIAGE or DEATH only \*\*Authority (eg Church / Prov), Name of person, Event (B/B/M/D), Location, Date

Generation					Click on tiny ar	rows and select.	
Father's				Mother's			
Full Name				Full Name			
	SURNAME , Giv	en, Middle		(Maiden)	SURNAME , G	iven, Middle	
Date of Birth	DD	MMM	VATA V	Date of Birth		1001	VVVV
Place of	DD	MMM	YYYY	Place of	DD _	MMM .	YYYY
				Birth			
Birth	City/Town, Town	ship, County, Pr	rovince	Dirtii	City/Town, Town	aship, County, Pro	ovince
Date of				Place of			
Marriage	DD	1006	******	Marriage	C: /T	a .	ъ .
Residence	DD	MMM	YYYY		City/Town	County	Province
Location	City/Town, Town	iship, County, Pi	rovince				
<b>Date of Death</b>				<b>Date of Death</b>	1		
	DD	MMM	YYYY		DD	MMM	YYYY
Place of				Place of			
Death				Death			
Death	City/Town, Town	iship, County, P	rovince	Death	City/Town, Town	nship, County, Pro	ovince

<b>Proof of the C</b>	Proof of the Child to Parent Relationship							
DOCUMENT TYPE* DOCUMENT DETAILS (Not citation)**								

1) For the Loyalist Ancestor ALWAYS use page	ge 7.
2) Use pages 3-5 for intermediary generations	

<b>C</b> 4.								
Generation					Click on tiny ar	rows and select.		
Father's				Mother's				
Full Name				<b>Full Name</b>				
	SURNAME, Give	en, Middle		(Maiden)	SURNAME , Gi	ven, Middle		
<b>Date of Birth</b>				Date of Birth				
	DD	MMM	YYYY		DD	MMM	YYYY	
Place of				Place of				
Birth	City/Town, Towns	hip, County, Pro	ovince	Birth	City/Town, Towns	hip, County, Prov	ince	
Date of Marriage				Place of Marriage				
·······································	DD	MMM	YYYY	Mairiage	City/Town	County	Province	
Residence				·				
Location	City/Town, Towns	hip, County, Pr	ovince					
<b>Date of Death</b>				<b>Date of Death</b>	ì			
	DD	MMM	YYYY		DD .	MMM	YYYY	
Place of				Place of				
Death				Death				
2 00011	City/Town, Towns	hip, County, Pro	ovince	2 00011	City/Town, Towns	hip, County, Prov	ince	

Proof of the Child to Parent Relationship						
DOCUMENT TYPE* DOCUMENT DETAILS (Not citation)**						

<sup>\*</sup>State BIRTH, BAPTISM, MARRIAGE or DEATH only \*\*Authority (eg Church / Prov), Name of person, Event (B/B/M/D), Location, Date

Generation					Click on tiny ar	rows and select.	
Father's				Mother's			
Full Name				Full Name			
	SURNAME, Give	en, Middle		(Maiden)	SURNAME , Gi	ven, Middle	
Date of Birth	DD	MMM	YYYY	Date of Birth	DD .	MMM	YYYY
Place of Birth	City/Town, Town.	ship, County, Pr	rovince	Place of Birth	City/Town, Town	ship, County, Pro	vince
Date of Marriage	DD	MMM	YYYY	Place of Marriage	City/Town	County	Province
Residence Location	City/Town, Town	ship, County, P.	rovince				
Date of Death	DD	MMM	YYYY	<b>Date of Death</b>	DD .	MMM .	YYYY
Place of Death	City/Town, Town	ship, County, Pi	rovince	Place of Death	City/Town, Town	ship, County, Pro	wince

Proof of the Child to Parent Relationship				
DOCUMENT TYPE*	DOCUMENT DETAILS (Not citation)**			

\*State BIRTH, BAPTISM, MARRIAGE or DEATH only

\*\*Authority (eg Church / Prov), Name of person, Event (B/B/M/D), Location, Date

1) For th	he Loyalist	Ancestor	ALWAYS	use page 7
2) TT .	2 - (		7.	

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2)	Use pages 3-5 for	intermediary	generations.

Generation					Click on tiny arrov	vs and select.	
Father's				Mother's			
Full Name				Full Name			
	SURNAME, Given	ı, Middle		(Maiden)	SURNAME, Given,	Middle	
Date of Birth		1001		Date of Birth	n n	1004	******
	DD	MMM	YYYY		DD .	MMM .	YYYY
Place of				Place of			
Birth	City/Town, Townsh	ip, County, Prov	ince	Birth	City/Town, Township	, County, Provinc	e
Date of Marriage	DD	MMM	YYYY	Place of Marriage	Citv/Town	County	Province
Residence						,	
Location	City/Town, Townsh	nip, County, Prov	rince				
<b>Date of Death</b>				<b>Date of Death</b>			
	DD	MMM	YYYY		DD .	MMM	YYYY
Place of Death				Place of Death			
Deutii	City/Town, Townsh	hip, County, Prov	vince	Deutii	City/Town, Township	o, County, Provinc	ce

Proof of the Child to Parent Relationship				
DOCUMENT TYPE*	DOCUMENT DETAILS (Not citation)**			

\*State BIRTH, BAPTISM, MARRIAGE or DEATH only \*\*Authority (eg Church / Prov), Name of person, Event (B/B/M/D), Location, Date

Generation					Click on tiny arr	ows and select.	
Father's				Mother's			
Full Name				Full Name			
	SURNAME , Giver	ı, Middle		(Maiden)	SURNAME , Giv	en, Middle	
Date of Birth	DD	MMM	YYYY	Date of Birth	DD	MMM	YYYY
Place of				Place of			
Birth	City/Town, Towns	hip, County, Prov	ince	Birth	City/Town, Towns	hip, County, Pro	vince
Date of Marriage	DD	MMM	YYYY	Place of Marriage	Citv/Town	County	Province
Residence	DD	MIMIM	1111		City/10wn	County	Frovince
Location	City/Town, Towns	hip, County, Prov	ince				
<b>Date of Death</b>				<b>Date of Death</b>			
	DD	MMM	YYYY		DD .	MMM .	YYYY
Place of				Place of			
Death	C:t./T T	Lin County D	*	Death	C: /E T	1: C . P	
	City/Town, Towns	nıp, County, Prov	ince		City/Town, Towns	hip, County, Pro	vince

Proof of the Child to Parent Relationship				
DOCUMENT TYPE*	DOCUMENT DETAILS (Not citation)**			

<sup>\*</sup>State BIRTH, BAPTISM, MARRIAGE or DEATH only

<sup>\*\*</sup>Authority (eg Church / Prov), Name of person, Event (B/B/M/D), Location, Date

10	, .			-			
Generation	:				Use for the Gra	andchild of C	Original Loyalist
Father's				Mother's			
Full Name				Full Name			
	SURNAME, Given	, Middle		(Maiden)	SURNAME, Given,	Middle	
Date of Birth				Date of Birth			
	DD	MMM	YYYY		DD .	MMM .	YYYY
Place of				Place of			
Birth	City/Town, Townsh	ip, County, Provi	псе	Birth	City/Town, Township,	, County, Provinc	re
Date of Marriage				Place of Marriage			
Mairiage	DD	MMM	YYYY	Mairiage	City/Town	County	Province
Residence							
Location	City/Town, Townsh	ip, County, Provi	псе				
<b>Date of Death</b>				<b>Date of Death</b>			
	DD	MMM	YYYY		DD .	MMM .	YYYY
Place of				Place of			
Death	City/Town, Townsh	ip, County, Provi	псе	Death	City/Town, Township	, County, Provinc	re
				•			

Proof of the Child to Parent Relationship				
DOCUMENT TYPE*	DOCUMENT DETAILS (Not citation)**			

\*State BIRTH, BAPTISM, MARRIAGE or DEATH only \*\*Authority (eg Church / Prov), Name of person, Event (B/B/M/D), Location, Date

CHILDREN OF ABOVE ANCESTOR						
Name	Name of Spouse	<b>Details: Location &amp; Dates</b>				

Generation	:				Use for the	Child of Ori	ginal Loyalist	
Father's				Mother's				
Full Name				Full Name				
	SURNAME, Giver	ı, Middle		(Maiden)	SURNAME, Giv	ven, Middle		
Date of Birth				Date of Birth				
	DD	MMM	YYYY		DD .	MMM	YYYY	
Place of				Place of				
Birth	City/Town, Township, County, Province			Birth	City/Town, Township, County, Province			
Date of Marriage				Place of Marriage				
Mairiage	DD	MMM	YYYY	Mairiage	City/Town	County	Province	
Residence								
Location	City/Town, Townsh	hip, County, Pr	ovince					
<b>Date of Death</b>				<b>Date of Death</b>				
	DD	MMM	YYYY		DD .	MMM .	YYYY	
Place of				Place of				
Death				Dooth				
Death	City/Town, Towns	hip, County, Pi	rovince	Death	City/Town, Town	ship, County, Pro	vince	
				1		•		

Proof of the Child to Parent Relationship						
DOCUMENT TYPE*	DOCUMENT DETAILS (Not citation)**					

<sup>\*</sup>State BIRTH, BAPTISM, MARRIAGE or DEATH only \*\*Authority (eg Church / Prov), Name of person, Event (B/B/M/D), Location, Date

CHILDREN OF ABOVE ANCESTOR					
Name	Name of Spouse	O-in-C info or other Dates & Locations			

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2)	Use pages 3-5	for interme	diary g	renerations.

LOYALIST GENERATION (Enter known info. Or "NOT KNOWN)"						
Generation	Previously proven	MC#	Year:	Branch:		
Loyalist's			Spouse Full Birth			
Full Name			and Previous Names			
Date of Birth			Date of Birth			
Place of Birth			Place of Birth			
Date of Marriage			Place of Marriage			
Date of Death			Date of Death			
Place of Death			Place of Death			
Place of Burial			Place of Burial			
Loc. Prior to War			Other Spouse Name			
Rank/Regiment		Details				
Kank/Regiment		1	Other Spouse Name			
Postwar Loc./Date		Details				
DOCUMENTATION of LOYALTY (Up to 2 Documents here; attach other separately if needed)						
DATE	DOCUMENT DETAILS (Not citation)**					
Date/Month/Year, or Year only						
Date/Month/Year, or Year only						

CHILDREN OF LOYALIST ANCESTOR					
Name of Spouse	O-in-C info or other Dates & Locations				