



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.

Adobe Acrobat Reader: 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.

Drop-down: 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.

Certificate Preparation Form: 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.

Names - BOLD, UNDERLINE & FULL CAPITALS: 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 regardless of his name.

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 3rd 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 <i>*REQUIRED. Given, Middle (optional), Surname. No titles (eg. Dr., Mr., Capt.); using Sr. or Jr. is HELPFUL</i>	
Location settled as UE Loyalist after 1783	
APPLICANT Name for UE Certificate <i>*REQUIRED. As you wish it to appear on UE certificate</i>	
APPLICANT Full Legal Name <i>Surname, Given, Middle (Optional: Maiden, other)</i>	
Applicant's Full Address <i>Including Postal Code</i>	
Telephone Number	Email Address

OATH OF ALLEGIANCE (<i>Citizens 12 years of age or older of countries with the Queen as Head of State</i>) [Optional]	
I, _____	do swear (or affirm) to remain loyal and give true allegiance to Her Majesty Queen Elizabeth II.
<i>Applicant's Signature</i> _____	<i>Date</i> _____
CONDITIONS OF ACCEPTANCE of CERTIFICATE APPLICATION and AFFIRMATION (all applicants)	
<ol style="list-style-type: none"> The approved certificate application and accompanying proofs of lineal descent of accepted members become the property of the United Empire Loyalists' Association of Canada. I agree to NOT share openly or publicly, or publish in or on any medium any completed application or part thereof without permission of the UELAC regardless of the contents that pertain to living or deceased persons. (All completed forms are the property of the UELAC.) Information contained in the certificate application and accompanying proofs of lineal descent, excluding any personal data on living persons and those born within the previous 110 years, will be added to the UELAC online Loyalist Directory. Information contained in the certificate application, and accompanying proofs of lineal descent, excluding any personal data on living persons and those born within the previous 110 years, will be made available through Branch Genealogists to UELAC members claiming descent from the same Loyalist line. <p>UELAC in its sole discretion may publish the information in either hardcopy or electronic media.</p>	
Permission for UELAC to Use Information	
1. Publish my name in the Loyalist Gazette.	Yes _____ No _____
2. Add my name to the online Loyalist Directory.	Yes _____ No _____
3. Share my contact details with other UELAC Branch Genealogists.	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 _____
<i>Applicant of legal age, or parent/legal guardian.</i>	

APPROVAL OF CERTIFICATE APPLICATION	
Accepted by Branch Genealogist (<i>Print Name & Branch below</i>) Name & Branch: Signature: _____ Date: _____	Approved by Dominion Genealogist Signature: _____ Date: _____

Membership Paid: _____ First Certificate: \$ _____ Other Certificate \$ _____

I, the applicant, request that my additional unproven family information be stored by the branch and shared according to

UELAC privacy regulations: YES ____ .

Accepted by Branch Gene.: YES ____ NO ____.

NOTES: 1) *If merging and adding a generation, complete new pages 1 and 2. Renumber pages to avoid having to retype all the details.*

2) *Use available generation sections in sequence for the additional generation information. Some generation sections can be left blank.*

3) *Always use page 7 for the Loyalist Ancestor Generation. Consider pgs 6A & 6B for Loyalist's Children & Grandchildren.*

MERGE: Closely Related Family Members Descended from this Loyalist Ancestor				
Name	Branch	UE Certificate MC #	Date	Merge at Gen. #

MERGE: with certificate application for myself for another Loyalist Ancestor			
Name of Loyalist Ancestor	UE Certificate MC #	Date	Merge at Generation #

Generation : APPLICANT	
Applicant's Name at Birth <i>SURNAME, Given, Middle</i>	Spouse's Name at Birth <i>SURNAME, Given, Middle</i>
Date of Birth <i>DD MMM YYYY</i>	Date of Birth <i>DD MMM YYYY</i>
Place of Birth <i>City/Town, Township, County, Province</i>	Place of Birth <i>City/Town, Township, County, Province</i>
Date of Marriage <i>DD MMM YYYY</i>	Date of Death <i>DD MMM YYYY</i>
Place of Marriage <i>City/Town, Township, County, Province</i>	Place of Death <i>City/Town, Township, County, Province</i>
Children's Full Names 1. 2. 3. 4.	Children's Birthdates 1. <i>Date:</i> <i>Place of Birth:</i> <i>(City/Town, Township, County, Province, Other)</i> 2. <i>Date:</i> <i>Place of Birth:</i> <i>(City/Town, Township, County, Province, Other)</i> 3. <i>Date:</i> <i>Place of Birth:</i> <i>(City/Town, Township, County, Province, Other)</i> 4. <i>Date:</i> <i>Place of Birth:</i> <i>(City/Town, Township, County, Province, Other)</i>

Proof of the Applicant 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 the Loyalist Ancestor **ALWAYS** use page 7.
 2) Use pages 3-5 for intermediary generations.

3) For Grandchild and Child of Loyalist, use **either** page 6
OR page 6A & 6B, according to the amount of info you have.

Generation :		<i>Click on tiny arrows and select.</i>	
Father's Full Name	<i>SURNAME , Given, Middle</i>	Mother's Full Name (Maiden)	<i>SURNAME , Given, Middle</i>
Date of Birth	<i>DD MMM YYYY</i>	Date of Birth	<i>DD MMM YYYY</i>
Place of Birth	<i>City/Town, Township, County, Province</i>	Place of Birth	<i>City/Town, Township, County, Province</i>
Date of Marriage	<i>DD MMM YYYY</i>	Place of Marriage	<i>City/Town County Province</i>
Residence Location		<i>City/Town, Township, County, Province</i>	
Date of Death	<i>DD MMM YYYY</i>	Date of Death	<i>DD MMM YYYY</i>
Place of Death	<i>City/Town, Township, County, Province</i>	Place of Death	<i>City/Town, Township, County, Province</i>

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 :		<i>Click on tiny arrows and select.</i>	
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Date of Birth	<i>DD MMM YYYY</i>	Date of Birth	<i>DD MMM YYYY</i>
Place of Birth	<i>City/Town, Township, County, Province</i>	Place of Birth	<i>City/Town, Township, County, Province</i>
Date of Marriage	<i>DD MMM YYYY</i>	Place of Marriage	<i>City/Town County Province</i>
Residence Location		<i>City/Town, Township, County, Province</i>	
Date of Death	<i>DD MMM YYYY</i>	Date of Death	<i>DD MMM YYYY</i>
Place of Death	<i>City/Town, Township, County, Province</i>	Place of Death	<i>City/Town, Township, County, Province</i>

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Date of Marriage	<i>DD MMM YYYY</i>	Place of Marriage	<i>City/Town County Province</i>
Residence Location	<i>City/Town, Township, County, Province</i>		
Date of Death	<i>DD MMM YYYY</i>	Date of Death	<i>DD MMM YYYY</i>
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Date of Death	<i>DD MMM YYYY</i>	Date of Death	<i>DD MMM YYYY</i>
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Residence Location		<i>City/Town, Township, County, Province</i>	
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Date of Death	<i>DD MMM YYYY</i>	Date of Death	<i>DD MMM YYYY</i>
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