



First Families of the Titusville, Pennsylvania area Instructions

Qualifications

- ☐ The applicant must be a member of the Titusville Historical Society.
- ☐ The First Family ancestor must have been a resident of the cities, boroughs, townships by 31 December 1858.
- ☐ The applicant must prove blood line descent (birth, marriage, death, relationship) for each generation to the First Family ancestor. See **Rules of Evidence** for more information.

Instructions for Completing the Application and Submitting Documentation:

- ☐ Be sure to also see the **Additional Tips for a Successful Application**.
- ☐ All names (including maiden names) and dates should be entered on the application as completely as possible.
- ☐ Supporting documentation must be provided for each generation and date listed on the application. Unproven names and dates should be enclosed in parenthesis ().
- ☐ Applicants are encouraged to submit proof of birth and death, if applicable, for one's spouse to preserve your family history. However, applications will be accepted if documentation for one's spouse is not submitted.
- ☐ A married female applicant must include a copy of her marriage record if she uses her husband's surname.
- ☐ Dates should be entered as follows: 9 Feb. 1889
- ☐ Document numbers should be entered in numerical order on pages 5—6 of the application with short description (example: Susannah Smith birth certificate). The corresponding number should be placed on the front of the document. If there is more than one page, each page of the source should be given the same number.
- ☐ A document may be used to prove more than one fact; a fact that may have more than one document number.

- ☐ Usually each document submitted should include a complete citation on the **front** of the document, but occasionally the citation will have to be put on the **back**. This would be done if, for example, there is not enough room in the margins of the document for the citation. Include a layer for digital versions, if applicable. Applications without citations will be returned.
- ☐ All documentation must be legible. Photocopies of original documents are acceptable. If an original or facsimile is not available, a transcript certified as a “true copy” by a courthouse official, cemetery employee, etc., is acceptable.
- ☐ Tombstone photographs must be legible and accompanied by a transcription of the stone.
- ☐ Documents written in a foreign language must be accompanied by a translation certified as a “true translation” by the translator (not the applicant or family member).
- ☐ Each document identifiable to you: include your name and address or label the back of each document.
- ☐ Please do not use staples, paperclips, or highlighters.
- ☐ Applications are due by 30 November of each year. Members will be inducted annually.
- ☐ A non-refundable fee of \$25 must accompany the completed application. You may enter as many ancestors as you can prove in a direct line. Supplemental applications may be submitted for additional lines with a \$10 application fee once you are a member of the First Families of the Titusville, Pennsylvania area. A short form with a \$10 application fee is available for immediate family members of a member of the First Families of the Titusville, Pennsylvania area.
- ☐ The signed, completed application, and documentation may be mailed to:

Titusville Historical Society
P. O. Box 739
Titusville, PA 16354
- ☐ The applicant agrees that the submitted application and supporting documents shall become the property of the Titusville Historical Society.

Please feel free to email titusvillehistoricalsociety@gmail.com with any questions or concerns prior to submitting your application. The First Families application form may be duplicated for use as a worksheet or for submitting additional ancestors. The direct line from applicant to First Family ancestor must be proved at every step.