



# Charlevoix County Genealogical Society

## Certificate Application Form



Name of Applicant: \_\_\_\_\_  
[As you would like it to appear on the Certificate]

Name of Ancestor: \_\_\_\_\_  
[As you would like it to appear on the Certificate]

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone #: \_\_\_\_\_  I am currently a CCGS member.

Cell Phone #: \_\_\_\_\_  I am not currently a CCGS member.

[Membership is not required to apply for either certificate.]

E-mail Address: \_\_\_\_\_

**You must choose ONE of the following for each application being submitted:**

**ANCESTRAL FAMILY CERTIFICATE**  
 To qualify for an Ancestral Family Certificate, an applicant must directly descend from an ancestor who settled or resided in Charlevoix County, Michigan, 100 years ago or more.

**PIONEER FAMILY CERTIFICATE**  
 To qualify for a Pioneer Family Certificate, an applicant must directly descend from an ancestor who settled or resided in Charlevoix County, Michigan, in 1870 or earlier.

- ↻ Applicants must be able to prove his/her descent from the above-named, Charlevoix County ancestor or pioneer.
- ↻ Applicants must prove EACH generation using an official record or one or more of the other documents and/or acceptable sources of proof listed on the reverse side of this application.
- ↻ Applicants need not currently reside in Charlevoix County or the surrounding area.
- ↻ Applicant's application form and proof will be reviewed and approved by the CCGS prior to any certificate being issued.
- ↻ Applicants will be notified and given the opportunity to resubmit missing information, if it is determined after review that further information is required. However, please be sure to send complete documentation, as there will be no refund for an ineligible application.
- ↻ Applicant's should be fully aware that ALL materials submitted will become the sole property of the CCGS and will be used to further the study of genealogy and family history research.

**DO NOT SEND ORIGINAL DOCUMENTS**

**INSTRUCTIONS**

- ↻ Please complete, to the best of your ability, a pedigree chart outlining descent as clearly as possible. If you are unfamiliar with this form, or need a copy, please contact the CCGS and one will be provided. In completing this form, please use maiden names where applicable, and accepted dating procedure (i.e. 21 Sep 1877). If unsure of any dates or information, place a question mark after the item.
- ↻ The above named ancestor's residency in Charlevoix County, Michigan, 100 year ago or more, must be documented.
- ↻ Each generation MUST be documented. Please refer to the guidelines outlined on the reverse side of this application to assist you. Please **DO NOT** send original documents or original photographs!
- ↻ Photocopies of all verifying materials must accompany the application and will become the sole property of the CCGS.
- ↻ If applying for more than one certificate, or documenting more than one ancestor, separate applications and applicable fees are required.
- ↻ The CCGS does not seek to make a profit, but does need to meet expenses. Therefore, we ask that you enclose a check or money order, made payable to: *Charlevoix County Genealogical Society*, for \$10.00 for each certificate being applied for and \$2.50 to cover postage and handling for each certificate applied for.
- ↻ Applicants may choose to receive their certificate in person at a regularly scheduled CCGS meeting. Those wishing to do so, can omit the \$2.50 postage and handling fee.

Completed Certificate Application Forms, all documenting materials and payment in full, should be submitted to:

**The Charlevoix County Genealogical Society**  
**P.O. Box 7, Boyne City, MI 49712**

## SOURCES TO HELP YOU DOCUMENT YOUR APPLICATION

*Photocopies of all verifying materials must accompany the application and will be required.*

### *What you must have:*

**PRIMARY SOURCES** are defined as contemporary and/or government records made at the time of the event by the parties involved. These records are deemed acceptable sources in proving relationship from one generation to another.

### **BIRTH, MARRIAGE, DEATH RECORDS**

Michigan official records began in 1867. They are available from the county clerk of the county where the event occurred or the Michigan Department of Public Health in Lansing, Michigan.

### **CENSUS RECORDS**

Microfilmed copies of Charlevoix and Emmet county census records from 1860-1920, may be found in the Boyne District Library. These are also available through the LDS Family History Center and through inter-library loan.

### *What you may choose to include:*

#### **PROBATE RECORDS**

Wills and estates offer much information. Guardianships, lists of heirs and relationships, name changes and sometimes land transfers can all be highlighted in these types of records. Records may be found in the county where the events occurred.

#### **LAND RECORDS & PLATS**

Purchase and sale of property often show residency and marital relationship. These records are available from the County Registrar of Deeds in the county where the event occurred.

#### **TAX RECORDS**

Taxes paid on property are sometimes available in the Register of Deeds and/or Treasurer's office in the county where the land was located.

#### **PHOTOGRAPHS**

Although a photograph of your ancestor/ancestors is not required, we strongly encourage applicants to include duplicate images as these will provide valuable material for future generations using this permanent file.

### *You must have more than just these:*

**SUPPLEMENTAL OR SECONDARY SOURCES** are defined as being the sources in print that do not come from contemporary or government records. These records may not be acceptable as proof. The inclusion of these records is recommended however. Photocopies of these materials will provide valuable material for future generations using this permanent file.

#### **BIBLE RECORDS**

Dated and/or undated. Include a photocopy of the pages showing the publisher, date of publication, and the actual pages showing names, dates and events. Identify current owners of the Bible when known.

#### **OBITUARIES**

Dated and identified obituaries are always most welcome. Be sure to note the name and location of the newspaper. Check local and state libraries for microfilmed Michigan newspapers. Some are available through inter-library loan as well.

#### **NEWSPAPER CLIPPINGS**

The same guidelines apply here as with obituaries. Clippings may include anniversaries, biographical sketches, awards, marriage and birth notices, military participation and other reminiscences.

#### **CITY/COUNTY DIRECTORY**

Local libraries may have copies of both city and county directories.

#### **TOMBSTONE INSCRIPTIONS**

We encourage you to submit photographs and/or transcriptions of the stone.

*Although we strongly encourage you to include copies of these items when available, we remind you that the following three categories are only as reliable as the person who wrote them. Human error is a reality. For that reason, we WILL NOT accept any application that has used these as your only source of proof.*

Family Histories and Genealogies  
County, Portrait and Biographical Histories  
Personal papers

[\*NOTE: ALL females must have either a marriage record or more than one secondary proof.]

