

*family*tree

10 ESSENTIAL

Family History Research Forms



Five-Generation Ancestor Chart

see chart #

Chart # ____
 1 on this chart = ____ on chart # ____

The chart is structured as follows:

- Box 1:** Individual's information (birth date and place, marriage date and place, death date and place, spouse).
- Box 2:** Information for the individual's parents (birth date and place, marriage date and place, death date and place).
- Box 3:** Information for the individual's grandparents (birth date and place, death date and place).
- Box 4:** Information for the individual's great-grandparents (birth date and place, marriage date and place, death date and place).
- Box 5:** Information for the individual's great-great-grandparents (birth date and place, death date and place).
- Boxes 6-7:** Information for the individual's maternal and paternal great-great-grandparents (birth date and place, marriage date and place, death date and place).
- Boxes 8-15:** Information for the individual's maternal and paternal great-great-grandparents' parents (birth date and place, marriage date and place, death date and place).
- Boxes 16-31:** Information for the individual's maternal and paternal great-great-grandparents' grandparents (birth date and place, death date and place).

Family Group Sheet

The _____ Family

Husband

Source # _____

Full Name _____

Birth Date _____ Place _____

Marriage Date _____ Place _____

Death Date _____ Place _____

Burial _____

His Father _____

His Mother with Maiden Name _____

Wife

Full Name _____

Birth Date _____ Place _____

Death Date _____ Place _____

Burial _____

Her Father _____

Her Mother with Maiden Name _____

Other Spouses

Full Name _____

Marriage Date and Place _____

Full Name _____

Marriage Date and Place _____

Children of This Marriage	Birth Date and Place	Death and Burial Dates and Places	Spouse and Marriage Date and Place

Ancestor Research Worksheet

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Full Name (Maiden Name for Women): _____

Social Security Number: _____

Nicknames and Alternate Names: _____

Surname Spelling Variations: _____

Birth and Baptism

Birth Date: _____ Birth Place: _____

Baptism Date: _____ Baptism Place: _____

Marriage(s) and Divorce(s)

Name of Spouse(s)	Marriage Date(s)	Marriage Place(s)

Name of Spouse(s)	Divorce Date(s)	Divorce Place(s)

Death

Death Date: _____ Death Place: _____

Burial Date: _____ Burial Church/Place: _____

Obituary Date(s) and Newspaper(s): _____

Military Service

Conflict (if applicable)	Unit	Dates/Years

Ancestor Research Worksheet

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Migration

From	To	Departure/ Arrival Dates	Companion(s)	Ship (if applicable)

Personal Information

Schools Attended: _____

Religion/Church(es) Attended: _____

Hobbies/Club/Memberships: _____

Children

Child's Name	Birth Date	Birthplace	Other Parent

Friends, Witnesses, and Neighbors to Research

Name	Relationship

Records Checklist

BUSINESS AND EMPLOYMENT

- apprentice and indenture records
- company newsletters
- doctors' and midwives' journals
- insurance records
- merchants' account books
- patents
- professional licenses
- railroad, mining and factory records
- records of professional organizations
- Social Security applications (SS5)

CEMETERY AND FUNERAL HOME

- burial records
- grave-relocation records
- tombstone inscriptions

CENSUSES

- agriculture schedules (1850–1880)
- American Indian
- Civil War veterans schedules (1890)
- defective, dependent and delinquent (DDD) schedules (1880)
- federal censuses (1790–1950)
- manufacturing/industry schedules (1810–1820, 1850–1880)
- mortality schedules (1850–1880)
- school censuses
- slave schedules (1850, 1860)
- social statistics schedules (1850–1880)
- state/territorial and local censuses

CHURCH

- baptism and christening records
- confirmation records
- congregational histories
- marriage banns
- meeting minutes
- membership, admission and removal records
- ministers' journals

COURT

- adoption records
- bastardy cases
- coroners' files
- criminal records
- custody papers
- estate inventories
- guardianship papers
- insanity/commitment orders
- licenses and permits
- marriage bonds, licenses and certificates
- military discharges
- minute books
- name changes
- naturalizations
- property foreclosures
- voter registrations
- wills
- wolf-scalp bounties

DIRECTORIES

- biographical
- city
- occupational/professional
- telephone

HOME SOURCES

- baby books
- baptism and confirmation certificates
- birth certificates

- checkbooks and bank statements
- death records
- diaries and journals
- family Bibles
- funeral/memorial cards
- heirlooms and artifacts
- letters and postcards
- medical records
- photographs
- prayer cards
- recipe books
- school report cards
- scrapbooks
- wedding albums
- wills
- yearbooks

IMMIGRATION

- alien registration cards
- citizenship papers
- passenger lists
- passports and passport applications

INSTITUTIONAL

- almshouses
- fraternal associations
- hospitals
- orphanages
- police registers
- prisons
- schools
- work-farms

LAND AND PROPERTY

- deeds
- grants and patents
- homestead records
- mortgages and leases
- plat maps
- surveys
- tax rolls
- warrants

MILITARY

- draft records
- pension applications
- records of relocation and interment camps
- service records

NEWSPAPERS

- birth announcements
- classified advertisements
- engagement, marriage and anniversary announcements
- ethnic newspapers
- family reunion announcements
- immigrant ship notices
- gossip and advice columns
- legal notices
- local news
- obituaries/death notices
- runaway notices (slaves, indentured servants, wives)
- unclaimed-mail notices

PUBLISHED SOURCES

- compiled genealogies
- genealogical periodicals
- local histories
- record abstracts and transcriptions

VITAL

- amended birth certificates
- birth certificates
- delayed birth certificates
- death certificates
- marriage licenses and certificates
- stillbirth certificates
- divorce/annulment decrees

Relationship Chart

INSTRUCTIONS

1. Identify the most recent common ancestor of the two individuals with the unknown relationship.
2. Determine the common ancestor's relationship to each person (for example, grandparent or great-grandparent).
3. In the topmost row of the chart, find the common ancestor's relationship to cousin number one. In the far-left column, find the common ancestor's relationship to cousin number two.
4. Trace the the row and column from step 3. The square where they meet shows the two individuals' relationship.

The Most Recent Common Ancestor is Number One's...

	parent	grandparent	great-grandparent	great-great-grandparent	third-great-grandparent	fourth-great-grandparent
parent	siblings	nephew or niece	grandnephew or -niece	great-grand-nephew or -niece	great-great-grandnephew or -niece	third-great-grandnephew or -niece
grandparent	nephew or niece	first cousins	first cousins once removed	first cousins twice removed	first cousins three times removed	first cousins four times removed
great-grandparent	grandnephew or -niece	first cousins once removed	second cousins	second cousins once removed	second cousins twice removed	second cousins three times removed
great-great-grandparent	great-grand-nephew or -niece	first cousins twice removed	second cousins once removed	third cousins	third cousins once removed	third cousins twice removed
third-great-grandparent	great-great-grandnephew or -niece	first cousins three times removed	second cousins twice removed	third cousins once removed	fourth cousins	fourth cousins once removed
fourth-great-grandparent	third-great-grandnephew or -niece	first cousins four times removed	second cousins three times removed	third cousins twice removed	fourth cousins once removed	fifth cousins

The Most Recent Common Ancestor is Number Two's...

Online Search Tracker

Collection Name: _____ Website: _____

Name

First and Middle Names	Last Name

Keywords

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Events

	Date	Location
Birth		
Arrival		
Lived In		
Marriage		
Death		

Relationships

Relationship	First Name	Last Name

Surname Variant Worksheet

Surname			
Place of Origin			
Phonetic Variants			
Possible Variations into English			
Surname Suffixes (-son, -datter, etc.)			
Other Spellings/ Variants			

Source Documentation Guide

Examples of what to enter in your genealogy software.

Source	Title	Author	Publisher	Location/Repository	Call No.	Volume/Page No.
Bible record	Green-White-Crume Family Bible		New York: J. Emory and B. Waugh for the Methodist Episcopal Church, 1829	Rick Crume, Glyndon, Minnesota		
Book	<i>A History of Old Tioga Point and Early Athens, Pennsylvania</i>	Louise (Welles) Murray	Athens, Pennsylvania.: L.W. Murray, 1908	Library of Congress, Washington, DC	F159 A9M9	pp. 484-485
Cemetery marker	William Myers tombstone, Schenevus Cemetery, Maryland, Otsego County, New York		Photographed by Rick Crume, May 2005			
Census record	[Jonathan Hall household,]* 1850 US Census, Cuba, Allegany County, New York		Ancestry.com		<www.ancestry.com>	pp. 250-251
Church record	Register of baptisms, marriages and interments, 1759-1865	St. Paul's Church, Philadelphia, Pennsylvania (Episcopal)		Family History Library, Salt Lake City, Utah	FHL microfilm 384,843	p. 217
International Genealogical Index	[Thomas Morgan and Joan Jones marriage entry,]* International Genealogical Index (IGI)		FamilySearch		<www.familysearch.org>	citing microfilm 934,310 for batch 7,401,710, sheet 20

*optional

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Source Documentation Guide

Examples of what to enter in your genealogy software.

Source	Title	Author	Publisher	Location/Repository	Call No.	Volume/Page No.
Land record	[Deed of sale, William Pennington to Jarvis A. Grant,]* Clay County, Minnesota deeds			Clay County Recorder, Moorhead, Minnesota		book B, p. 142
Military record	Martin B. Van Buren, New York, Revolutionary War pension file		HeritageQuest Online		<www.heritagequestonline.com>	
Obituary	Isabella Pennington obituary		<i>The Aroostook Times</i> , Houlton, Maine, Friday, 16 December 1898		Fogler Library, University of Maine, Orono	p. 7
Oral history interview	Oral interview with Doris (Morgan) (Lee) Kuehn of Crookston, Minnesota, 4 July 1992	Rick Crume, interviewer	Notes by Rick Crume	Rick Crume, Glyndon, Minnesota		
Passenger list	Ellis Island		The Statue of Liberty-Ellis Island Foundation		<www.ellisland.org>	
Pedigree database	Howard C. Griffin Ancestors	Karen Hale	RootsWeb's WorldConnect Project		<worldconnect.rootsweb.com>	
Vital record	John Hall entry, Rice County Deaths			Clerk of the District Court, Rice County, Faribault, Minnesota		

*optional

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