

## **Guide to the UEL Certificate Application Form and Process – Grand River Branch UELAC**

*Hello - Congratulations you are about to embark on a fascinating (and some would say arduous!) process of proving you have direct lineage to a United Empire Loyalist ancestor. I am the Grand River Branch volunteer genealogist and my role is to be of assistance to you, as you work through the application process. I have written this guide to make the process easier, however if you have any questions or suggestions please do not hesitate to contact me.*

*Heather Smith, UE*

### **General**

Please type the application. If you are using the form on computer be careful that margins, page lengths and page numbering stay in place. Please do not use red ink, highlighters, white out or staples so that the application is easier to photocopy.

When writing names or dates please use the following format: Given names and then surname. When referencing a married woman include her maiden name in brackets. For example: William Eugene Ryckman and Elizabeth (Markle) Ryckma. Please write dates: day, month, year. 07 Sep 1984. Shorten the month to the first three letters only.

Throughout your application (on pages 2 and pages 3-8 and on page 9) please underline or bold the individual that is in the line of descent from the loyalist ancestor.

Write place names and locations as fully as possible. Only use abbreviations for USA or in the Death Date & Place box due to space restrictions. Use the format city/town/village, name of county, province/state, country (if outside Canada).

Please fill in every space on the application form. If pieces of information are not known write, 'Not Known'. Unknown dates can be indicated with a question mark. Use n/a for not applicable areas of the application form.

When the Certificate Application is completed, attach the numbered proofs in order. Send in two, one-sided copies of the application and proofs on 8½ x 11 inch paper to the Grand River Branch Genealogist.

After you submit an application it is reviewed by the Branch Genealogist and if complete, it is sent to the Dominion Genealogist for approval. You will be contacted when the application is accepted or requires further information. If the application is accepted then a certificate will be issued and you will be invited to a ceremony by the Grand River Branch in order to receive your certificate.

### **The Proof of Lineal Decent Documents and Page 9**

The information on page 9 of the application form is used to establish the relationship between each generation and to state the evidence used to prove that relationship. The "Proof" documents are to be attached to the application. The format that is to be used must explain the relationship of the person on line 1 to the person on line 2 and be written in the following format:

1. Applicant: William Henry is THE SON of Mary Jane (WALKER) SMITH  
Proof: Ontario Birth Record

There must be specific proof from generation to generation. On page 9 please only briefly state your sources, for example, "Census records for 1861 Carleton County" or "Ontario Birth Certificate".

When you get to the page 9 line that is the ancestor who is a Loyalist write the ancestor in this format:  
Johnathan WILLIAMS is a UNITED EMPIRE LOYALIST

Accepted Proofs of Lineal Descent are any one piece of primary source material as long as it includes a statement about the relationship between generations. Newspaper or published articles such as obituaries, marriage accounts, graduation announcements, birth, death or marriage notices are acceptable as long as the relationship between generations is stated. Church or cemetery records and inscriptions from headstones are also accepted provided they show the relationship between generations. Birth, death and marriage certificates must have the names of parents to show the relationship from one generation to the next. Birth, death and marriage records from family Bibles may be used if they clearly show the

relationship with words such as “a son of...”. Include the title page of the Bible showing the date of publication. Census records or wills that give a relationship (‘son of...’ or ‘daughter of...’) are accepted proofs of lineal decent. If documents are too difficult to read include copies and also include a typed transcription. Many census records do not explicitly state what the relationship is between household members and are therefore not an adequate proof.

### **Labeling of Proofs**

Each piece of the proof information should be photocopied and the source citation written or typed on each page. It is important that we know where the information came from so that the research could be repeated or found again by another researcher. For newspaper accounts include the name of the newspaper, place of publication, page number and any other information such as the column or volume/edition number if known. For microfilmed information include the name of the repository, microfilm reel number, county, township, date, page number, and name of individual.

Please label the proofs on the top of the page, in the margin, as Proof #1, Proof #2, etc... If a document is used for more than one generation, label that page accordingly as, for example, Proof #6, #7 and #10. If a proof is more than one page in length then number each page, Page 1 of 5, etc... Please underline or bold the individual that is the line of decent from the loyalist ancestor.

### **Proof of a Loyalist Ancestor**

The general guidelines are as follows: A Loyalist Ancestor is either a man or a woman who as of 19 April 1775 was a resident of the American colonies, and joined the Royal Standard prior to the Treaty of Separation of 1783, or otherwise demonstrated loyalty to the Crown, and settled in territory remaining under the rule of the Crown. They can also be a soldier who served in an American Loyalist Regiment and was disbanded in Canada, or a member of the Six Nations of either the Grand River or the Bay of Quinte whose migration is similar to that of other Loyalists. The UELAC website has more information on the definition of a Loyalist ancestor.

Copies of land petitions, a land grant as a Loyalist, claims for losses, discharge certificate, name on a muster roll, confiscation list or other documents that show proof of loyalty are acceptable. The source citations for Land Petitions should include the archives or repository, microfilm reel, date, place, volume number, bundle, petition, and image numbers. For example: Library and Archives, Canada, Reel #C-2806, 1797, Vol. 4a, R3, 183, images 00542-00546.

### **Secondary Sources**

If a primary source cannot be found to prove the relationship between a generation then the use of secondary sources may be approved. Secondary sources are anything written after-the-fact such as books, articles published about historical events, biographies, and affidavits. In order to use secondary sources you need to include copies and also write a statement entitled Preponderance of Evidence. This explains how the secondary sources support the claim of how two people are related.

### **Fees:**

To submit this Certificate Application there is a fee of \$40.00. A second application submitted at the same time is \$30.00. Cheques should be made out to “Dominion Office, UELAC”.

Applicants must also be a current member of the Grand River Branch, UELAC.

### **Send 2 copies of the Completed and Signed Application Form, Proofs and Payment To:**

Heather Smith, UELAC Grand River Branch Genealogist,  
Box 491,  
Port Rowan, Ontario,  
N0E 1M0

[heathersmithportrowan@gmail.com](mailto:heathersmithportrowan@gmail.com)

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