



Welcome to the Idaho Genealogical Society Certificate Program.

Please take a moment to read the instructions to ensure a successful application submission.

Two certificates are offered:

- ❖ **Pioneer** — direct descendant of persons who lived in Idaho prior to statehood, 3 July 1890.
- ❖ **Early Settler** — direct descendant of persons who lived in Idaho anytime between 3 July 1890 and 31 December 1900.

Please read the instructions in full before submitting a Certificate Application:

- ❖ Complete each section of the application — a fillable PDF form — to the best of your ability. Pay particular attention to the section that asks exactly how you want the finished certificate to read. Incomplete or inaccurate applications will delay your request and may result in errors.
- ❖ Complete the pedigree chart (second page of application PDF), starting with you at the top and going back, generation by generation.
- ❖ Attach one copy of each document per generation to prove lineage. DO NOT send originals as they will not be returned. Examples of acceptable proof documents are shown below.

Note: You may purchase additional certificates for individuals who share the same direct lineage — either when you submit your initial application or at a later date. In either case, please submit an **Additional Certificate Request** (fillable PDF) for each additional descendant.

Requirements:

- ❖ Each application must be complete. Each generation must be filled out from your qualifying ancestor to yourself. Each generation **MUST LINK** to the next generation. A direct line must be established.
- ❖ Information must be as complete as possible. Names of all persons should be written in full (no initials) including maiden names for females, if known.
- ❖ All applications must contain proof of lineage. Include as many names, dates and places as needed in the documentation you provide. Send **ONE** copy of each proof cited. Label the generations on copies and place in order. Please cite proofs for each document included.
- ❖ Proof of Idaho residence (either before 3 Jul 1890 for the Pioneer certificate or between 3 Jul 1890 and 31 Dec 1900 for the Early Settler certificate) must be established through acceptable proofs.

Acceptable documentation:

- ❖ Census data — include year, county, enumeration district and sheet number. Hand copies are acceptable.
- ❖ Land records — plat books showing date and location, land purchases, land grants.
- ❖ Birth records — certificates, baptism or church records.

- ❖ Bible records — must be a legible photocopy and include title page. A transcription in a published source or notarized copy is acceptable.
- ❖ Court records — deeds, probates, wills, estate settlements.
- ❖ Death records — certificates, mortuary records, tombstone or cemetery records (include name of cemetery), funeral home records, newspaper obituaries (include name and date of newspaper).
- ❖ Published family or county histories, diaries, journals or letters, with dates and places noted.
- ❖ Marriage records — certificates, newspaper notices (include name and date of newspaper). If a marriage did not occur, evidence of parentage must be provided to support the lineage.
- ❖ Tax or school records with date and location.
- ❖ Immigration or naturalization papers, including ship manifests.

Unacceptable documentation:

- ❖ Family group sheets
- ❖ Online pedigree charts
- ❖ Undocumented family stories. Family stories are a wonderful resource for clues, but they must be accompanied by acceptable documentation.

Cost:

- ❖ **Certificate for Applicant:** The cost for the first certificate is \$20.
- ❖ **Additional Certificates:** Remember to complete and submit an "Additional Certificate Request" for each individual who shares the applicant's direct lineage.
 - For non-Society members the cost per additional certificate is \$20.
 - For members of the Idaho Genealogical Society, the cost per additional certificate is \$10.

Checklist:

- ❖ Be sure to complete all sections of the application and pedigree chart.
- ❖ Include copies of all proof documents **and** payment for each certificate requested.
- ❖ Please note if you would like your certificate mailed to an alternate address, please .
- ❖ **DO NOT SEND ORIGINALS;** they will not be returned.
- ❖ Please do not fold your papers.

Send ONE copy of the completed application on letter size paper, including the application, pedigree chart, and necessary proofs, along with \$20 and any additional fees for supplementary certificates. (**checks only, no cash!**) to:

IGS—Certificates
PO Box 190828
Boise, ID 83719-0828

If you have any questions, please do not hesitate to email idahogensociety@gmail.com.

Thank you. We look forward to honoring your Early Idaho ancestor!