



Instructions/Information for our Family Record Exchange Forms

These forms are form-fillable Adobe Portable Document Format (PDF) files. This allows the forms to be completed on a computer and saved. Always save each form with a unique filename (e.g., joejonesfamily.pdf). The forms are searchable when opened on another computer, to facilitate locating specific information. Filling the forms on a computer eliminates issues with varying inks and handwriting styles, which may be difficult for some to read. Alternatively, you can print them out and fill them in by hand, although they are not searchable to locate relevant information.

The blocks are self-explanatory. Each form has a Family Surname Block at the top of the form. The bottom of each form asks for the name of the person preparing the form, the date, and contact information. This identifies who submitted information, credits the submitter, and allows contacting the submitter with new/relevant information, either by USGSMD or other researchers. The three forms are: Family Group Form, Additional Children Form, and Additional Notes And Sources Form.

The Family Group Form has entry areas for husband, wife, and up to five children. For additional spouses, note the information on this form in other marriages; if there are children subsequent to that marriage, create a new Family Group Form for that group.

The Additional Children Form is a continuation sheet that can add 7 more children per form. The "number" for the child is left blank on the continuation sheet, so that should be filled out by the preparer for each child. If you have more than 7 children to add, simply fill in another form. Make sure to complete the Family Surname and Parent Name blocks so that the form can be matched to the correct Family Group. You can also note information in the Notes block.

The Additional Notes And Sources Form allows annotating of 9 additional notes or sources per form. Make sure to complete the Family Surname Block and other identifying data so that the notes can be matched to the correct Family Group Form(s).

We hope you find these forms helpful. Any suggestions/improvements can be sent to us at our email address, noted on the bottom of each page.