NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Heraldry and Coats of Arms

Sharon Sowders, Chairman 1160 Atherton Park, Roswell, GA 30076-2419
Telephone (770) 853-4369 Email: sharon.sowders@gmail.com

Phyllis King, Vice Chairman, 100 Buckeye Lane, Fayetteville, GA 30214-1703
Telephone: (770) 461-9551 Email: pa585@bellsouth.net

ADDENDUM TO 2019-2021 Directives

The purpose of this Addendum to the 2019-2021 NSCDXVIIC Heraldry and Coats of Arms Directives, is to provide more specific instruction for completing an Application for Registration of Coats of Arms.

How To Find Your Armorial Ancestor

Your colonial ancestor may be found in the **New England Historic Genealogical Society's Roll of Arms Index (NHEGS)** at www.committeeonheraldry.org/roll-of-arms/index-to-the-roll-of-arms/ Or at the **Order of Americans of Armorial Ancestry Index (OAAA)** at www.armorial.us/arms.htm If your immigrant ancestor is in one of these indexes, no other documentation will be needed since these sources have already documented your colonial ancestor's arms. If you are using an approved Armiger from the OAAA (Order of American of Armorial Ancestors) or the NEHGS (New England Historical & Genealogical Society) Roll of Arms, copy the pertinent information from the book and include a copy with your COA Application. No other documentation is necessary.

If your colonial ancestor is not listed in either the NHEGS or OAAA Index, go to the NSCDXVIIC website www.colonialdames17c.org/ Log in with your membership number and password.

- From MENU at the top, select "Members."
- From the pull-down menu, select "Directories."
- From the pop-up menu select "Approved Primary COAs" or "Approved Supplemental COAs." (This list is updated periodically so check back if you do not find your Ancestor listed.)
- Enter your approved colonial ancestor's name under "Ancestor's Name." Click Submit.

All approved COA's are available on the website. The NSCDXVIIC "Heraldry-Coats of Arms, Volume I," published in 2012 for armorial ancestors approved prior to 2003 includes pictures of the painted Coats-of-Arms displayed at NSCDXVIIC Headquarters and is now available in CD format. [1]

If an Armiger is found, select the one you want to prove as your COA Ancestor. Note the COA# at the top of the entry and the name of the "Armiger." If your approved colonial ancestor is listed, you may order a record copy of the approved COA from National ($10.00.) *An order form is available on the NSCDVXIIC website. (Members Only: Go to Members; Resource Library; Standing Committees; Heraldry & Coats of Arms; "Request Record Copy of Approved COA Form.")*

RESEARCH

Determine the country from which your approved colonial ancestor emigrated. The following websites are good for research abroad. Use these sites to find actual proof.

- Family Search, Ancestry and Find My Past are all excellent
- If searching England use www.ancestry.com/uk
- Make sure your sources are acceptable
- Check the NS CDXVIIC website for the list of "Not Reliable" and "Never Use" books. Books on the CDXVIIC list followed by "*" are considered "Very Reliable"

1 CDXVIIC Vol I, CD is available at the NSCDXVIIC website for $26.50. For USB format, please contact the COA Chairman.

For a list of reliable and easily accessible Heraldry books, as well as other useful information, consider purchasing the "**Heraldry Workbook for Colonial Dames XVIIC Century,"** by Maureen L. McGowan-Singer & Carol A. Sutton, Seventh Edition; For a copy of the workbook, contact Maureen L. McGowan-Singer, Singer6307@peoplepc.com

If your proof includes a previously approved COA, send a copy of all the pages of the COA you are using to prove your COA. Include the proof exactly as listed on the previously approved COA followed by *COA#00000, Armiger name, member name and date approved*, so it is clear that the proof that is listed has not been included with your COA application. If additional proof is needed, list it last. In some cases, you may need to use more than one previously approved COA to reach your Armiger. Use the same format as described above: e.g. Gen #23-#30 COA # _____, Armiger/Member, 00/00/00; Gen #31-#35 COA# _____, Armiger/Member, 00/00/00.

Each generation must be linked using acceptable proof. Include copies of the information used as "proof" and title page each source. **Underline names, dates, and pertinent information in red pencil on your proof pages and insert the generation number (G-14, G-15, etc.) in the margin.**

If your proof is from family histories/genealogies, include the bibliography (pages citing the compiler's sources) along with the title page of the book. Only documented histories/genealogies will be accepted.

If you are using an approved Armiger from the **OAAA (Order of American of Armorial Ancestors)** or the **NEHGS (New England Historical & Genealogical Society)** Roll of Arms, copy the pertinent information from the book and include a copy with your COA Application. No other documentation is necessary.

Transcription of old handwritten records must be included with a copy of the original. Tombstone wording should be transcribed and included with a photo of the original, if possible.

The following list of sources were recommended by Maureen McGowan-Singer and are excellent for your Heraldry research:

- Bolton, Charles Knowles – *Bolton's American Armory*
- British Biography – *Dictionary of National Biography* (22 vol.)
- Burke's – *The General Armory of England, Scotland, Ireland & Wales*; *Irish Family Records; Genealogical & Heraldic History of Landed Gentry; Peerage & Baronetage; American Families with British Ancestry; Prominent Families of U.S.; Family Records*
- Bye, Arthur E. – *Magna Charta, King John & the Barons*
- *Coggeshall, Robert – *Ancestors & Kin*
- Cokayne, George – *The Complete Baronetage* (6 vol.)
- *Farris, David – *Plantagenet Ancestry of 17th Century Colonists* (1996)
- Foster, Joseph – *The Dictionary of Heraldry; Some Feudal Coats of Arms*
- Fox-Davis, Arthur – *A Complete Guide to Heraldry; Armorial Families*
- Franklyn, Julian – *Shield and Crest; an Account of Art & Science of Heraldry*
- Gibbs, Vicary – *The Complete Peerage* (13 vol.)
- Given-Wilson, Chris – *The Royal Bastards of Medieval England*
- *Harleian Society – *Visitations of Shires* (Great Britain)
- Kimber, E. – *Baronetage of England* (4 vol.)
- Louda, Jiri – *Lines of Succession: Heraldry of the Royal Families of Europe*
- Matthews, John – *Matthews' American Armoury and Blue Book (1903-1923 editions)*
- Moncreiffe, Iain – *Royal Highness: Ancestry of the Royal Child*
- Moriarty, George – *The Plantagenet Ancestry of King Edward III & Queen Philippa*
- Papworth, John – *Ordinary of British Armorials*
- *Richardson, Douglas – *Plantagenet Ancestry: Study in Colonial & Medieval Families; Magna Carta Ancestry*
- Richardson, Douglas – Royal Ancestry
- Rietstap, J. B. – *Armorial General* (2 vol.); *Illustrations* by Rolland, V.
- Roberts, Gary Boyd – *The Royal Descents of 500 Immigrants to the American Colonies; The Royal Descents of 600 Immigrants to the American Colonies*
- Shaw, William – *The Knights of England*
- Sheppard, Walter L. – *Descendants of the Illegitimate Sons & Daughters of Kings of Britain*
- Taute, Anne – *Kings & Queens of Great Britain: A Genealogical Chart Showing their Descent & Relationships*

- *Weis, Frederick – *Ancestral Roots of Certain American Colonists Who Came to America before 1700 (8th ed.); Magna Charta Sureties, 1215* (5th ed.)
- Zieber, Eugene – *Heraldry in America*

UNACCEPTABLE PROOF
- Undocumented evidence is not accepted.
- Undocumented internet pages (i.e. Wikipedia)
- Other Lineage Society's Approved Membership Papers are **not** accepted as proof
- **BODIE** – First three books acceptable (later volumes **not** accepted)
- **POPE** – NOT acceptable
- **SAVAGE –** NOT acceptable

You must include one complete copy of your approved **CDXVIIC Primary or Supplemental Application** showing the colonial ancestor you are using to reach the Armiger, in addition to proof documenting each generation starting with your colonial ancestor and connecting to your armorial ancestor.

COA APPLICATION

Download **Application for Registration of Family-Coat-of Arms** (COA Application) from the National website. https://www.colonialdames17c.org. Log in, "Search" for "Heraldry" and select "Heraldry – Coats of Arms Application for Registration of Family Coats of Arms." Download the form to your computer and SAVE IT WITH A NEW NAME before you begin entering data. If you do not save it with a new name, your entered data will NOT be saved.

You may download the new form which does not require the NSCDXVIIC COA special paper set. The new application includes the blue logo and must be used on 25% rag content bright white 8 ½ x 11 ACID FREE paper which can be purchased from several sources, including Amazon.com, Staples.com, Walmart.com, etc.

If you download the traditional application without the blue logo, you must use the NSCDXVIIC acid fee paper sets that may be ordered from the National Society.

Complete the COA Application
On the first page, fill out your name exactly as it appears on your approved NSCDXVIIC Application and then your name as you wish it to appear on the Coat-of-Arms Certificate. Check the box indicating whether this is a "Primary" or "Supplemental" Ancestor. For questions, see the SAMPLE COA APPLICATION.

Include the Armiger's name and title as it should appear on your COA Certificate. List the description of the Coats-of-Arms granted exactly as it appears in the source you are using and then list the source that cites the description. Use the same format required by the NSCDXVIIC Registrar General.

At the bottom of page 1, there are two questions about making your application available to others. If yes, your approved COA Application may be copied and included in the Roll of Arms maintained by the Society.

On page two, the first entry will be your approved colonial ancestor's generation and must be completed exactly the same as the last entry on your approved CDXVIIC Application. Include references followed by *your CDXVIIC number*, ancestor name, and date approved, then list any additional proof being submitted. Check s/o or d/o and fill in the parent's name.

The next generation is for the mother or father of your Colonial Ancestor or the his/her spouse.
The next block is in sequence e.g., if your approved ancestor (block 1) is Gen. #12, then the parent will be Gen. 13 and so on. It does not matter whether male or female is listed first. It is helpful if the name of the parent in the line you are following, is in CAPS. Indicate the relationship of the current generation to the previous generation listed by checking the appropriate box at the top of each generation. There are two boxes at the bottom of each generation indicating s/o or d/o and add name of the mother or father listed in the next generation.

Connecting through your Colonial Ancestor's spouse:

You may connect through the parents of the spouse of your Colonial Ancestor since you have proven the blood line. A key point is that you can use the spouse of your approved Colonial Ancestor for Heraldry. There is no requirement for a supplemental on that person. The member has proven the blood line back to the Colonial Ancestor and Spouse. It has been recognized for decades (for Heraldry) that it is hard to find "service" for a spouse, but the spouse can have equal or better lineage for Heraldry. A good example is Lady Diana Skipwith (married to Edward Dale). Dale has virtually no lineage for Heraldry, but Lady Diana Skipwith has a great lineage going back as far as anyone wants to go. With this in mind, and to recognize who the line is actually through, on Page 1 of the application in the space for the name of the Colonial Ancestor, the name of the actual person who the lineage is for should go on that line. If it is the spouse, it should read, for example, "Lady Diana Skipwith (w/o Edward Dale)". That way everyone is clear on who the line originates with. This will also help you keep it straight. When entering the info into the data base, it should read "Skipwith-Dale" "Diana (w/o Edward)".

Before submitting the completed Application make sure you have connected each generation. If approved COA applications are used, they must connect each generation to the next, and a **copy of the entire previously approved COA** application being referenced must be enclosed.

If you are submitting several COA applications in the same envelope, send only one complete set of proofs.

The fee is $25 for each COA Application, one check payable to NSCDXVIIC. No more than five COA Applications may be submitted at a time, without previous approval from the Heraldry COA Chairman, UNLESS all COA Applications go to the same line. Example: If connecting to all the Kings of France you may submit all of them at once. The oldest King will be approved first and the others will be proven since the line you have submitted is through them.

Please include the **Application Cover Sheet** with an outline of what is in your COA Application package.

Application Submission Checklist:

- Completed Application Cover Sheet found on the last page of this Addendum.
- COA Application. **Do not use staples or clips**.
  - original and two copies if you are using the original format printed on NSCDXVIIC specific paper,
  - OR, three sets if you are using the new COA Application, printed on bright white 25% cotton acid free paper, unless the acid free paper is readily apparent as the original.
- Insert the name of your Armiger (One who holds Arms) on page 8 on the line above your signature.
- Sign all three sets in BLACK INK.
- A complete copy of the approved CDXVIIC Primary or Supplemental Application for the Colonial Ancestor you are using.
- Proofs listed as reference, using the same format as the Registrar General, with pertinent information underlined in red pencil and the generation number indicated in the margin.
- One set of proofs that cites more than one generation.
  - Include a copy of the title page, publication page and page number(s) from all books that you have used for your references.
- Include complete copies of any previously approved COA's you are citing as proof.
- Description of Arms with documentation and proof of title for your Armiger, including title page.
- ONE check payable to NSCDXVIIC for the COA Application fee ($25 each).

PROOFS WILL NOT BE RETURNED unless you include a FLAT RATE **postage stamp** [2]and bar code with your application. Do not include any postage in any check to NSCDXVIIC for the application fee.

Your original NSCDXVIIC application will be returned to you by regular mail, with a letter of approval, COA Certificate and approved COA Application.
Please scan the front page of your approved COA Application and send to both Chapter and State COA Chairmen. When you place your order for COA insignia with Hamilton, please include a copy of the letter for a quicker turnaround.

[2] See your United States Post Office for details. A $7.35 stamp may be purchased which includes a tracking bar code, and may hold anything that will fit into the 9x12 cardboard First Class Priority Mail package.

Submit your Application:
TEXAS COA Applications Contact TEXAS COA Chair for mailing instructions
Lori Snipes King, txheraldrydame@aol.com 281-655-1332

CALIFORNIA COA Applications Contact CALIFORNIA COA Chair for mailing instructions
Terri DeMey, terri.demey@yahoo.com 805-405-9427

COA applications for all except Texas and California should be mailed to National Heraldry/COA Chair:
Sharon Sowders, 1160 Atherton Park, Roswell, GA 30076-2419, sharon.sowders@gmail.com

---

Sources:

- Heraldry Workbook for Colonial Dames XVIIC Century, by Maureen L. McGowan-Singer & Carol A. Sutton, Sixth Edition; For a copy of the workbook, contact Maureen L. McGowan-Singer, Singer6307@peoplepc.com
- An Essential Guide to Preparing Coat of Arms Applications, National Society Colonial Dames Seventeenth Century, Star of Destiny Chapter by Joan Vranesa and Wanda Samek; For a copy of the workbook, contact Wanda Samek, Samek@verizon.net
- Colonial Dames XVII Century Heraldry Workshop Presentation by California State Heraldry & Coats of Arms Chair, Terri DeMey. For copies, contact terri.demey@yahoo.com
- Power Point Presentation created by 2017-2019 Heraldry & COA Chairman, Eleanor Satterfield and Jo Hill. Copies available by request: Sharon.Sowders@gmail.com
- NSCDXVIIC COA APPLICATION Sample with Instructions.
- NSCDXVIIC Heraldry & COA Directives 2015-2017, Selena Dulac, Chairman

NATIONAL SOCIETY COLONIAL DAMES XVII CENTURY
Heraldry and Coats of Arms
Registration of Family Coat of Arms

APPLICATION COVER SHEET

Name _____NSCDXVIIC#
Email: _____Phone:
My CDXVIIC Ancestor is: _____
Included in this package, are COA Applications for:

1 _____

2 _____

3 _____

4 _____

5 _____

MAXIMUM: No more than five COA Applications may be submitted at a time, without previous approval from the Heraldry COA Chairman, UNLESS all COA Applications go through the same line.[3]

Application Submission Checklist:

- Completed Application Cover Sheet
- COA Application. **Do not use staples or clips**.
  - original and two copies if you are using the original format printed on NSCDXVIIC specific paper, or.
  - three sets if you are using the new COA Application, printed on bright white 25% cotton acid free paper, unless the acid free paper is readily apparent as the original.
- Insert the name of your Armiger (One who holds Arms) on page 8 on the line above your signature.
- Sign all three sets in BLACK INK.
- A complete copy of the approved CDXVIIC Primary or Supplemental Application for the Colonial Ancestor you are using.
- Proofs listed as reference, using the same format as the Registrar General, with pertinent information underlined in red pencil and the generation number indicated in the margin.
- One set of proofs that cites more than one generation.
  - Include a copy of the title page, publication page and page number(s) from all books that you have used for your references.
- Include complete copies of any previously approved COA's you are citing as proof.
- Description of Arms with documentation and proof of title for your Armiger, including title page.
- ONE check payable to NSCDXVIIC for the COA Application fee ($25 each).

PROOFS WILL NOT BE RETURNED unless you include a FLAT RATE **postage stamp** [4]and bar code with your application. Do not include any postage in any check to NSCDXVIIC for the application fee.

Submit your Application:

- TEXAS COA Applications Contact TEXAS COA Chair for mailing instructions
  Lori Snipes King, txheraldrydame@aol.com 281-655-1332
- CALIFORNIA COA Applications Contact CALIFORNIA COA Chair for mailing instructions
  Terri DeMey, terri.demey@yahoo.com 805-405-9427

All COA Applications except Texas and California should be mailed to National Heraldry/COA Chair:
Sharon Sowders, 1160 Atherton Park, Roswell, GA 30076-2419, sharon.sowders@gmail.com 770-853-4369

[3] Example: If connecting to all the Kings of France you may submit all of them at once. The oldest King will be approved first and the others will be proven since the line you have submitted is through them.
[4] See your United States Post Office for details. A $7.35 stamp may be purchased which includes a tracking bar code, will cover as much as will fit into the 9x12 cardboard First Class Priority Mail package.