Membership Application Instructions

1. **Application**. Your application for direct descendant membership must document your lineage starting with you and going all the way back to one of the heads of the 16 families. You must download this application to your computer and type the requested information on it. Handwritten applications are not acceptable. If you do not have the ability to download and type the application, please contact the CIDA Membership VP for assistance. To complete the form, click within each field (do not use "tab") to enter the respective information. You can save it to your computer to work on it until it is completed. Be sure to save the final version in case changes are needed. Then print and sign the application before mailing it to CIDA with your documented proof for each generation. Do not forget to include your spouse's information on page 7, if married.

2. **Documented Proof**. Genealogical documents are required for each generation proving kinship between each generation and its preceding generation. Documents must include those proving birth, marriage, and death (where applicable) for each named person in the application. Submit only copies of original documents. They will not be returned. Copies need not be certified.

3. **Your Name**. List your name on the application as you want it on your membership certificate, if approved for membership. Normally, this is the same name that appears on your birth certificate or your married name. If you are using your spouse's surname, you must include a copy of your marriage certificate.

4. **Order of Names.** Always list the Canary Islander descendant first in each generation, regardless of gender.

5. **Maiden Names**. Always use the maiden name for any of the females in the lineage portion of the application.

6. **Dates**. Always use the format for dates in this example, 18Apr1842. Use the two-digit day, followed by three letter month abbreviation and then the full four-digit year.

7. **Notes on Proofs**. On the reverse side of each copy of proof submitted, type or print:
   - your name
   - the generation number for which the document applies
   - the fact (birth, marriage, or death) for which the proof is being submitted
   - the name of the qualifying, original Canary Islander ancestor for whom the application is being submitted.

8. **Summary of Documented Proof Requirements**.

   a. **Generation One** – copy of birth certificate and, if applicable, marriage certificate. If divorced, contact the CIDA Membership VP to learn if copies of this document will be necessary.

   b. **Generation Two and Subsequent Generations** – copies of: 1) birth/baptismal record for each name, 2) marriage record, and 3) death record for each name, where applicable. If you choose to delete sensitive information, it is your responsibility to blacken out Social Security numbers, cause of death, etc., on your documents.

9. **Types of Proof**. Acceptable forms of proof for:

a. **Births** - birth certificates (available after 1903 in Texas) or baptismal certificates if the parents' names are included, are the preferred documents. Prior to 1903, church records are the preferred document. If none can be found, the Texas Birth Index is acceptable ONLY if the parents are named. Land deeds, wills, census records, and other official, public documents documenting the ancestor's kinship with his/her parents are also acceptable when the birth/baptismal documents are not available following an exhaustive search.

b. **Marriage** - a marriage certificate or a copy of the marriage record from the church is the preferred proof. Like birth records, land deeds, wills, census records and other official, public documents showing the couple as husband/wife are acceptable.

c. **Death** – A copy of the death certificate is the preferred document. Prior to 1903, the church burial record is acceptable. A copy of the headstone is acceptable only when no other document can be found.

10. **Piggybacking**. The burden of proof is easier if applying for membership and a relative is already a proven descendant member and their file contains the proof required. You can then "piggyback" on their application and be required to only submit the proof of your lineage to the point where you and your relative share an ancestor. A fully completed application with each generation of your lineage from yourself to the qualifying ancestor is still required. Only the requirement for supporting proof documentation is reduced.

Here is a piggybacking example:

a. **Scenario**: Betty Ramirez is a proven direct descendant CIDA member. Betty is your first cousin. Your father and

Betty's mother are siblings. Their mother (yours and Betty's grandmother) is the direct descendant you both share.

b. **Application**: Complete the application in its entirety going all the way back to the original Canary Islander.

c. **Proof**: Submit a copy of your birth certificate. If married, submit a copy of your marriage certificate. For generation two, submit a copy of your parents' birth certificates, marriage certificate, and if applicable, death certificate(s). That is, it for proof. Why? Because that documents your connection to your common grandmother and the rest of your lineage on the application is proven with the documents found in Betty's folder.

d. **Permission** to "piggyback" is not required. Identifying Betty as your cousin on page one of the application just makes it easier for you to prove your lineage and helps the membership committee process your application. The membership VP will validate that your necessary proof documents exist in Betty's file.

11. **Associate Membership**. Associate members are spouses of current or deceased direct descendant members. Associate members are integral to the association in carrying out its objectives. The application for an associate member is a separate page found within the direct descendant member application.

12. **Application Processing Fee**. An application processing fee of $25 is required to be paid at the time you submit the application. The fee can be paid by check or money order. Checks can be made out to "CIDA." Be sure to indicate for which application the fee is being paid.

13. **Submitting the application.** A printed and signed application along with the supporting proof documentation must be mailed

to the association. All documents (application and proof), once received by CIDA, become property of CIDA. CIDA exercises care and caution to ensure access to the application, proof documents, and the information contained therein is restricted to only those individuals in the association who require such access to perform their association-related duties.