

CAPITAL AREA GENEALOGICAL SOCIETY
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**Some Helpful Information
to Get You Started**

- Five Generation Ancestor/Pedigree Chart
- Individual Work Sheet
- Family Group Record - portrait version
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- Research Log
- Correspondence Log
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- The Soundex Indexing System
- Internet Resources

Five-Generation Ancestor Chart

Chart # ____

1 on this chart = ____ on chart # ____

SEE CHART #

The chart consists of 31 numbered boxes, each representing an individual. The boxes are arranged in a tree structure:

- Box 1:** The root of the chart, located at the bottom left. It contains fields for: BIRTH DATE AND PLACE, MARRIAGE DATE AND PLACE, DEATH DATE AND PLACE, and SPOUSE.
- Box 2:** Connected to Box 1 by a vertical line. It contains fields for: BIRTH DATE AND PLACE, MARRIAGE DATE AND PLACE, and DEATH DATE AND PLACE.
- Box 3:** Connected to Box 1 by a horizontal line. It contains fields for: BIRTH DATE AND PLACE and DEATH DATE AND PLACE.
- Box 4:** Connected to Box 2 by a vertical line. It contains fields for: BIRTH DATE AND PLACE, MARRIAGE DATE AND PLACE, and DEATH DATE AND PLACE.
- Box 5:** Connected to Box 2 by a horizontal line. It contains fields for: BIRTH DATE AND PLACE and DEATH DATE AND PLACE.
- Box 6:** Connected to Box 3 by a vertical line. It contains fields for: BIRTH DATE AND PLACE, MARRIAGE DATE AND PLACE, and DEATH DATE AND PLACE.
- Box 7:** Connected to Box 3 by a horizontal line. It contains fields for: BIRTH DATE AND PLACE and DEATH DATE AND PLACE.
- Box 8:** Connected to Box 4 by a vertical line. It contains fields for: BIRTH DATE AND PLACE, MARRIAGE DATE AND PLACE, and DEATH DATE AND PLACE.
- Box 9:** Connected to Box 4 by a horizontal line. It contains fields for: BIRTH DATE AND PLACE and DEATH DATE AND PLACE.
- Box 10:** Connected to Box 5 by a vertical line. It contains fields for: BIRTH DATE AND PLACE, MARRIAGE DATE AND PLACE, and DEATH DATE AND PLACE.
- Box 11:** Connected to Box 5 by a horizontal line. It contains fields for: BIRTH DATE AND PLACE and DEATH DATE AND PLACE.
- Box 12:** Connected to Box 6 by a vertical line. It contains fields for: BIRTH DATE AND PLACE, MARRIAGE DATE AND PLACE, and DEATH DATE AND PLACE.
- Box 13:** Connected to Box 6 by a horizontal line. It contains fields for: BIRTH DATE AND PLACE and DEATH DATE AND PLACE.
- Box 14:** Connected to Box 7 by a vertical line. It contains fields for: BIRTH DATE AND PLACE, MARRIAGE DATE AND PLACE, and DEATH DATE AND PLACE.
- Box 15:** Connected to Box 7 by a horizontal line. It contains fields for: BIRTH DATE AND PLACE and DEATH DATE AND PLACE.
- Box 16:** Connected to Box 8 by a vertical line. It contains a small box for a spouse.
- Box 17:** Connected to Box 8 by a horizontal line. It contains a small box for a spouse.
- Box 18:** Connected to Box 9 by a vertical line. It contains a small box for a spouse.
- Box 19:** Connected to Box 9 by a horizontal line. It contains a small box for a spouse.
- Box 20:** Connected to Box 10 by a vertical line. It contains a small box for a spouse.
- Box 21:** Connected to Box 10 by a horizontal line. It contains a small box for a spouse.
- Box 22:** Connected to Box 11 by a vertical line. It contains a small box for a spouse.
- Box 23:** Connected to Box 11 by a horizontal line. It contains a small box for a spouse.
- Box 24:** Connected to Box 12 by a vertical line. It contains a small box for a spouse.
- Box 25:** Connected to Box 12 by a horizontal line. It contains a small box for a spouse.
- Box 26:** Connected to Box 13 by a vertical line. It contains a small box for a spouse.
- Box 27:** Connected to Box 13 by a horizontal line. It contains a small box for a spouse.
- Box 28:** Connected to Box 14 by a vertical line. It contains a small box for a spouse.
- Box 29:** Connected to Box 14 by a horizontal line. It contains a small box for a spouse.
- Box 30:** Connected to Box 15 by a vertical line. It contains a small box for a spouse.
- Box 31:** Connected to Box 15 by a horizontal line. It contains a small box for a spouse.

INDIVIDUAL WORK SHEET

NAME IN FULL: _____ Nickname (AKA): _____

BIRTH: Date: _____ Christening Date: _____

City, County, State: _____ City, County, State: _____

PARENTS: Father: _____ Mother: _____

DEATH: Date: _____ Probate: _____

City, County, State: _____ Obituary: _____

BURIAL: Date: _____ Funeral Home: _____

City, County, State: _____ Cemetery: _____

1ST MARRIAGE: Date: _____ Announcement: _____

City, County, State: _____ Place: _____

Spouse: _____ Nickname(AKA): _____

Father: _____ Mother: _____

2ND MARRIAGE: Date: _____ Announcement: _____

City, County, State: _____ Place: _____

Spouse _____ Nickname (AKA): _____

Father: _____ Mother: _____

Immigration/Naturalization: _____

Schooling: _____

Religion: _____

Occupations: _____

Military Service: _____

Census Records:

Year	State	County	City	Street
------	-------	--------	------	--------

Other biographical information, references and sources used for research and verification listed on reverse

Family Group Record

Husband

See "Other Marriages"

	Born	Place
	Christened	Place
	Died	Place
	Buried	Place
	Married	Place
Husband's father		
Husband's mother		

Wife

	Born	Place
	Christened	Place
	Died	Place
	Buried	Place
Wife's father		
Wife's mother		

Children List each child in order of birth.

1	Sex	Name		<input type="checkbox"/> See "Other Marriages"
		Born	Place	
		Christened	Place	
		Died	Place	
		Spouse		
		Married	Place	
2	Sex	Name		<input type="checkbox"/> See "Other Marriages"
		Born	Place	
		Christened	Place	
		Died	Place	
		Spouse		
		Married	Place	
3	Sex	Name		<input type="checkbox"/> See "Other Marriages"
		Born	Place	
		Christened	Place	
		Died	Place	
		Spouse		
		Married	Place	

Prepared by	Address
Phone	
E-mail address	
Date prepared	

Family Group Record

Husband	
Wife	
Children List each child in order of birth.	
Sex	Name <input type="checkbox"/> See "Other Marriages"
	Born Place
	Christened Place
	Died Place
	Spouse
	Married Place
Sex	Name <input type="checkbox"/> See "Other Marriages"
	Born Place
	Christened Place
	Died Place
	Spouse
	Married Place
Sex	Name <input type="checkbox"/> See "Other Marriages"
	Born Place
	Christened Place
	Died Place
	Spouse
	Married Place
Sex	Name <input type="checkbox"/> See "Other Marriages"
	Born Place
	Christened Place
	Died Place
	Spouse
	Married Place
Sex	Name <input type="checkbox"/> See "Other Marriages"
	Born Place
	Christened Place
	Died Place
	Spouse
	Married Place
Sex	Name <input type="checkbox"/> See "Other Marriages"
	Born Place
	Christened Place
	Died Place
	Spouse
	Married Place

Family Group Record

Page of

Husband

Wife

Other marriages List other marriages of the husband, wife and children on this form. List any necessary explanations.

Notes and sources of information Add further information on attached sheets as necessary.

Family Group Record

Prepared By _____ Relationship to Preparer _____

Address _____ Date _____ Ancestral Chart # _____ Family Unit # _____

Husband		Occupation(s)			Religion		
Date —Day, Month, Year		City	County	State or Country			
Born							
Christened						Name of Church	
Married						Name of Church	
Died						Cause of Death	
Buried		Cem/Place				Date Will Written/Proved	
Father	Other Wives						
Mother							

Wife maiden name		Occupation(s)			Religion		
Date —Day, Month, Year		City	County	State or Country			
Born							
Christened						Name of Church	
Died						Cause of Death	
Buried		Cem/Place				Date Will Written/Proved	
Father	Other Husbands						
Mother							

*	Sex M/F	Children Given Names	Birth			Birthplace			Date of first marriage/Place		Date of Death/Cause			Computer I.D. #
			Day	Month	Year	City	County	St./Ctry.	Name of Spouse	City	County	State/Country		
		1												
		2												
		3												
		4												
		5												
		6												
		7												
		8												
		9												
		10												
		11												
		12												

Correspondence Record Sheet

Surname: _____ Researcher: _____

Entry Date Sent	Follow-up Response	Charge Refund	Addressee & Address	Subject or Citation	Results	Doc. No.
1						
2						
3						
4						
5						
6						
7						
8						

Check if continued on other side

Genealogy Relationship Chart

	1	2	3	4	5	6	7	8	9	10
1	Common Ancestor	Son or Daughter	Grandson or Daughter	Great Grandson or Daughter	2nd Great Grandson or Daughter	3rd Great Grandson or Daughter	4th Great Grandson or Daughter	5th Great Grandson or Daughter	6th Great Grandson or Daughter	7th Great Grandson or Daughter
2	Son or Daughter	Brother or Sister	Niece or Niece	Grand Niece or Nephew	Great Grand Niece or Nephew	2nd Great Grand Niece or Nephew	3rd Great Grand Niece or Nephew	4th Great Grand Niece or Nephew	5th Great Grand Niece or Nephew	6th Great Grand Niece or Nephew
3	Grandson or Daughter	Niece or Nephew	First Cousin	First Cousin Once Removed	First Cousin Twice Removed	First Cousin Three Times Removed	First Cousin Four Times Removed	First Cousin Five Times Removed	First Cousin Six Times Removed	First Cousin Seven Times Removed
4	Great Grandson or Daughter	Grand Niece or Nephew	First Cousin Once Removed	Second Cousin	Second Cousin Once Removed	Second Cousin Twice Removed	Second Cousin Three Times Removed	Second Cousin Four Times Removed	Second Cousin Five Times Removed	Second Cousin Six Times Removed
5	2nd Great Grandson or Daughter	Great Grand Niece or Nephew	First Cousin Twice Removed	Second Cousin Once Removed	Third Cousin	Third Cousin Once Removed	Third Cousin Twice Removed	Third Cousin Three Times Removed	Third Cousin Four Times Removed	Second Cousin Five Times Removed
6	3rd Great Grandson or Daughter	2nd Great Grand Niece or Nephew	First Cousin Three Times Removed	Second Cousin Twice Removed	Third Cousin Once Removed	Fourth Cousin	Fourth Cousin Once Removed	Fourth Cousin Twice Removed	Fourth Cousin Three Times Removed	Fourth Cousin Four Times Removed
7	4th Great Grandson or Daughter	3rd Great Grand Niece or Nephew	First Cousin Four Times Removed	Second Cousin Three Times Removed	Third Cousin Twice Removed	Fourth Cousin Once Removed	Fifth Cousin	Fifth Cousin Once Removed	Fifth Cousin Twice Removed	Fifth Cousin Three Times Removed
8	5th Great Grandson or Daughter	4th Great Grand Niece or Nephew	First Cousin Five Times Removed	Second Cousin Four Times Removed	Third Cousin Three Times Removed	Fourth Cousin Twice Removed	Fifth Cousin Once Removed	Sixth Cousin	Sixth Cousin Once Removed	Sixth Cousin Twice Removed
9	6th Great Grandson or Daughter	5th Great Grand Niece or Nephew	First Cousin Six Times Removed	Second Cousin Five Times Removed	Third Cousin Four Times Removed	Fourth Cousin Three Times Removed	Fifth Cousin Twice Removed	Sixth Cousin Once Removed	Seventh Cousin	Seventh Cousin Once Removed
10	7th Great Grandson or Daughter	6th Great Grand Niece or Nephew	First Cousin Seven Times Removed	Second Cousin Six Times Removed	Third Cousin Five Times Removed	Fourth Cousin Four Times Removed	Fifth Cousin Three Times Removed	Sixth Cousin Twice Removed	Seventh Cousin Once Removed	Eighth Cousin

Instructions:

Note: Key to relationship is determining the Ancestor that two people have in common, then:

i.e: Select two people to determine their relationship. Determine who the common ancestor is between these two people (Red Square). Say the common ancestor of one person is a grandparent; and for the other person that same ancestor is a great, great grandparent. Determine their relationship by using the side (green) and top (blue) going to the kinship title as determined above, then move into the chart until the column and row meet and that is the kinship title.

1. Look at the top row of the chart (in blue) and find the first person's relationship to the common ancestor.
2. Look at the far left column of the chart (in green) and find the second person's relationship to the common ancestor.
3. Move across the columns and down the rows to determine where the row and column containing these two relationships (from top & side) meet. This box is the relationship (kinship title) between the two individuals.
4. If you run out to the last position on the chart and need more, just continue counting numbers to determine the level you must go, do the same for the side. Then start following instruction number 3 above and continue until you meet. Just add the number of positions to the last box on the chart to determine the number "removed".

Genealogical Source Checklist

Family and Home Records

Personal Knowledge
Family Bibles
Account Books
Baby Book
Biography
Citizenship Papers
Employment Records
Farm Records
Funeral Programs
Health/Medical Records
Heirlooms
Journals, Diaries
Legal Papers
Oral Tradition
Photographs
Scrapbooks
Social Security Cards
Wedding Book

Vital Records

Adoption
Birth
Death
Delayed Birth
Divorce
Marriage Bonds, Banns
Marriage license

Church Records

Annulment
Baptism
Blessing
Christening
Confirmation
Disciplinary Proceedings
Membership Lists
Minister's Records
Minutes
Mission Reports
Ordination
Removals
Transfer

Public Sources

US Federal Censuses and
Indexes for 1790-1930
Mortality Schedules
Agriculture

State and Local Censuses

School Records

Elementary
Secondary
Vocational
Trade
College
University

Private
Awards Diplomas
Honor Societies
Publications
Report Cards
Scholarships
Transcripts
Yearbooks

Military Records

Bounty Awards
Citations
Disability
Discharges
Muster Rolls
National Guard
Pensions
Ribbons
Selective Service Board
Service Records
Form DD214 (WWII)

Land Records

Deeds
Grantee Index
Grantor Index
Homestead Applications
Leases
Mortgages
Patents, land grants
Plates and Maps
Surveys
Water Rights
Land Partitions

Tax Records

Personal Property
Poll Tax
Poor Rate
Real Estate
School
Social Security
Tax Exemptions

Probate Records

Indexes
Wills
Administrations
Inventories
Bonds
Settlements
Packets
Guardianships

Court Records

Dockets
Minutes
Orders, Decrees
Judgments
Case Files
Indexes

Immigrant Records

Passenger Lists
Passport Applications
Visas
Vaccination Certificates
Protocols
Letterbooks
Crew Lists
Oaths of Allegiance
Alien Registration cards
Change of Name
Naturalization
Citizenship Papers
Customs Records
Immigrant Aid Societies
Deportation
Register of Seamen

Cemetery Records

Monuments & Tombstones
Plats
Deeds
Perpetual Care
Memorials
Gifts
Sexton's Records
Funds
Funeral Homes

Private Sources

Insurance
Life
Marine
Fire
Automobile
Health

Newspapers

Indexes
Birth
Death
Marriages
Anniversaries
Obituaries
Advertisements
Local News
Unclaimed Mail

Legal Notices

Probate
Auctions
Forced sales
Divorces
Bankruptcies
Court Claims
Convictions

Employment Records

Indentures
Apprenticeships

Licenses
Pensions
Service Awards
Personnel files
Account Books
Job Applications
Transfers
Termination
Disciplinary Actions
Union
Trade Directories

Mortuary Records

Burial Registers
Funeral Cards
Funeral Books

Institutional Records

Charities
Hospitals
Convents
Seminaries
Libraries
Historical Societies
Genealogical Societies
Mission Societies
Orphan Agencies
Reunion Registries
Fraternal Organizations

Compiled Sources

Family Histories
Genealogies
Biographies
Pedigrees
County, Local Histories
City Directories
Professional directories
Indexes
Lineage Society
Publications

Collections

WPA Projects
Oral History Projects
Manuscript collections
Vertical File Surname
Collections
Periodical Source Index
National Union Manuscript
Catalog

Genealogical Periodicals

Indexes
Queries
Genealogies
Source Extractions
Historical Articles

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The Soundex Indexing System

Updated May 30, 2007

To use the census soundex to locate information about a person, you must know his or her full name and the state or territory in which he or she lived at the time of the census. It is also helpful to know the full name of the *head of the household* in which the person lived because census takers recorded information under that name.

The soundex is a coded surname (last name) index based on the way a surname sounds rather than the way it is spelled. Surnames that sound the same, but are spelled differently, like SMITH and SMYTH, have the same code and are filed together. The soundex coding system was developed so that you can find a surname even though it may have been recorded under various spellings.



To search for a particular surname, you must first work out its code.

Basic Soundex Coding Rule

Every soundex code consists of a letter and three numbers, such as W-252. The letter is always the first letter of the surname. The numbers are assigned to the remaining letters of the surname according to the soundex guide shown below. Zeroes are added at the end if necessary to produce a four-character code. Additional letters are disregarded. Examples:

- **Washington** is coded W-252 (W, 2 for the S, 5 for the N, 2 for the G, remaining letters disregarded).
 - **Lee** is coded L-000 (L, 000 added).
-

Soundex Coding Guide

See also this [online Soundex Calculator](#)

Number	Represents the Letters
1	B, F, P, V
2	C, G, J, K, Q, S, X, Z
3	D, T
4	L
5	M, N
6	R

Disregard the letters A, E, I, O, U, H, W, and Y.

Additional Soundex Coding Rules

1. Names With Double Letters

If the surname has any double letters, they should be treated as one letter. For example:

- **Gutierrez** is coded G-362 (G, 3 for the T, 6 for the first R, second R ignored, 2 for the Z).

2. Names with Letters Side-by-Side that have the Same Soundex Code Number

If the surname has different letters side-by-side that have the same number in the soundex coding guide, they should be treated as one letter. Examples:

- **Pfister** is coded as P-236 (P, F ignored, 2 for the S, 3 for the T, 6 for the R).
- **Jackson** is coded as J-250 (J, 2 for the C, K ignored, S ignored, 5 for the N, 0 added).
- **Tymczak** is coded as T-522 (T, 5 for the M, 2 for the C, Z ignored, 2 for the K). Since the vowel "A" separates the Z and K, the K is coded.

3. Names with Prefixes

If a surname has a prefix, such as Van, Con, De, Di, La, or Le, code both with and without the prefix because the surname might be listed under either code. Note, however, that Mc and Mac are **not** considered prefixes.

For example, **VanDeusen** might be coded two ways:

V-532 (V, 5 for N, 3 for D, 2 for S)

or

D-250 (D, 2 for the S, 5 for the N, 0 added).

4. Consonant Separators

If a vowel (A, E, I, O, U) separates two consonants that have the same soundex code, the consonant to the right of the vowel is coded. Example:

Tymczak is coded as T-522 (T, 5 for the M, 2 for the C, Z ignored (see "Side-by-Side" rule above), 2 for the K). Since the vowel "A" separates the Z and K, the K is coded.

If "H" or "W" separate two consonants that have the same soundex code, the consonant to the right of the vowel is **not** coded. Example:

Ashcraft is coded A-261 (A, 2 for the S, C ignored, 6 for the R, 1 for the F). It is not coded A-226.

Page URL: <http://www.archives.gov/genealogy/census/soundex.html>

The U.S. National Archives and Records Administration
8601 Adelphi Road, College Park, MD 20740-6001 • Telephone: 1-86-NARA-NARA or 1-866-272-6272

Internet Resources

- **Access Genealogy** www.accessgenealogy.com/pennsylvania
- **Ancestry.com** www.ancestry.com/ (Some items require a paid subscription.)
- **Capital Area Genealogical Society** www.capitalareagenealogy.org
- **Cyndi's List of Genealogy Sites on the Internet** www.cyndislist.com/
- **Dauphin County Library System** www.dcls.org
- **Ellis Island** www.ellisland.org/
- **Family Search Internet Genealogy Service (LDS Church)**
www.familysearch.org/
- **Find-A-Grave.com** www.findagrave.com/
- **Footnote.com** www.footnote.com/
- **Genealogy.com** www.genealogy.com/
- **GenealogyTrails.com** www.gegenealogy.com
- **GenForum** www.genforum.com
- **Heritage Quest Online** (available through DCLS)
- **Historical Society of Dauphin County** www.dauphincountyhistory.org/
- **Library of Congress: Local History and Genealogy Reading Room**
www.locweb.loc.gov/rr/genealogy
- **Linkpendium.com** www.linkpendium.com/
- **National Archives and Records Administration: Genealogists/Family Historians** www.archives.gov/research/genealogy/
- **National Genealogical Society** www.ngsgenealogy.org
- **New York Public Library** www.nypl.org/
- **PA Dept. of Health: Birth and Death Indices:**
[www.portal.health.state.pa.us/portal/server.pt/
community/public_records/20686](http://www.portal.health.state.pa.us/portal/server.pt/community/public_records/20686)
- **PAGenWeb** www.pagenweb.org/
- **PA-Roots.com** www.pa-roots.com/
- **PA State Archives**
[www.portal.state.pa.us/portal/server.pt/
community/state_archives/2887](http://www.portal.state.pa.us/portal/server.pt/community/state_archives/2887)

- **Pa State Library - Genealogy and Local History Section**
www.portal.state.pa.us/portal/server.pt/community/genealogy_and_local_History/8730
- **RootsWeb.com Home Page** *www.rootsweb.ancestry.com/*
- **Social Security Death Indexes** *www.genealogybank.com/gbnk/ssdi/*
- **The U.S. GenWeb Project** *www.usgenweb.org*
- **WorldGen Web Project** *www.worldgenweb.org*

A more comprehensive list of websites can be found on the Capital Area Genealogical Society website under the "Suggested Websites" menu item.