



Bruce D. Frail
Commander in Chief
Sons of Union Veterans of the Civil War

19 Briar Point Avenue
Coventry, R.I. 02816-5601
CinC@SUVCW.org



General Order #7
Series 2022 – 2023
5 October 2022

Withdrawal of General Order #5 and clarification of term “supporting documentation”

General Order #7, Series 2022-2023 hereby withdraws General Order #5, Series 2022-2023 and issues the following clarification and requirement for supporting documentation.

While researching the enquiries surrounding General Order #5 (withdrawn) it was determined that there was an undefined statement in the Charter, Constitution and Regulations of the Sons of Union Veterans of the Civil War. This undefined statement “supporting documentation” relating to the membership application (form 3). One such statement is found in the C, C, & R; National Regulations; Chapter 1, Camps; Article VII, Elected Officers Job Descriptions and Duties; Section 4, The Camp Secretary; Sub-Section (c), The activities of the Camp Secretary should include; number (10), Maintaining Camp membership applications and supporting documentation.

As stated above, I clarify the statement “supporting documentation” with the following definition and requirement for supporting documentation to be included with the membership application (form 3). It is ordered as of this date forward, that besides proof of service of the veteran that all membership applications (form 3) must include supporting documentation sufficient to prove lineage for each generation of the applicant’s membership application (form 3).

- 1. Documentation can be photocopies, digital images, or official replacements of originals and do not need to be certified copies.**
- 2. Documentation can be, but are not limited to census records, marriage records, birth records, death records, obituaries, family bibles that are more than 75 years old (digital images of family bibles are acceptable), wills and testaments and other legal documents generated by local, state, or federal authority.**
- 3. You may also use documents that have been accepted by the United States Government during the Pension Application Process as found in the full pension package.**
- 4. Also acceptable are church records, recording birth, baptisms, marriages, and deaths, etc.**
- 5. State Adjutant General records are allowed when supplied with source information.**
- 6. Transcripts (handwritten or typed copies) of documents will not be allowed.**
- 7. Every application for an applicant born in the United States MUST present an officially issued state or government Birth Certificate of the applicant to the senior Camp Officer when the application is reviewed by the Camp. That officer must confirm the information between the form 3 and the supporting documentation and fill in his office, and name (both printed and signed) that he has confirmed the information matches between the birth document and the form 3. Official birth document must include names of parent or parents, date of birth, name at birth, sex, and information identifying official authority any other information may be redacted if the applicant wishes. If the birth certificate doesn’t have the required information mentioned above, you may use any type of a dated birth announcement which fills in the missing information**

and submit with the birth certificate. There will be no copy or digital image taken of this birth document. These documents once confirmed will be returned to the applicant or destroyed at the wish of the applicant.

8. Every application for an applicant born in the United States MUST present an actual or photocopy of an officially issued state or government photo identification card i.e., Driver's License, State issued photo ID, Military Photo ID, Passport etc. to the senior Camp Officer when the application is reviewed by the Camp. That officer must confirm the information between the form 3 and the supporting documentation and fill in his office, and name (both printed and signed) that he has confirmed the information matches between the photo ID and the form 3. Official Identification with photo must include photo of applicant, name of applicant, address of applicant, and information on official authority any other information may be redacted if the applicant wishes. There will be no copy or digital image taken of this photo ID document. These documents once confirmed will be returned to the applicant or destroyed at the wish of the applicant.
9. Applicants born outside of the United States and mailing in their applications MUST include an official birth document (photocopy, digital image or scan is fine. Not the original) and an official Identification with photo (photocopy, digital image or scan is fine). Official birth document must include names of parent or parents, date of birth, name at birth, sex, and information identifying official authority any other information may be redacted. There will be no copy or digital image taken of this birth document. These documents once confirmed will be destroyed.
10. Applicants born outside of the United States and mailing in their applications MUST include an official Identification with photo (photocopy, digital image or scan is fine. Not the original). Official Identification with photo must include photo of applicant, name of applicant, address of applicant, and information on official authority any other information may be redacted. There will be no copy or digital image taken of this photo ID document. These documents once confirmed will be destroyed.
11. Minors need permission from their parents or guardian to join, in those cases consent would need to be signed by the parent or guardian and they would need to present the minor's birth certificate and the parent's or guardian's photo ID. There will be no copy or digital image taken of these documents. These documents once confirmed will be returned to the applicant or destroyed at the wish of the applicant.
12. A verification form will be designed for the senior Camp officer to fill out confirming the information on the form 3 matches the information on the birth document and the photo ID. Until that time the senior Camp officer can just write that he reviewed the birth document and the photo ID, and the information has been confirmed and matches what is on the form 3, then indicate his Camp office title, print, and sign his name. This Camp Officer's Verification form will be attached to each application or as below in place of the birth document and photo ID.

As there are three (3) copies of the membership application needed for consideration, there needs to be three (3) sets of supporting documentation included.

The Camp may allow digital copies but must amend their by-laws unless that is already part of the Camp by-laws.

If the Camp allows digital copies the applicant may submit one (1) hard copy of the full application plus supporting documentation and one (1) digital copy to the Camp Secretary. If the Camp allows the applicant to supply a digital copy, the Camp must print at least one (1) hard copy for their records and save the digital copy. The Camp Secretary will then send at least two (2) hard copies of the application and supporting documentation to the Department Secretary. A Camp Officer's Verification form will replace the supporting birth documents and photo ID.

If the Camp does not allow digital copies the applicant must send three (3) full hard copies of the application and supporting documentation to the Camp.

The Department may allow digital copies but must amend their by-laws unless that is already part of the Department by-laws.

If the Department allows digital copies the Camp Secretary may send two (2) hard copies of the application and the digital copy of the supporting documentation. The Department Secretary will then send to the SUVCW National Headquarters at least one (1) hard copy of the application and if supplied the digital copy, they will supply one (1) copy of the digital copy of the application and supporting documentation to the SUVCW National Headquarters. If not supplied a digital copy the Department Secretary must send one (1) full hard copy of the application and supporting documentation to the SUVCW National Headquarters. A Camp Officer's Verification form will replace the supporting birth documents and photo ID.

If the Department does not allow digital copies the Camp Secretary must send two (2) full hard copies of the application and supporting documentation to the Department Secretary.

Camp-at-Large, Department-at-Large and National Members-at-Large applicants will supply (3) hard copies of the application and supporting documentation or (1) hard copy and (1) digital copy of the application and supporting documentation to their oversight authority. A Camp Officer's Verification form will replace the supporting birth documents and photo ID.

All applications must include any fees or dues.

Brothers within the order and applicants who have already submitted their paperwork and it has been accepted by a Camp as of the date of 5 October 2022 will be exempt from this General Order.

This General Order applies to New Membership Applications, Dual Membership Applications (the applicant may reuse his membership application documents) and Supplemental Ancestor Applications.

So Ordered on this 5th Day of October 2022

Bruce D. Frail

Bruce D. Frail
Commander-in-Chief
Sons of Union Veterans of the Civil War

Attested To:

A handwritten signature in black ink, appearing to read 'B-J Frail', with a circled 'x' to the right of the name.

Benjamin J. Frail
Chief of Staff
Sons of Union Veterans of the Civil War