

Membership Application

How did you hear about us?

Personal Information

Use this info to contact

Name

Address

City

State

Zip

Country

Phone

Email

Business Information – if different from personal

Use this info to contact me

Name

Address

City

State

Zip

Country

Phone

Email

Genealogical Credentials

Board for Certification of Genealogists (BCG)TM

Certificate no.

Date

Expire

International Commission for the Accreditation of Professional Genealogists

Accreditation Type

Date

Accreditation Type

Date

General Education

College/Degree

College/Degree

College/Degree

Experience

Describe Your Business – check one

Take some paying clients, but not on a regular basis

I have other employment and my genealogy business is part-time

My business is approaching full-time, but not quite there yet

I work full-time in my genealogy business

I work full-time for a genealogy company

Describe the Nature of Your Practice

Percent of family history research Percent lineage society applications

Percent other specialty Percent forensic work

Billable hours (past two years) How many billable forensic hours?

Pro-bono forensic hours How many hours successful cases?

If you have had any cases in which your report was challenged, describe the outcome below (attach pages as needed):

List states and/or jurisdictions which you have written reports for (attach pages if needed):

Describe your forensic genealogical experience or interest (attach pages needed):

Genealogical Education

There are many genealogical courses that have been approved, but too numerous to list here. Please provide the date completed for the courses listed.

Institutes / Certificates / Study Groups	Date Completed
CAFG Foundations	
CAFG Advanced	
CAFG Master Practicum	
CAFG Genetic Genealogy	
BU Genealogical Research Certificate	
BYU Certificate	
Gen-Fed (NIGR)	
IGHR Advanced Methodology and Evidence	
IGHR Genealogy as a Profession	
National Institute for Genealogical Studies certificate	
NGS Becoming a Professional Genealogist	
ProGen Study Group (19 months)	
SLIG Advanced Genealogical Methods	
SLIG Advanced Evidence Analysis	

*General membership application ends with this page.

Additional courses may be listed in the box below, please include the date or year completed.

FAQ – Client Research Report (required above Peer Mentor Level)

The report should represent your best professional work, using the Genealogical Proof Standard with all sources properly cited to the standards set out in Elizabeth Shown Mills’ *Evidence Explained: Citing History Sources from Artifacts to Cyberspace*. The body of the report should no more than 30 pages and include all referenced attachments. Your report should be a statement of facts, not a narrative of how you did the research. A professional report should not include information such as you ordered a birth certificate and had to wait six weeks for it. Just state someone was born on a certain date, footnote it, put your source citation in the footnote, and have the footnote refer to the proper attachment. Your report should be well written and well organized, preferably following the jurisdiction’s intestacy statute (if for probate.) Negative findings should reflect the databases searched, not solely a statement that you could not find information.

If the report itself is over 30 pages you may excerpt the first 30 pages and include all attachments referenced in the footnotes. These attachments must reflect a fair representation of the different types of sources used. In other words, do not submit a report that reflects the only source consulted was *Ancestry.com*. Your source citations should reflect an understanding of available records and a broad use of sources.

Additional Instructions

The membership application is just one part of your application packet. Use this checklist to ensure you are submitting all requirements. Email all documents as one PDF to: membership@forensicgenealogy.org.

Application Checklist

Completed application and signed	
Resume (not more than 3 pages)	
Client report, preferably forensic, not more than 30 pages, including a sampling of the attachments.	
Signed Standards of Practice and Conduct	
Statement of why you want to be a forensic genealogist	
Application in one PDF with Client report	

I have never pled guilty to or been convicted of a felony (or explain below or attach extra sheets).

The representations made in this membership application are true to the best of my knowledge and I have not knowingly made any misrepresentations and that I agree to CAFG’s Standards of Practice and Conduct and CAFG’s membership requirements.

Signature

Date

Please sign and date the bottom of this page.

Standards of Practice and Conduct

As a member of the Council for the Advancement of Forensic Genealogy, I agree to support the mission and vision of the organization and to adhere to these Standards of Practice and Conduct:

1. Not take a forensic genealogy case on a speculative, contingent, percentage, or outcome-based fee agreement as many jurisdictions have found this constitutes a conflict of interest;
2. Not recruit beneficiaries or heirs for my own business, for other firms, or for attorneys;
3. Strive for the highest level of professional and ethical conduct;
4. To not act in any manner detrimental to the reputation and business interests of CAFG, its members, or the FGC(SM) credential;
5. Strive for the highest level of truth and accuracy in all phases of my work, including but not limited to client relations advertising, fees and payments, and representation of my experience, education, and credentials;
6. Act in the best interest of my Client;
7. Undertake Client work only upon completion of a written agreement, client contract, or retention agreement which expresses in sufficient detail the scope of the project, fees and charges, deadlines, and other pertinent details;
8. As far as legally and reasonably possible, I will protect the privacy of my Client and that of living people discovered in my research or named in my reports;
9. Provide factual reports supported by documentation and complete source citations in accordance with currently accepted standards of the profession, insofar as they do not conflict with applicable law or the rules of evidence that apply to the forensic matters that I handle, giving proper credit to those from whom I receive information;
10. Present opinions that are reasonably based on the proper types of evidence, reached through sound deductive processes, and presented in rational form;
11. Refrain from withholding or suppressing information that may be of interest to my Client or affect the outcome of a project;
12. Not knowingly violate copyright or other local, state, or federal laws;
13. Comply with all federal, state, and local business licensing and reporting requirements.

Members are expected to serve on a committee and to invest a minimum of 10 hours volunteer service annually to service annually in the progress of CAFG.

By signing is my agreement to adhere to this and the Standards of Practice and Conduct.

Signature

Date

Membership Levels and Requirements

Levels and Requirements	Peer Mentor Program	Associate	Junior	Advanced	Advanced with Credential
2 years working as professional genealogist	No	Yes	Yes	Yes	Yes
Cumulative education hours to join	15	50	75	100	120
Hours of forensic genealogy work** (including pro-bono)	At least 30 paid hours genealogical work	100	500	750	1000
Pro-bono hours allowed	10	50	250	250	250
Report accepted	Not required	Yes	Yes	Yes	Yes
Affidavit accepted	Not required	No	No	Yes	Yes
<i>Reports and affidavits must have been completed within the past 5 years.</i>					
<i>**Not your own family or document pulls. It must be working on a case with legal implications.</i>					

Requirements of All Members

All CAFG members are required to complete at least 15 hours of continuing education annually. These hours must be reported on CAFG’s reporting spreadsheet (may be downloaded from CAFG’s website in the members area) and submitted with annual membership renewals and dues. The Peer Mentor Program is for new members who are interested in learning more about forensic genealogy and entrance at this level does not require a peer reviewed report. Members at this level will appear in the directory, but it will be clear that CAFG has not reviewed or endorsed this person to be hired for professional work.

10 annual volunteer hours to CAFG.

Dues are \$110 annually and are due by June 1. Rates are prorated for new members. Dues may be paid to CAFG on PayPal to Treasurer@forensicgenealogists.org.

To apply to advance to a higher level of membership must include a new well-written, source-cited forensic genealogical research report reflecting the knowledge, experience, and professionalism expected at each successive level.

Company – this is an example, styles may vary

Genealogist name phone address

Date:

Report To:

Subject: Decedent name date of death or estate name; or whatever the subject is.

Background: Information the client provided

Objective: Determination of additional kinship and living heirs/devisees

Limitations: *this could a limit on hours, money to retrieve records, limit on travel, etc.*

Findings:

Multiple public data sites were used to find current addresses. Name of website cited was most the public data was most consistent with the information found.

This is an only an example; the style may be presented differently.

Name¹ (relationship to decedent)

Street address
City, State, Zip
Phone

Maternal Moiety

1st cousins 1x removed - siblings

Name

Street address
City, State, Zip
Phone

Name

Street address
City, State, Zip
Phone

¹. "People Search," database, *Name of Website* (<http://website> : accessed DATE), Name. *See report attachment 13c*
Or a statement about databases used.

Note: CAFG's requirement is that there is a citation for every fact within the report. Styles to present the information and citations may vary and this is just one example.

Summary of Findings:

The decedent, NAME, was born on xxxx to XXX and XXX. Name never married XXX and had no children.

Note: how citations are notated is a matter of style. One citation for the paragraph with multiple sources listed under one number (above) or individual numbers per fact or sentence (examples below).

The decedent, NAME, was born XXX to XXX and died XXX.^C Name married NAME xxx and had a daughter XXX.^C

NAME (Daughter) was born XXX^C and died XXX^C; married NAME on XXX.^C NAME was born XXX^C to XXX^C and XXX^C and died XXX^C.

Parents – X (father or mother) was born XXX and died XXX.^C (father or mother) was born XXX and died XXX.^C The couple married XXX.^C

They had the following children:⁴

- **Name** was born x and died XXX; X married X.⁵
 1. X was born and died, etc.
- **Name** was born x and died XXX.⁶
- **Name** was born x and died XXX, having never married or children.⁵

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- 1) NAME, obituary, *NEWSPAPER*, TOWN, STATE, DATE, p. X col. X; database with images, *Newspapers.com* (<http://www.newspapers.com/> : accessed DATE 2020). 1930 U.S. Census, XXX County, STATE, population schedule, CIVIL DIVISION, Enumeration District (ED) X-XX, page XX (stamped), sheet XX, dwelling #, family #, NAME household; database with images, *Ancestry* (<http://www.ancestry.com> : accessed DATE 2020); citing National Archives (NARA) microfilm T626, roll X; Family History Library (FHL) film no. XXX. **Attachment X**
 - 2) “U.S. WWII Draft Cards, 1940-1947,” digital image, *Fold3 by Ancestry* (www.fold3.com : accessed DATE 2020), card for NAME, no. X; citing Records of the Selective Service System, 1926–1975, National Archives and Records Administration (NARA), Record Group 147; Draft Registration Cards for X, 10/16/1940 - 03/31/1947, roll X. **Attachment X**
 - 3) “Kentucky, County Marriages, 1797-1954,” database and digital images, Family Search (<https://familysearch.org> : accessed DATE 2020), entry for NAME - NAME, DATE, X County; citing original county records; citing Family History Library (FHL) film no. X. **Attachment X**