

GENEALOGICAL FORM

The person being described: the name of the person being described (it should make reading and searching easier)	N^o a succeeding number of page	page identifier	
PART "A" — PERSON			
Given names:		Gender:	
Surname:		person's identifier	
Maiden surname:			
Father:	given names – surname – other data on a separate page (part A)	N ^o of page A	father's identifier
Mother:	given names – maiden surname – other data on a separate page (part A)	N ^o of page A	mother's identifier
Date of birth:	day of – say the month – year (e.g. 1 st of January 1901)		
Place of birth:	name of place – location (e.g. city, state, country)		
Birth certificate:	adequate agency or parish – reference N ^o		
Christening:	Godparents – date – place – parish – reference N ^o		
Date of death:	day of – say the month – year; should the need arise, just write "dead" (date is unknown) or "alive"		
Place of death:	name of place – location (e.g. city, state, country)		
Cause of death:	circumstances of death		
Death certificate:	adequate agency or parish – reference N ^o		
Burial:	name of cemetery and place – location		
Education:	name and type of school – place – year of graduation – faculty, subject, degree, profession		
Occupation:	employer – place – time – position (duties)		
Residence:	address – name of place – location (e.g. city, state, country) – time (current, last or the longest during life)		
Contact:	phone, e-mail, website etc.		

The person being described:		N^o a succeeding number of page		page identifier
repeat the name of the person in part A				
PART "B" — MARRIAGE (other relationship only when treated as family e.g. because of common children)				
N^o of relation:	a succeeding number of the relation	should there be more relations, use separate page B, write its number on the right:	N ^{os} of other pages B	
Spouse: or other partner	name and maiden surname (other data on a separate page A or below)		N ^o of page A	partner's identifier
	other data, at least birth and death (when not creating any separate page A for the above person)			
Type:	e.g. marriage (civil, religious, twofold), common children			
Date of marriage ceremony:	day of – say the month – year			
Place of marriage ceremony:	name of temple or place – location (e.g. city, state, country)			
Marriage certificate:	adequate agency or parish – reference N ^o			
Ending:	cause (separation, divorce, cancellation) – date and place – adequate agency – reference N ^o			
PART "C" — CHILDREN (by the relationship described in part B)				
N^o	sex	given names (other data on a separate page A or below, at least birth and death)	N^o of page A	child's identifier
should the need arise, for more children continue on a separate page C, write its number on the right:			N ^o of the next page C	

Fill this page only once	No a succeeding number of page	page identifier
--------------------------	---	-----------------

INFORMATION ABOUT COMPLETING THE GENEALOGICAL FORM

Aim:	e.g. new data, actualization, rectification		
Number of pages created:	total with current page	therein personal pages A	therein family pages (relations & children) B i C
By whom:	Your name		
Date:	day of – say the month – year		
Contact:	residence address, phone or e-mail		

ANNOTATIONS

WHEN READY PLEASE SEND TO THE FAMILY GENEALOGIST:

INSTRUCTION:

With this genealogical form you can pass information about members of your family. Before hand- or computer-completing please read the following instructions:

- complete pages separately for each person (part A) and each family (parts B and C);
- to list siblings please use part for parent's children (part C);
- when you need to include more marriages or children, just make a copy or print another page and continue there, but write in the first part B&C the number of the next page B&C;
- ask for adequate number of copies, or make by your own a photocopy, or a printout from: www.mrog.org/arkusz;
- mark each page with a successive number in top right corner;
- omit fields which are shaded, they are for the genealogist;
- if you do not know a detail, just leave the field empty;
- if a detail is questionable, mark it with the question sign (?);
- if you do not want to write some data, just leave the field empty;
- if a detail does not apply, just leave the field empty, strike it out or write “does not apply”;
- for places please write also state and county, or other details helping in localization;
- when you have family photographs, documents or heirloom — the person who has been creating the genealogy of your family certainly would like to receive its copy on paper or a digital scan.