



Association of Genealogists
and Researchers in Archives

HOW TO APPLY FOR FULL MEMBERSHIP

12th December 2011

Please complete your application form with care and submit it to the Secretary with all the required supporting papers. If possible, this should be done entirely online. Postal applications are acceptable, in which case you must include four copies of all paperwork. Similarly, with online applications, if any material needs to be sent in by post, please send four copies. Contact the Secretary at info@agra.org if you have any questions about your application or the requirements.

There is an application fee of £25 to cover administration costs. Upon acceptance as a Member there is an annual subscription which is currently £75.

What to submit

1. Examples of professional work that are the result of paid research not relating to your own family. These should be typed and set out in a clear and logical way (so that a client who may not have specialist knowledge can understand them). The examples of work should be copies of those papers sent to the client and not re-typed or re-formatted for the purpose of the application. Please obtain permission from your client(s) for the use of material relating to their family before submitting your application. Ideally, you should submit reports that include searches covering at least five different genealogical or historical sources (the majority of which will have been accessed directly in manuscript form), and which demonstrate your skills at analysing and interpreting evidence. Some examples, if not all, should cover several generations of a family and some evidence of work back to c.1750.

If both of your referees are AGRA members with knowledge of your professional work, the number of reports may be reduced to two.

2. Evidence of any qualifications in genealogy and/or research skills or other related subjects.

3. Evidence of any other relevant experience, such as authorship, lectures, tutoring, etc.

4. If applicable (i.e. applying as a specialist), evidence that you have extensive knowledge of your specialist subject – this might include probate research, tracing living relatives, research in military or railway records or chancery proceedings. Applications are also welcome from those with considerable experience as a



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translator, historian, or librarian, etc. You will need to be thoroughly conversant with the structure, content and use of the records in question. Please submit either:

a) Examples of work (i.e. correspondence and report(s) to clients) to show breadth of experience and knowledge and a dissertation (the length to be agreed) on a topic relevant to the specialist subject together with a list of any published material;

OR

b) Three examples of transliterations and translations from each language offered if you are an experienced palaeographer and translator. Please provide photocopies, with full references of the relevant original documents and include examples of reports to your clients.

NOTES:

Applications must include report(s) and relevant correspondence sent to the client, which should discuss searches made, results obtained and reasoned conclusions reached - distinction being made to show if the conclusions suggest that identifications have been proved or are theoretical. Reports should be written so that a subsequent researcher would know both what had been examined and what had been found. An applicant needs to demonstrate that they have followed clients' instructions correctly and in a timely manner; that expenditure was appropriate and fully accounted for; and that sound professional advice and service was provided. This relationship with clients is at least as important as knowledge, use of sources, and academic qualifications, etc.

Reports should include —

- The nature and scope of sources
- Document locations and references (e.g. full census references giving piece, folio and page)
- Descriptions of sources (e.g. original manuscript, typescript copy, extracts etc.)
- Periods searched, noting obvious gaps and impaired legibility
- Variants of surname covered
- Whether searches were made of the full document or by index, calendar, or otherwise
- Full results, both positive and negative
- Clear drop line pedigrees showing distinctly what positive or hypothetical identification been established by the research. It need not necessarily have been sent to the client, and may have been constructed for this application. The pedigree may be handwritten, typed or computer created and would typically include details discovered of dates and places or birth, baptism, marriage, death and burial, occupations, places of residence.
- An indication of how you would try to resolve any problems with a view to establishing earlier generations (if not part of the report to your client)



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- An example of your ability to read old handwriting. You may find it helpful to read the web page at The National Archives web site:
www.nationalarchives.gov.uk/palaeography.

Assessment of your application

Applications will be considered by the Board of Assessors, which is made up of AGRA members with extensive experience. The Board may also consult non-members to comment on applications received from those offering an expertise in a subject with which Board members are not familiar. The Board members will examine your application and may request additional evidence of experience or competence. If your application is unsuccessful a report giving the reasons and suggestions for a future application will be provided.

What to include

When you send your completed application form, please include —

- The application fee
- All relevant supporting papers
- If you are already an Associate, additional references are not required. Otherwise, include written references from two persons of professional status (but not family members) who can vouch for your personal integrity and who have agreed to act as referees. You must also include their full names and addresses on the application form.

Be sure to check thoroughly before submitting your application to ensure that it meets the specified requirements. All applications and information will be treated in confidence.

Please visit www.agra.org.uk to complete your application online or send your completed application and supporting papers to:

Applications, AGRA
43 Bowes Wood
New Ash Green
LONGFIELD
Kent
DA3 8QL

Please note that if sending your application and supporting papers by post then you MUST send FOUR copies of your application form and all supporting papers.