Checklist for Filling Out an Individual Name Submission Form

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This document is intended to make sure that all relevant parts of the Name Submission Form have been properly filled out, and that all of the necessary documentation gets included with the submission. Fewer Administrative Returns makes a happy submissions herald!

Section 1: Contact Information

- My contact information is correct and legible.
- o I have checked "New" or "Resubmission" as pertains to my submission.
- o If this is a resubmission, I have checked "Kingdom" or "Laurel" as is relevant.
- o I have checked "Primary" or "Alternate" as pertains to my submission.
- o If I am submitting a new primary name, I have checked "Retain" or "Release" as is relevant to my currently registered name.
- If I am appealing a decision made by Laurel, I have read the Herald's Administrative Handbook, Section IV.E or F as pertains to my submission (http://heraldry.sca.org/heraldry/laurel/admin.html#IV_E) and attached appropriate documentation as justification for my appeal.

Section 2: How Should the Heralds Help Me?

- o I have carefully weighed the options presented to me regarding changes made to my name and checked "Major Changes" or "Minor Changes" as appropriate.
- o I have clearly indicated what I care most about regarding my name by checking "meaning", "spelling", "sound" or "language" and stating what I believe the meaning, sound, spelling or language to be.
- o I have indicated the desired gender of my name.
- o I want the heralds to change my name to be authentic and have checked the appropriate box on the form telling them which language or time period I wish my name to be made authentic for.

Section 3: Documentation

- o I have cited period, dated examples of my chosen given name(s).
- o I have cited period, dated examples of my chosen byname(s).
- o I have cited period, dated examples of the construction of my name.
- I have checked the Herald's Administrative Handbook, Appendix H, to see if the sources I cite from do not need photocopies sent with my forms (http://heraldry.sca.org/heraldry/laurel/admin.html#APPENDIX H)
- o If the sources I cite are not listed on Appendix H, then I have made three copies of each relevant page of source material to mail with my submission.