SUVCW Graves Registration
Database Instructional Booklet

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Cover Photo Credit, Chester Browning Photographer, Prescott Post #1 Burial Plot North Burial Grounds Providence, RI

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Welcome to the SUVCW National Graves Registration Database
Instructional Booklet

The purpose of this instructional booklet is to introduce you to the Sons of Union Veterans of the Civil War’s National Graves Registration Database. We take you through every section and educate you step by step on how to register a veteran of the American Civil War (ACW). We will start by giving you a short introduction into the Graves Registration Project. This Booklet should be printed as there are areas for writing down information that will be helpful in the future (See Appendix A, on page 23).

Introduction

The Sons of Union Veterans of the Civil War (SUVCW) National Graves Registration Project was established in 1996. The goal of the SUVCW National Grave Registration Project is to locate the final resting places of all American Civil War (ACW) Veterans. In order to complete the Project we will need, literally, an army of volunteers. Within the SUVCW; many Departments and Camps are currently working on the Project. However, additional help from outside individuals and organizations is encouraged to assist with the project. For instance, individual descendants of veterans can register their ancestor’s grave and organizations can adopt entire cemeteries to register. Please note that even if you do not have a relative who served in the ACW, we still need your help.

Since 1996, hundreds of dedicated people from within the SUVCW and outside have graciously devoted thousands of hours of their time and energy visiting cemeteries, recording, verifying, researching and entering the final resting places of ACW veterans. From the beginning, one thing was missing - the means for the SUVCW and general public to search and view the results of our labor on the Internet. As the number of registrations grew, it was also apparent that, without knowledge of what was completed by others; duplication of effort was reaching an unacceptable level. Therefore the National SUVCW decided to work on a database that could solve all of the problems that had come up; and the SUVCW National Graves Registration Database was born.

This database was activated 22 February 2005. This will make all original registrations available for viewing by the general public, as well as allowing for new registrations to be entered through our online program. For the time being, submitters are only able to enter new grave registrations. Updated or additional information concerning previously submitted registrations should be submitted to one of the National Graves Registration Submitter Assistants. Naturally, submissions for those without computer access or preferring not to use this tool will be accepted through regular mail or email by Department Graves Registration Officers (a list of Dept GRO’s is available, in Appendix B, on page 24) or, in their absence, the National Graves Registration Officer.

As with any project such as this, considerable computer and fieldwork will be needed to obtain the information that will eventually be placed into the National Database. Individuals who wish to assist the SUVCW may obtain a Grave Registration packet (consisting of this booklet, a set of instructions, list of abbreviations and a blank Graves Registration form). Each completed form will represent one ACW soldier's grave. Upon completion of the form you would then, if you haven’t already, Create an Account, once this is done and you have read the Instructional Booklet, you will be asked to take a short internet quiz (10 questions) which is designed to reinforce what you have read. Upon passing this one time quiz your username and password will be unlocked and you can begin to add your ancestor or veteran information into the National Graves Registration Database.

The key to the success of the project will be based on how well the data is collected and recorded. Incomplete or improperly submitted Grave Registration Forms/Data can cause problems in the future, which can include not being able to retrieve the veteran’s burial record. It is important that you ensure that all the available information is obtained and recorded as set forth in the Instructional Booklet before you enter your work into the National Graves Registration Database.

We truly thank you for your interest and assistance in this project!
Section 1

SUVCW National Graves Registration Database Menu

To get to this page, input www.suvcwdb.org/home/, once here you will see ten (10) links; four (4) on the left ("Login", "Create Account", "Search Entries", "About Project"), five (5) on the bottom ("Login", "Create Account", "Search Entries", "About Project" [which are the same as the four (4) as on the left], and "Contact Info") and finally one (1) on the top right ("Sons of Union Veterans Home Page"). We will take you through each one of the six (6) that are different. You will also see a counter on the bottom of the page, this counts the number of times this menu page is visited, not the database. This is why we would like you to add to your favorites, this page, and then enter the database by clicking the login button. The first button we are going to click is "Create Account", please do so, if you have printed this booklet and are following along on your computer.
Create Account

We will start with the “Create Account” button, click on it and you will see the following;

You should note that there is an additional button that says “Home”, this button will return you to the National Graves Registration Database Menu Page, not to the SUVCW home page.

Now we will fill in each field, step-by-step:

**User Name**: This field requires six (6) through sixteen (16) letters or numbers; this should be written down for the future. You will find a section to write down this data in Appendix A.

**Email**: This must be an active account, as you will receive an e-mail directed to it that needs to be answered within one week (seven [7] days) of its receipt. The accounts of those e-mails that are not answered will be purged.

**Password**: This field requires six (6) through sixteen (16) letters and/or numbers; this should be written down for the future. You will find a section to write down this data in Appendix A. Note; this field is case sensitive.

**Retype Password**: Type your password as you did when you inputted it in the password field. Remember this field is case sensitive.

**First Name**: Your first given name. Example, “John Smith”, you would input “John”.

**Last Name**: Your surname/family name. Example, “John Smith”, you would input “Smith”.

**Phone**: Can be home, office, or cell phone number with area code and must be active.
Fax: Can be home or office fax number with area code. This field is optional.

**SUVCW Camp & Dept:** This is only if you are a member of the SUVCW or Allied Orders (ASUVCW, DUV, LGAR, or WRC). Users that fill in this field, please use the following format; “Major Sullivan Ballou Camp #3, Department of Rhode Island” fill in as “Camp #3, Dept. of RI, SUVCW”. This field is optional.

**Address 1:** This field is for your street address with number (where you live). Example, “123 Main Street”, you do not need to spell out the Street, Avenue, Road etc. (St., Ave., Rd. etc.)

**Address 2:** This field is for an apartment, suite etc. number or letter. Example, “123 Main Street Apartment #5”, you would input “Apartment #5” into this field. This field should not be used if not needed.

**City:** This field is for the city/town name that is associated with your zip code.

**State:** This field is for the full State name where you live, use drop-down menu.

**Zip Code:** This field is for the five (5) number Zip Code used for your mailing address, please use +4 if known. Example, “01234-5678”, “01234” is the five (5) number Zip Code and “5678” is the +4.

If you need to start over, click the “Reset” button.

After your application is complete, click the “Apply” button.

Once you have clicked the “Apply” button you should see the following:
At this point your application has been sent to the National Graves Registration Officer (NGRO), who will review the information on the application. He will reverse look-up your phone number to confirm whether it is active and/or he will send you an e-mail, which you will be required to respond to within one week (seven [7] days) of it being sent. Applications that are found to be false or the e-mails are not responded to, will be purged.

Once your application has been approved you will be asked (if you have not done so already) to download, print and read this Instructional Booklet, you will be asked to take a short online quiz which will reinforce what you have read in this booklet. Once you pass this quiz (yes, if you printed this booklet you may use it for the quiz) you will be assigned to a member of the National Committee on Graves Registration, this Committee member will be your “Submitter’s Assistant” or your “SA”, he will be your contact person. You will receive all of his contact information and he will receive yours, all questions or ideas that you may have that concern the database will go to him. He will get you an answer in a timely manner.

You may or may not get an e-mail from him until you request help, if we need to contact you for any reason it will be through your “SA” or the NGRO, these are the only two people that will have your contact information. If for any reason you have a problem with your “SA” or do not hear from him within two weeks of your email request, forward your sent copy of the first e-mail to the NGRO, use the current contact information provided on the website for the e-mail address.

The next button on the Graves Registration Database Menu page is “Login”.

Figure 4 Application Confirmation
Login

When you click the “Login” button you will see the following:

Figure 5 Login page

The Login page is fairly simple, you will need your printed copy of this Instructional Booklet, turn to Appendix A, page 23; this is where you should have written your username and password.

Type your username into the top box, labeled “User Name”:

Type your password into the bottom box, labeled “Password”:

Remember the password section is case sensitive. Please type in exactly as written in your booklet.

Once both fields have been filled in, click the “Login” Button. If done go to Section 2 on page 12.

To continue with this booklet without skipping any subjects go to page 10, Search Entries.

If you have forgotten your password, go to page 9.
Forgot Password

If you have forgotten your password, do not worry, we can help. Click on the link just below the password box on the Login page which is labeled “Forgot Password?” (See Figure 5 on page 8)

You will be brought to the following screen:

Here you will need to type your username into the top box labeled “Username”, written in Appendix A, on page 23.

Then you will need to type in the e-mail address you used to sign up for your account (written in Appendix A, on page 23) into the bottom box labeled “Email” once this is done click the “Confirm” button. If you need to start over with your request click the “Reset” button.

After you click the “Confirm” button you will see the following message;

“Your new password has been generated and emailed to you. You may change it the next time you log in. For additional help, contact us by following the 'Contact Info' link at the bottom of the page.”

If you still cannot Login then contact us by following the “Contact Info” link on the Graves Registration Database Menu Page. Please give a phone number and good time to call, someone from the committee will call to help.

The next button we will go over is the “Search Entries” button.
Search Entries

When you click the “Search Entries” button you will see the following;

![Search Entries Page](image)

This page is also fairly simple, currently there are seven (7) fields, and you do not have to fill in all seven (7) fields to get a results page. The more fields that you fill in the fewer results you will need to examine to locate your search. The fields are as follows;

**Last Name:** Just input one last name (surname/family Name) and spell it exactly as you wish it to search (example; John David Wright), “Wright” would be the last name. This field/page is NOT case-sensitive.

**First Name:** Again only the first given name (example; John David Wright), “John” would be the first given name.

**Unit Designation:** This is for the number or name of the unit, NOT the Branch or State (example; Co.B, 2nd Rhode Island Infantry) in this example the “2nd” would be the unit number. Next is an example of a unit name (example; Springfield Illinois Light Artillery Battery) in this example the “Springfield” would be the unit name.

**State:** Using the two examples listed under “Unit” the State in the first example would be “Rhode Island” and in the second example would be “Illinois”. You would pick the state by a drop-down menu. If United States Army or Navy, you would pick “US Federal” from the drop-down menu.

**Cemetery Name:** This is only the name of the cemetery (example; Saint Francis Cemetery) would be listed in the database as “St. Francis”, we no longer include the word “cemetery” or “lot” after the name. Also you will notice that “Saint” has been reduced to “St.” we also do this with “Fort” which would be listed as “Ft.”
**City, Town, Village:** This should be easy; the name of the city, town, or village where the cemetery is physically located.

**State:** As above with City, Town, Village, list the State where the cemetery is physically located. This would also be selected by a drop-down menu.

We have had other search fields in the past and will be getting some of them back in the future; it is for this purpose that I have included some of them below;

**Middle Name:** Please fill in with the full name or the first initial (example; John David Wright); “David” or “D.” would be correct in this case.

**Birth/Death:** Each field has three (3) entries; Day, Month, and Year (example; 27 Oct 1861); The Day entry would be “27”, the Month entry would be “Oct” (from a drop-down menu), and the Year entry would be “1861” not “61”.

**Branch:** This field indicates the type of unit, i.e. Infantry, Artillery, Cavalry etc. these are picked from a drop-down menu. As in the examples above on page 10, under Unit, “Infantry” would be the Branch in the first example, and “Light Artillery” would be the Branch in the second example.

**Company/Ship:** This field breaks down the size of unit into a smaller group or lists the ship/vessel that your veteran was assigned to. Again as in the examples above on page 10, under Unit, “Co.B” would be the Company/Ship of the 2nd Rhode Island; we only list the initial of the Company, so the field would read “B” (no quotes in any fields). As in the second example the Company/Ship would be “Battery”. Now this gets a little tricky, a Battery is the next smaller size group in an Artillery Regiment, whereas a Company is the next smaller group in an Infantry Regiment, and a Troop is the next smaller size in a Cavalry Regiment. With a Battery such as above in the second example, there is no Battery letter, which means that it is an Independent Battery and would be listed in this field as “Indpt”.

**Cemetery Street:** Unlike with Cemetery, please include Street (St.), Road (Rd.), and Avenue (Ave.) etc. after the name of the street. Some cemeteries do not list the street or list a P.O. Box; in these cases you should always list the closest street/road to the front gate of the cemetery (with the closest pole number or mile marker number).

**County:** Every state is divided into Counties [Note, Louisiana has Parishes and some old Virginia Cities are “independent cities” with no counties] then Counties are divided into City, Town, or Village etc. some Counties are divided into townships before the city, town or village level. Either way list the County in which the cemetery is located, this helps many of our researchers to reduce a state search to a more manageable size for them and the workload of our database.

Some other areas/fields that we have on our database result page are; Age, Union or Confederate (required field), if Federal State from, Rank, Enlistment- Day- Month- Year, Discharge- Day- Month- Year, Misc Info, Township, Lot, Section, Grave number, GAR Post, Dept. of, Type of Grave Marker, and type of Flag Holder. We will spend more time on these fields in a later section. This information was given to you so you could try to find as much of this veteran information now before you start to enter data.

The next button we will discuss is the “About Project” button; it will bring you to a page that tells you a little about our project. Not shown.

The next button we will discuss is the “Contact Info” button; it will bring you to a page that tells you the contact information of the current National Graves Registration Officer. If you have questions about this booklet or our database please feel free to contact him, either he or another member of the National Committee on Graves Registration will get back to you. Not shown.

The last button on the Graves Registration Menu page is the “Sons of Union Veterans Home Page” this button will take you back to the Home page of the Sons of Union Veterans of the Civil War; this is the page where most of you started. If you need to start over or need some information from the main website this is the button to click. This ends the section on the Graves Registration Database Menu page. Next we will start after you Login, at the Graves Registration Menu.
Section 2

SUVCW Graves Registration Menu

You can get to the Graves Registration Menu only after you have created an account, as this page is password protected. Go to the National Registration Database Menu as stated in Section 1, Click on the “Login” button, enter your new username and password, and click “Login”. As long as your account is used within the first two (2) months of creating your account and then at least once every three (3) months thereafter, and you are submitting in the proper way (as set forth in this booklet) you will see the following page;

We will cover all seven (7) buttons on the Graves Registration Menu page, you will notice that the seven (7) buttons are labeled as follows; “User Account Info”, “Submission Guidelines”, “Add New Grave”, and “View Submissions”. These four (4) buttons are in black in the center of the menu. This brings us to the three (3) buttons which are in blue, one (1) is directly under the four (4) in the center and is labeled “Grave Registration Menu”, the other two (2) are located in the upper right hand corner of the Graves Registration Menu page and are labeled “Menu” and “Logout”. We will be starting with the “User Account Info” button.

The “User Account Info” button will take you to the page that tells us (the members of the National Committee on Graves Registration and the National Graves Registration Officer) about each submitter. Those listed here and the individual submitter to whom this page belongs, are the only people who can visit this page. You will be able to update information about yourself and change your password if you wish to.

We will begin now, click the “User Account Info” button and you should see the following page with your information. (Data on these pages is to show submitters how the complete page should appear).
User Account Info

After you have clicked the “User Account Info” button you should be looking at a page like this;

![User Account Details Page](image)

You will see sixteen (16) fields that were either filled in when you created your account or that the database fills in for you. All of the fields can be changed with the exception of the “User Name” on top and the three (3) fields on the bottom, which are; “Creation Date” (will never change), “Last Login Date” (will change every time you login), and “Number of Entries” (this number will begin at zero (0) and increase every time one of your submitted records has been approved).

You may change any field which is in a box; you may also change your password, which is the hyperlink in blue labeled “Change Password”. We will go over the fields that are located in boxes first. They are as follows; “Email Address:” (please keep current), “First Name:”, “Last Name:”, “Address 1:” (this is for your street mailing address or P.O. Box number), “Address 2:” (this is used only if you live in a multi family or apartment style home, i.e. Suite 123 or floor 3), “City:”, “State:” (this is a drop-down menu), “Zip:” (we ask that you use you zip code + four if you know it), “Phone:” (this can be Home, Office or Cell), “Fax:”, and final “SUVCW Camp.”. To change the field, highlight the data within the box, then type in your correction, when you have completed the boxes that you wish to change go to the bottom of the page and click the “Update User” button.

In order to change your password click on the “Change Password” hyperlink, once that is done you will see the following screen.
Change Password

This process is fairly simple, as long as you have not forgotten your old password since you logged in. Most people just wish to change their password for security purposes, again if you wrote your password in this booklet turn to Appendix A, on page 23, as you will wish to update your password there also. Type your old password into the “Old Password:” box, than type the new password you wish into the “New Password:” box and repeat this step with the “Confirm Password:” box. Remember that your new password must be between six (6) and sixteen (16) letters and/or numbers.

Once your new password is typed and confirmed, click the “Change Password” button, and if you need to start over click the “Reset Form” button. If you have completed the form correctly you will be sent to the Grave Registration Menu, if not, you will be sent back to the Change User Password page to make corrections (which will be in red).

At any time on this page you can go back to the User Account Details page by clicking on the blue hyperlink labeled “User Account Details” which is located just below the “Change Password” & “Reset Form” buttons.

You will notice that on all of the pages within Section 2, the “Grave Registration Menu”, “Menu”, and “Logout” buttons are in the same locations.

The next button that we will talk about is “Submission Guidelines”; this page will give you a brief summary of the dos and don’ts of the database and how to submit a record. This button would never be used if you have downloaded, saved and/or printed this booklet. Not shown.

Now we will start on the page that we hope you will use many times, the “Add New Grave” button.
Add New Grave

Once you have clicked the “Add New Grave” button you will see the following;

This is probably the most important area in Section 2; we will go over each field in detail so there is very little chance of error as long as you have followed these rules. One rule to keep in mind is that normal Upper & Lower case script is recommended, using all Upper case presents a demanding or rude entry, while using all Lower case is not professional in appearance. You will note that some of the fields are the same as on the “Search Entries” page.

The form has been divided into four (4) sections; “Personal Information”, “Civil War Information”, “Misc. Information”, and “Cemetery Information”. We will list each and go over them, starting with the “Personal Information” section, fields include;

**Last Name**: Just input one last name (surname/family name) and spell it exactly as you wish it to search (example; John David Wright), “Wright” would be the last name. If there is a difference in the spelling of the name, use the spelling in the unit roster, unless that spelling is known to be incorrect. This is a required field.

**First Name**: Again only the first given name (example; John David Wright), “John” would be the first given name. This is a required field.

**Middle Name**: Please fill in with the full name or the first initial (example; John David Wright); “David” or “D.” would be correct in this case. If know, please complete.

**Birth or Death**: Each field has three (3) entries; Day, Month, and Year (example; 21 Nov 1841); The Day entry would be “21”, the Month entry would be “Nov” (from a drop-down menu), and the Year entry would be “1841” not “41”. If known, please complete.
Age: This field seems simple, if you know the veteran’s age list it here, if you know the veteran’s Birth Year and Death Year (subtract the birth year from the death year & input the answer). We can also determine the veteran’s age if we know his age at the time of enlistment and we know his date/year of death. Simply, subtract his age at enlistment from his enlistment year than subtract one year from that and input (example; age at enlistment is 24, enlistment date is 31 Oct 1862, subtract 24 from 1862 which would equal 1838, than subtract one year which would equal 1837, this is his most probable birth year). The reason we subtract one year is that our birth year is always one year prior to our 1st birthday. If known, please complete.

Now we will move on to the “Civil War Information” section, fields include;

Union/Confederate: In this field you will click on the circle next to Union (if service was for the United States of America), or you will click on the circle next to Confederate (if service was against the United States of America), this will leave a green dot within wherever circle is clicked. This is a required field.

Unit Designation: This is for the number or name of the unit, NOT the Branch or State (example; Co.B, 2nd Rhode Island Infantry) in this example the “2nd” would be the unit number. Next is an example of a unit name (example; Springfield Illinois Light Artillery Battery) in this example the “Springfield” would be the unit name.

State: Using the two examples listed under “Unit” the State in the first example would be “Rhode Island” and in the second example would be “Illinois”. You would pick the state by a drop-down menu. If United States Army or Navy, you would pick “US Federal” from the drop-down menu.

If Federal, State From: In this field you would list the State that the veteran’s service was credited to or the State where the veteran lived prior to the ACW. Note this field is ONLY used if the “State” field above lists “US Federal”, the State is picked from a drop-down menu.

Branch: This field indicates the type of unit, i.e. Infantry, Artillery, Cavalry etc. the “Branch” is picked from a drop-down menu. As in the examples above, under “Unit Designation”, “Infantry” would be the “Branch” in the first example, and “Light Artillery” would be the “Branch” in the second example.

Company/Ship: This field breaks down the size of unit into a smaller group or lists the ship/vessel that your veteran was assigned to. Again as in the examples above, under “Unit Designation”, “Co.B” would be the Company/Ship of the 2nd Rhode Island; we only list the initial of the Company, so the field would read “B” (no quotes in any fields). As in the second example the Company/Ship would be “Battery”. Now this gets a little tricky, a Battery is the next smaller size group in an Artillery Regiment, whereas a Company is the next smaller group in an Infantry Regiment, and a Troop is the next smaller size in a Cavalry Regiment. With a Battery such as above in the second example, there is no Battery letter, which means that it is an Independent Battery and would be listed in this field as “Indpt”.

Rank: In this field we wish to know the highest rank the veteran achieved during the ACW. These ranks are listed on & will be picked from a drop-down menu. If Private, list as Private, please do not leave blank.

Enlistment or Discharge: Each field has three (3) entries; Day, Month, and Year (example; 27 Oct 1861); The Day entry would be “27”, the Month entry would be “Oct” (from a drop-down menu), and the Year entry would be “1861” not “61”. Please list Death Date as Discharge Date if the veteran died during service. If known, please complete.

The next section we will talk about is the “Miscellaneous Information”;

Misc. Info: This section is a text box; here you can record other information about the veteran as you think will be helpful to the researcher. This text box is limited to ten (10) pages, it will let you type all day, but will only record the first ten (10) pages. Feel free to add whatever information you wish, Parents, Spouse, Children anything that will help others, History of the veteran, their life in or out of the service or both.

We will now talk about the last section of the “Graves Information Submission Form”, the “Cemetery Information” section, this section includes;
**Cemetery Name:** This is only the name of the cemetery (example: Saint Francis Cemetery) would be listed in the database as “St. Francis”, we no longer include the word “cemetery” or “lot” after the name. Also you will notice that “Saint” has been reduced to “St.” we also do this with “Fort” which would be listed as “Ft.” This is a required field.

**Cemetery Street:** Unlike with Cemetery, please include Street (St.), Road (Rd.), and Avenue (Ave.) etc. after the name of the street. Some cemeteries do not list the street or list a P.O. Box; in these cases you should always list the closest St., Rd., or Ave. to the front gate of the cemetery (with the closest pole number or mile marker number) or the closest intersecting St., Rd., or Ave. This is a required field.

**City, Town, Village:** This should be easy; the name of the city, town, or village where the cemetery is physically located. This is a required field.

**Township:** In this field list the township, if used.

**County:** Every state is divided into counties [Note, Louisiana has Parishes and some old Virginia Cities are “independent cities” with no counties] then Counties are divided into City, Town, or Village etc. some Counties are divided into townships before the city, town or village level. Either way list the County in which the cemetery is physically located, this helps many of our researchers to reduce a state search to a more manageable size, for them and the workload of our database. If known, please complete.

**State:** As above with City, Town, Village, list the State where the cemetery is physically located. This would also be selected by a drop-down menu. This is a required field.

**Lot:** In this field you would list the lot or plot number, letter, or name.

**Section:** In this field you would list the section number, letter, or name.

**Grave Number:** In this field you would list the grave number or location within the section.

Even though the next two fields are listed under “Cemetery Information”, they have nothing to do with cemeteries. They list membership in the Grand Army of the Republic, which could also be listed under “Misc Information”.

**GAR Post:** In this field if the veteran was a member of the GAR, list his Post name and number (if the name is too long than list only the Post number. If known, please complete.

**Dept. of:** In this field list the Department that the Post was formed under. If known, please complete.

Next, you will see ten (10) check boxes, Please check all that apply. These boxes are as follows;

**Military Headstone:** In most cases a military headstone would be made from marble and have a shield engraved into the stone with the veteran’s, Rank, Name, Company, Unit Designation, State, Branch, and sometimes Death Date. Other military headstones/markers can be made from granite or bronze and be upright or flat. There are photos and descriptions of all the types of Government Military Headstones in Appendix D, on page 26 & 27.

**Headstone Needs Replacing:** This check box is for any headstone that is illegible, broken, or worn away.

**Headstone Needs Resetting:** This check box is for any headstone that is leaning over in any direction or lying on the ground (back down or face down).

**Private Headstone or Family Monument:** This check box is for any headstone which is provided by a GAR Post, Family, or any Non-Government type of headstone.

**No stone or Marker Found:** This is just as stated, you can confirm burial location, but this is not stone or marker.
Cemetery Burial Records Checked: We should all try to complete this part. This is when you go to or call the cemetery office and confirm burial, location, and dates. Using a list which is on the internet is not checking the cemeteries records; such a list can be put on the internet without any type of confirmation (Example: Find-A-Grave, USGenweb, rootsweb etc.). Even the use of a VA or Government website is not considered checking the burial records, although all may be used to begin as long as proper research is completed and secondary sources are recorded prior to the addition to the SUVCW database.

Please keep in mind it is considered grave desecration to remove any type of flag holder from a grave and in some states it is against the law.

Grand Army of the Republic Flag Holder: A GAR Flag Holder is any type of flag holder that was placed at a graves location of an ACW veteran who was a member of the Grand Army of the Republic, not all ACW veterans were members of the GAR. We will show you some examples in Appendix E, on page 28.

Military Order of the Loyal Legion Flag Holder: Is the same as above, but the veteran must have been an officer who served during the ACW and was a member of MOLLUS (Military Order of the Loyal Legion of the United States).

Other Flag Holder: This could be any type of flag holder that has been placed at a veteran’s grave including flag holders from the Allied Orders of the GAR, which includes: Auxiliary to the Sons of Union Veterans of the Civil War (ASUVCW), Ladies of the Grand Army of the Republic (LGAR), Daughters of Union Veterans of the Civil War (DUV), and the Woman’s Relief Corps (WRC).

Medal of Honor: This check box is to be checked when the ACW veteran has received the Medal of Honor for his service during the ACW and it is confirmed.

Once you have inputted all of your confirmed ACW veteran information into all of the fields that you are able, click the “Add Grave” button. Please ensure that you have filled in all of the required fields. If you wish to start over, click the “Reset Form” button. Do not click the “Back” button on your computer as you are filling in the form, as it will delete without saving anything that you have written.

When you click the “Add Grave” the database does a duplicate record check (looks to find if this record already has been submitted into the database), this is the reason you should always check the database before you start your research. If this search reports that your ACW veteran is not a duplicate entry you will be sent to a screen that requires you to submit the record for review, click the “Submit” button.

All records are reviewed by a member of the National Committee on Graves Registration or the National Graves Registration Officer; we will approve or reject your record after we also perform a duplicate record check (we need to do this because some submitters will override their entry when it comes up as a duplicate, even if it is a duplicate) and then we confirm the service of the listed ACW veteran in the War of the Rebellion (a.k.a. American Civil War).

Again, you will notice that the same three (3) hyperlinks (“Graves Registration Menu”, “Menu”, and “Logout”) are on this page and in the same locations as are on all the pages in Section 2, you will also notice that there is an additional hyperlink titled “Grave Submission List”. We will go over the “Grave Submission List” Page next.
Graves Submission List

When you submit a new record or click the hyperlink titled “Grave Submission List” you will see this page.

On this screen you will see the status of your submissions, at first they will be shown as “Under Review”. This is when the unapproved submission is being reviewed by a member of the National Committee on Graves Registration; at this point you can still delete your submission if you need to. You may also view your submission if you need to make changes. Click either “Delete” or “View” buttons to do so.

Once approved, the status will change to “Approved” and you will no longer have the option to delete the record. You will notice that you will be able to archive the record by clicking the “Archive It” button under the “Archive” column in the status bar; you can again view the submission if you wish. When you click “Archive It” you will see that the submission is removed from your submission list. The record is still not in the database until it is also approved and archived by the committee member. You will then be able to view it in the database; the committee archives the master at the close of each day.

You may also receive the following notice under the status column, “Disapproved” and directly under that a blue hyperlink that is titled “(Find out why)”. Click on this link to see the reason why the submission was disapproved.

You will be given a reason why the submission was not approved and either a “SA code” and/or a contact e-mail to get assistance in your submission. A “SA code” is the code that is used to identify the Committee member that rejected the submission (you can go to http://suvcgravesc委员会.webs.com/) to get the contact information for that SA. Please contact that SA if you feel that your submission should have been approved or need his help in the matter. You will also be able to update your submission from this page and delete the submission. If you felt that the submission should have been approved, please follow through and let’s not lose this veteran. Below you will see the Approved screen (top) and the Disapproved/Find out why screen (bottom).
Figure 13 Grave Submission List (Approved)

Figure 14 Grave Submission List (Disapproved/Find out why, clicked)
Section 3

Corrections & Updating existing records

There may come a time when records need to be corrected or updated, this does happen and when it does we wish you to know how to get the change done. If you have a Submitter’s Account you would have been given a contact name for your Submitter’s Assistant (SA). This is your contact person for all matters that concern the database, please contact them first; you should write the contact name and information of your SA in Appendix A, on page 23. This is the section of the booklet where you also wrote down your username and password.

If you are not a submitter but have downloaded this booklet, you may contact the current National Graves Registration Officer; this information is located thru the Graves Registration Database Menu pages located in Section 1 of this booklet, click on the “Contact Info” link from that page. (See figure #1 on page 4)

Lastly, if you do not have a submitter’s account you can click the update link at the top of any results page and receive the current contact information the National Graves Registration Officer.

You may request to correct or update any existing record within the database, we do ask that when you make this request, that it be via e-mail or US mail, in writing with research documentation to support your corrections or updates. Copies of the research, while welcome are not required if the source is freely available online, just send the current web address to that source. We are working very hard to keep all of the data in the SUCW Graves Database as accurate as possible; with your help we will achieve this goal.
Section 4

Research

We would like to talk a little about the research that is required for submitting a veteran’s Grave Registration, first, and this may sound a little basic for most all you, we require three sections to be filled in as stated in the booklet;

Personnel Information: We must have a name of the veteran; we cannot and will not register unknown graves, this data helps no one.

Civil War Information: We must be able to identify the unit that the veteran served in or have a source of confirmation that shows veteran’s status in the Misc Info section. If no unit information can be located but the grave is in a Veteran’s or National Cemetery and the headstone is Government Issue, the veteran may be listed and will be approved as long as you have listed in the “Misc Info” section; “Headstone is Government Issue, no other records found”.

Cemetery Information: We must have a location for the veteran; remember this is a Grave registration.

I know that this is very basic, but every day we get submissions that are missing at least one of the listed sections, this is a resource draw on our time, your time, and our database. One of the purposes of this booklet is to help stop this type of submission. If you look at the SUVCW Graves Committee website, which is located at http://suvcwgravescommittee.webs.com/ you will find a page (Research Aides) that lists several free and pay for use websites and databases which we use to confirm your submissions. We will also list some of them in Appendix C, on page 25.

We include this information for your assistance, you and only you can decide to enter into a pay for use contract with any of these companies and to what level of research you wish to achieve for your veterans submission. The SUVCW will not reimburse any submitter for any fees that are paid to gather research for any veteran’s submission.
Appendix A

Database Information

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“SA” Contact Information:

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Street Address

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Submitter & Committee website location;

http://suv cwgravescommittee.webs.com/

Notes

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Appendix B

Department Graves Registration Officer Email Addresses

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* = other states in Department.

California & Pacific; includes Nevada & Hawaii
Chesapeake; includes Maryland, Virginia, West Virginia, Delaware & Washington DC
Colorado & Wyoming; includes Montana & Utah
Columbia; includes Alaska, Idaho, Oregon & Washington
Missouri; includes Arkansas
Southwest; includes Arizona & New Mexico
Tennessee; includes Alabama
Wisconsin; includes Minnesota

(DPNA)= Department Position Not Appointed by the Department Commander; contact name and email is that of Department Commander.

(ICO)= In Care of; for GRO’s who do not have e-mail addresses, send to email listed & will be forwarded via US Postal Mail.
Appendix C

Research

Here are some of the websites and databases that are used to confirm veteran information;

National Park Service (Free); www.itd.nps.gov/cwss/

Missouri Secretary of State (Free); http://www.sos.mo.gov/archives/soldiers/

Pennsylvania State Archives Veteran Card Index (Free); http://www.digitalarchives.state.pa.us/archive.asp?view=ArchiveIndexes&ArchiveID=17

National Archives (Pay); http://www.archives.gov/veterans/military-service-records/pre-ww-1-records.html

American Civil War Ancestor (Pay & Free); www.acwancestor.org

Historical Data Systems (Pay); http://www.civilwardata.com/HDSlogin/hdslogin.aspx

Footnote (Pay); http://www.fold3.com/

Ancestry (Pay); http://www.ancestry.com/

Will do not recommend any website or service, above are listed sites, databases, and service providers that we have used in the past. We include this information for your assistance, you and only you can decide to enter into a pay for use contract with any of these companies and to what level of research you wish to achieve for your veterans submission. The SUVCW will not reimburse any submitter for any fees that are paid to gather research for any veteran’s submission.

Check the SUVCW Submitters & Committee website for an updated list; http://suvcwgravescommittee.webs.com/
Appendix D

Headstones

Figure 15 Original Marble Government Headstone (very good condition)

Figure 16 Original Government US Navy Headstone (very good condition)

Figure 17 New Granite Upright Government Headstone

Figure 18 Original Government Headstone (needs resetting, poor condition)

Figure 19 New Bronze Flat Government Headstone with Rhode Island style GAR marker

Figure 20 New Granite Flat Government Headstone with Rhode Island style GAR marker
Appendix D

Headstones continued

Figure 21 Private Headstone

Figure 22 Private Organization Headstone (GAR Post)

Figure 23 Family Monument

Figure 24 Confederate Headstone
Appendix E

Grand Army of the Republic
G.A.R. Markers

Figure 25 Original GAR Flag Holder

Figure 26 Original Rhode Island style GAR flag holder

Figure 27 Original Canteen style GAR flag holder with a private family headstone, note the Catholic Cross on top.

Figure 28 New style GAR flag holder
Frequently Asked Questions

1. I have not been able to confirm the service of a veteran that is buried with a Government Issue Headstone, do I list him?

Yes, the Government Headstone was issued with proof of service and those records could have been lost since that time. List in the Misc Info Section “Headstone is Government Issued, no other records found”.

2. I have not used the database for some time and when I tried to Login, I was not able to. What is wrong?

Answer, your account more than likely has been deleted by the database. Every month the database checks to see if accounts are inactive (have been logged into in three (3) months), any account that is found to be inactive will be deleted. Submitters whom have had their accounts deleted in this manner are welcome to create a new account.