

Appendix 4

filling Out  
Submissions forms

## Forms for the Individual

### Name Form

Society Name .....		
+ Name being submitted (if different from above).....		
Legal name .....	Name Type (pick one)	Action Type
Address .....	<input type="checkbox"/> <b>Primary</b>	<input type="checkbox"/> <b>New</b>
Branch Name .....	<input type="checkbox"/> Alternate +	<input type="checkbox"/> Resubmission ++
Phone Number .....	<input type="checkbox"/> Household +	<input type="checkbox"/> Kingdom
E-mail Address .....	<input type="checkbox"/> Other (specify) +	<input type="checkbox"/> Laurel
Consulting Herald.....	Gender of Submitter <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Change+, if registered:
++ Name(s) previously submitted but not registered (if any) .....	Date of Birth .....	<input type="checkbox"/> release old name
++ Kingdom submitted from: .....	Date Submitted.....	<input type="checkbox"/> retain as alternate
	Herald's E-mail/Phone.....	<input type="checkbox"/> Change of Holding Name +
		<input type="checkbox"/> Appeal (attach justification)
		<input type="checkbox"/> Other (specify)
	++Date returned: .....	

#### *Society Name*

Put your primary name here. If you're registering your primary name, print it here as you want it to appear when registered. If you're registering a different name, such as an alternate name or a household name, that goes on the line labeled "Name being submitted". If you'd like to change your currently registered primary name to a different one, put your already registered name at the top, and your desired new name on the second line.

#### *Name Type*

Primary Name: for registering the main name that will appear in the Ordinary and Armorial.

Alternate Name: for registering a name that is not your main name.

Household: For households, guilds, companies, or other group names

Other: If your name doesn't fit the other categories, please check here and describe it on the line below.

#### *Action Type*

New: If this is NOT a resubmission of a previously returned name, check here.

Resubmission: If you've tried to register this item before, and it got returned, and you're trying again.

Change: If you want to replace a name that's already registered with this one.

Appeal: If you think that your name was returned for an error, or you're providing more documentation.

Other: If you don't know which to pick, check here and the submissions herald will figure it out.

*Legal Information: Name, Address, Branch Name, Phone Number, Email Address, Birthdate.*

This information is to make sure that you can be contacted if your submission gets registered, or if changes need to be made during the submissions process. Your birthdate is needed to ensure that your name gets registered to you, in the case of someone having the same modern name as you do, or if you've moved, etc.

*Consulting Herald and Herald's Email/Phone*

Please fill this out only if you had a herald help you research your submission or fill out your form.

*Name Previously Submitted, Kingdom submitted from, Date returned*

If you have submitted previously, and had your name returned, this helps the submissions heralds track down why, so that we can make sure that the reason for return was addressed. It also helps us connect armory registered under a holding name to this name registration.

Name processing criteria. Read these carefully. Laurel may need to make changes in order to register the name.

**MAJOR** changes include: adding/dropping a name element, changing an element's language, changing the order of elements.

**MINOR** changes include: accents, punctuation, hyphenation, addition or deletion of a letter, upper-lower case changes, etc..

I will **NOT** accept **MAJOR** changes to my name, even if the name cannot be registered without such changes.

I will **NOT** accept **MAJOR** or **MINOR** changes to my name, even if the name cannot be registered without such changes.

Note: Leaving both boxes blank indicates that you will accept both major and minor changes in order to register your name.

If my name must be changed, I care most about:  meaning  sound  spelling  language and/or culture  
(Please specify "meaning", "sound", "spelling" or "language and/or culture" desired) .....

The desired gender of my name is:  male  female  don't care

[**OPTIONAL**] Please **CHANGE** my name to be authentic for: .....

Please be specific, e.g. '12th-14th century' or 'Irish' or 'Welsh', rather than saying 'early' or 'late' or 'Celtic'. Please do not select this option if you do not wish changes to your name.  language and/or culture  
 time period

If you are, or will soon be, submitting another item (such as a device, badge, or household name):

If the Laurel Sovereign of Arms finds that your name cannot be registered for any reason, and you do not already have a name previously registered, Laurel may create a "holding name" for you so that your other item can be registered. This holding name will be treated as your registered name until you register an acceptable name. There is no fee for changing a holding name.

I will **NOT** allow the creation of a holding name. I understand that if my name submission is returned, then my other submission(s) will be returned as well.

*Major Name Changes*

When a whole word is added or dropped, if the language of some element is changed, or if the name elements are rearranged.

*Minor Name Changes*

These are capitalizations, accents, and minor spelling corrections.

If you will only allow specific changes, please indicate that in the open section along with the documentation. Remember that if you only allow specific changes and those cannot be made, your name will be returned!

*If my name must be changed*

Indicate here if you want your name to mean something specific if it's in another language, if you want it to sound a certain way, if a particular spelling is important to you, or if you want it to be in a specific language or culture. Make sure you indicate what those specific wishes are on the line. If you check "sound" and then don't tell us what you think this name sounds like, we can't fix it! Similarly, if you wanted a particular sounding name or spelling but your research skills aren't great, there's a chance that another herald might dig up something that's closer to your desired sound or spelling.

*Change my name to be Authentic for*

If a really authentic name is your desire, check this box and the heralds will do their best to get you a really period name that's close to what you put at the top of the page.

*Refusal of a Holding Name*

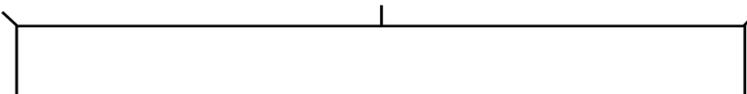
Only check this box if you are also submitting armory, and will not accept a holding name to allow your armory to be registered.

*Documentation Section (not shown)*

Good documentation breaks your name apart into its specific elements, and provides support for each one. You should include the date and place that the name was found, and the specific source that you found it in. If your name occurs under another heading, please indicate that (for example, the spelling variations of Davy, Davit, and Daue can be found in Withycombe under the heading of <David>). If it's not in a non-photocopy source (Administrative Handbook Appendix H), you should also include a copy of the title page of the book and one of the page you found it on, or a link if you found it online. If you found it in a google book, provide a screen shot of the page, a screen shot of the title page, and a link to the book itself. You should reference the name pattern as found in SENA Appendix A, or support the pattern of your name with your documentation.

## Device and Badge Forms

Here you can see the top of the Badge form. It's largely the same as the device forms, except that it includes a few options specific to badges.

<b>Society Name</b> .....		Action Type	
Name this badge is to be associated with .....		<input type="checkbox"/> <b>New</b>	
Legal name .....	This name is (pick one):	<input type="checkbox"/> Resubmission	
Address .....		<input type="checkbox"/> Kingdom	
.....		<input type="checkbox"/> Laurel	
Branch Name .....	<input type="checkbox"/> already registered	<input type="checkbox"/> Change, if registered:	
Phone Number .....	<input type="checkbox"/> submitted with this badge	<input type="checkbox"/> release old badge	
Date of Birth .....	<input type="checkbox"/> previously submitted from the Kingdom of .....	.....	
E-mail Address .....	Date Submitted .....	<input type="checkbox"/> retain old badge(s)	
Consulting Herald .....	Herald's E-mail/Phone .....	<input type="checkbox"/> Appeal (attach justification)	
.....		<input type="checkbox"/> Other (specify)	
If using any restricted charges, please give Kingdom and date of eligibility for that charge. ....		Is this badge jointly owned? <input type="checkbox"/> Yes <input type="checkbox"/> No	
.....		If Yes, co-owner's Society Name .....	
.....		(Note: the square below should be approximately 4.5 inches (11.4 cm) wide when printed)	
<input type="checkbox"/> Check here for a fieldless badge (no particular background)			
Proposed Blazon (Consult a herald if possible. Use plain English if you don't know how to blazon.)			

### Society Name

Put your primary name here as it is registered, or submitted if it's not registered yet. If you have more than one name, and you're associating this badge with an alternate or household name, put that specific name as registered (or submitted if it's not registered yet) on the second line.

### This name is (pick one)

Already registered: When your name or alternate name to be associated is registered already.

Submitted with this (device/badge): When this is a device or badge to be associated with a specific name that you are registering at the same time as this armory.

Previously submitted from the Kingdom of: When the name associated with this submission is in process in another Kingdom.

### Action Type

**New:** If this is NOT a resubmission of previously returned armory, check here.

**Resubmission:** If you've tried to register this item before and it got returned, and you're trying again. Please note if it was returned In-Kingdom, or at the Laurel level, and if you know it, the date of its return.

**Change:** If you want to replace a device or badge that's already registered with this one. If replacing a badge, please write down the blazon so that it is known which badge to replace.

**Appeal:** If you think that your armory was returned for an error, or you're providing more documentation.

Other: If you don't know which to pick, check here and the submissions herald will figure it out.

*Legal Information: Name, Address, Branch Name, Phone Number, Email Address, Birthdate.*  
This is the same information detailed in the Names form section above.

*Consulting Herald and Herald's Email/Phone*

Please fill this out only if you had a herald help you research your submission or fill out your form.

*Restricted Charges*

Some kinds of charges, such as a Ducal Coronet, a Knight's belt, or an Augmentation, are restricted, and only those people who have the right to use them may have them on their armory. Please provide the date and Kingdom that you were given the award that allows the use of the restricted charge. You can find that list here: <https://heraldry.sca.org/coagloss.html#reserved>

*Jointly Owned*

Badge only option. If you would like to own this armory with someone else, please indicate their registered name here. Note that this badge will only count against the primary owner's registration limit.

*Fieldless Badge*

Badge only option. If this is a badge that has no field, check here. Otherwise it will be assumed that your badge is on an argent field.

*Proposed Blazon*

Write what you think the blazon should be. If you don't "speak herald", use plain language to describe it. Make sure to indicate the colors as well as the name of the charges shown.

## Form for a Branch

The Armory forms for a Branch are the same as for an Individual, so the only form covered below is for Branch Name submissions.

**Branch Name** .....

+ Name being submitted  
(if different from above).....

Legal Name of Contact ..... Name Type (pick one) Action Type

Address .....  **Primary**  **New**

Phone Number ..... Date Submitted .....  Order/Award +  Resubmission ++

E-mail Address .....  Guild /  Kingdom

Consulting Herald ..... Herald's E-mail / Phone .....  Household +  Laurel

++ Name(s) previously submitted  
but not registered (if any) .....  Other (specify) +  Change+  
(if registered, old name  
will be released)

++ Kingdom submitted from: ..... ++Date returned: .....

Note: Group Names and Devices must be accompanied by a petition showing the support of the populace. It must identify the name and/or device being submitted. It must be signed by the Seneschal and either three-fourths of the officers or a majority of the populace. Consult with the Escutcheon Herald if you have questions about the procedure.

### *Branch Name, Name being submitted*

Put your group's primary name on the first line here. Make sure to include the group designator, for example: "North Newton, Shire of". If you're registering a name for a new group, print it here as you want it to appear when registered. If you're registering a different name, such as an award or order, guild, or a household name, that goes on the line labeled "Name being submitted". If you'd like to change your currently registered group name or guild/household/award name to a different one, put your already registered Branch name at the top, and your desired new name on the second line.

### *Name Type*

- Primary:** When this is your group's desired official name.
- Order/Award:** For when you are creating an Award or an Order for your Barony or above level group.
- Guild/Household:** When you are registering the name of a sub-group of people in your group who will share that name. Be sure to include the identifier, such as "(Name), Worshipful Company of" or "Daughters of (Name)".
- Other:** If you're not sure which to pick, or this is something not described above.

### *Action Type*

- New:** If this is NOT a resubmission of a previously returned name, check here.
- Resubmission:** If you've tried to register this item before, and it got returned, and you're trying again.

- Change: If you want to replace a name that's already registered with this one.
- Appeal: If you think that your name was returned for an error, or you're providing more documentation.
- Other: If you don't know which to pick, check here and the submissions herald will figure it out.

*Legal Information: Name of Contact, Address, Phone Number, Email*

Group Seneschal, Group Herald, or Ruling Noble. The information provided should be that of whomever you would like to be the person that receives correspondence regarding this submission.

*Name Previously Submitted*

Fill this in if you've tried to submit a name for this item before, and it was returned. Please include the date of return, what Kingdom you submitted it in, and which level it was returned at: by Kingdom or Laurel.

*Petition of Support*

A Petition of Populace Support is only required for a group's initial name and armory. Award/Order names and armory need only the permission of the ruling noble or seneschal. The Handbook requires that, in addition to having the signatures from the ruling noble, where appropriate, a petition must include the signatures from over 50% of the people belonging to the group, or the seneschal and at least 3/4 of the other officers. Please make sure that the officers note their office, and that the form is dated. Your petition may be returned to be redone if it is not sufficiently recent.

The rest of the form is filled out the same out as for the Individual Name form described above.

When documenting a group name, it's highly recommended that you consult an experienced herald, as the requirements for a group name are quite specific.