
Genealogy Research vs. Name Submittals

1. Genealogy Research: focus is on finding as much information as possible about a person, to ensure the information is accurate and complete, and to lead to the identification of further generations. Information is recorded in PAF.
2. Name Submittals: focus is on finding the minimum amount of information needed to complete temple ordinances, while making sure the information is as accurate as reasonably possible. Information is recorded in New FamilySearch.
 - “Although temple ordinances can be performed when only the minimum information is available, try to provide as much information about an ancestor as possible. More complete information identifies your ancestor uniquely so that he or she cannot be confused with another person. With less complete information, ordinances may be done more than once for the same person.” (*A Member’s Guide to Temple and Family History Work*, p. 10.)

Basic Process

1. Identify ancestors.
2. Determine which ancestors need ordinances.
3. Perform the ordinances.

Ordinances Needed

1. Baptism
2. Confirmation
3. Initiatory
4. Endowment
5. Sealing to parents
6. Sealing to spouse

	Born in the Covenant	Not Born in the Covenant
Stillborn	None	None
Died before age 8	None	Sealing to parents only
Died age 8 or older, never married	Baptism & Confirmation Initiatory & Endowment	Baptism & Confirmation Initiatory & Endowment Sealing to Parents
Died age 8 or older, married	Baptism & Confirmation Initiatory & Endowment Sealing to Spouse	Baptism & Confirmation Initiatory & Endowment Sealing to Parents Sealing to Spouse

How to Submit Names

Use New FamilySearch (See *How to Reserve and Select Ordinances*).

Requirements

[Source: *A Member's Guide to Temple and Family History Work*, unless otherwise indicated.]

1. The person must be dead.
 - a. *Born within the last 110 years (1898 or later) or married within the last 100 years (1908 or later):* Must be certain the person is dead.
 - b. *Born more than 110 years ago (1897 or earlier) or married more than 100 years ago (1907 or earlier):* You may assume the person is dead.
2. The person must have died at least one year ago. There is (generally) a waiting period of at least one full year after death before temple ordinances may be performed.
3. You must have permission to perform the ordinances, if needed.
 - a. *Born in last 95 years (1913 or later):* Must obtain permission from person's closest living relative before ordinances may be performed ("right of precedence.") If you submit a name, it is assumed you have obtained all necessary permissions. Order of precedence: undivorced spouse, children, parents, siblings.
 - b. *Lived before 1500:* Don't do research prior to 1500 without checking with the Family History Department's Medieval Families Unit "and then only after all avenues of research for more recent generations have been exhausted." (*Church News*, March 23, 2002, p. 10.) New FamilySearch will mark these individuals as "Not Available" for ordinances.
 - "Please do not submit the names of deceased celebrities and historical personalities, including those of royal or noble lineage or early LDS Church leaders and their families, or of persons born in European countries prior to A.D. 1500, regardless of your relationship to them. [T]emple work for most of the people in these categories has already been done." (*Church News*, March 23, 2002, p. 10.)
4. Need to have the specified minimum information for the person (absolute bare minimum). (Source: *A User's Guide to the New FamilySearch 9.3*)
 - a. *For individual ordinances:* name (at least given name or surname), gender, death information, and enough information for New FamilySearch to uniquely identify the person. (This may include dates, places, and names and relationships of other family members.)
 - b. *For sealing to parents:* same, plus first or last name of father
 - c. *Sealing to spouse:* A deceased couple who lived together as husband and wife may be sealed, even if the marriage cannot be documented.

Name Submittal Guidelines

General:

- Focus on direct ancestors. “Concentrate on getting the temple ordinances completed for your own ancestors and their families.” (*Church News*, March 23, 2002, p. 10.) See [handout](#), *Whom You Should Add to FamilySearch and Do Ordinances For*.
- “Reserve ordinances only if you feel reasonably sure that you can get them done. It is recommended that you reserve only enough ordinances for a few trips to the temple.” (*A User’s Guide to the New FamilySearch 9.3*, p. 137.)
- “Minor errors of information do not affect the validity of ordinances. For example, if an individual’s birthday is wrong, or a name is misspelled and other information is valid, the individual’s ordinances will still be valid, and sealings are still in effect. The individual’s record can be updated with the correct birthday..” (*A User’s Guide to the New FamilySearch 9.3*, p. 165.)

Names:

- The name should be as complete as possible. If you don’t know the complete name, provide what you do know.
- “Do not ‘invent’ ancestors by adding Mr. and Mrs. to the surname of the person at the end of their family line simply to fill in the spaces for the next generation of ancestors. This practice produces ordinance work and associated records for persons who are not uniquely identified and usually results in duplication of ordinances.” (*Church News*, March 23, 2002, p. 10.)
- Make sure descriptions and titles are not included with names submitted for temple work (Miss, Mr., Dr., Rev., Gen., Col., Judge, child, widow, and so forth). (*Church News*, March 23, 2002, p. 10.) Exception: “Mrs.” may be used for the wife (after the husband’s name) if the wife’s given name and maiden name are not known. However, New FamilySearch does allow you to enter such titles, for information purposes.
- If the name is unknown, just leave it blank. Don’t put explanations in the name space like unknown, no name, twin, died young, etc. (*Church News*, March 23, 2002, p. 10.) In New FamilySearch, you can click the 'I don’t know the name' box.

Gender:

- If the gender is unknown, you cannot do ordinances. Please do as much research as you can to identify the gender.

Event dates & places:

- Provide a complete date (if not complete, provide what you know). “Generally it is best to enter the information you know to be accurate and to leave the rest blank. (*A User’s Guide to the New FamilySearch 9.3*, p. 133.)

- If date is not known, you can calculate one.
(Example: age 2 in 1860 census = b. About 1858)
- Other examples: if the ancestor died during World War I, you may approximate the date as *About 1916*. Or if the most recent record you have shows the person was living in 1843, you may approximate the death date as *After 1843*.
- For genealogical purposes, you can use estimated dates. (Example, men marry at age 25, women at age 21; first child born one year after marriage, with later children born every two years). Don't use estimated dates for temple name submissions.
- Provide a place name as complete as possible.
- "Enter the place-name as it existed when the event occurred. You do not need to identify the modern place-name." (*A User's Guide to the New FamilySearch 9.3*, p. 157.)
- "If you do not know an exact place, enter as much as you know, even if it is only the country name. Do not enter the word 'of' [such as 'of Spokane, Spokane, Washington, USA']. If you do not know the place, leave the Place field blank. If you would like to keep track of an assumed place for research purposes, enter the assumed place-name in the notes." (*A User's Guide to the New FamilySearch 9.3*, p. 160.)
- "Please do not use estimated dates and places if exact dates and places can be obtained with reasonable effort. Imprecision produces inaccurate records on the International Genealogical Index and Ordinance Index." (*Church News*, March 23, 2002, p. 10.)

Identifying When You Have Sufficient Information to do Temple Work

New FamilySearch will tell you when it has enough information for ordinances to be done, and it also tells you when ordinances are not needed.

In New FamilySearch, you will not be able to see ordinance information for any individual who is still living, including yourself. Only local priesthood leaders are authorized to provide that information.

For a deceased individual, on the ordinance status screen you will see one of the following status indicators for each ordinance:

- Completed
- Ready
- In progress
- Needs more information
- Not ready
- Not available
- Not needed
- On hold
- Reserved
- Born in the covenant

Following are definitions of these status indicators:

Completed

Typically means the ordinance work has been done. The exact date and temple information can be viewed on the individual's "LDS Ordinances" screen.

However, it can also mean that the ordinance date field in the original source (such as Ancestral File) contained some information other than a date, such as "Submitted," "Cleared," or "Do Not Seal," so it is possible that ordinances marked "Completed" have not yet been done. In that case, no date will be displayed for that ordinance on the individual's "LDS Ordinances" screen. If you believe such an ordinance has not yet been done, you can submit feedback to have the status corrected.

Ready

You can prepare to take this ordinance to the temple. If you want to do this ordinance, FamilySearch will help you look for duplicate records that indicate the ordinance is already done. If it is not, you can do it.

In Progress

This ordinance is in the process of being completed. Specifically, one of the following events has occurred:

- Another FamilySearch user has already printed a Family Ordinance Request or family ordinance card with this ordinance.
- The ordinance was assigned to the temple, and the temple is in the process of doing it.

Needs More Information

The individual needs more information before you can do the ordinance.

Not Ready

This ordinance cannot be done because the individual has not been deceased for at least one year.

Not Available

This individual's ordinance information is not available to the public. The most common reasons for this are these:

- Privacy reasons prevent the ordinances from being displayed.
- The individual lived before A.D. 1500, and the ordinances are probably completed. If the individual lived before A.D. 1500, you can find out if the ordinances are

already done by clicking the Possible Duplicates button. If you find other records for this individual, combine them. If the other records indicate that the ordinances are completed, the ordinance status will change to “Completed.”

Not Needed

This individual does not need this ordinance because he or she either was stillborn or died before age 8.

On Hold

Ordinances should be done in order. For example, the baptism should be done before the confirmation, and the confirmation before the initiatory. If you see “On hold,” someone has already printed a Family Ordinance Request or family ordinance cards for the prior ordinances. The later ordinances will be on hold until the prior ordinances are completed.

Reserved

Someone has already accepted the responsibility to do this ordinance. (You may be that individual.)

Born in the Covenant

Because this individual was born after the parents were sealed, he or she does not need to be sealed to parents.