



National Organization
SONS of UNION VETERANS of the CIVIL WAR

National Graves Registration Instructions & Form

Please Read These Instructions

The National Graves Registration Project is a long-term project to create a single collection of grave locations of Civil War soldiers and veterans. This collection will provide information for research pertaining to soldiers and regiments; grave restoration, clean up and marking projects; and Memorial Day programs.

The national project requires the support of members and non-members alike. Research in town halls, libraries, historical societies, archives and veterans organizations will help collect information already compiled by others. Additional research of primary sources, such as newspapers, Grand Army of the Republic proceedings and the 1890 veteran census, will provide lists of known soldiers, and possibly death and interment information. Cemetery visitation also provides the opportunity to collect information. Both private and military markers can provide important personal and service information. Working with a cemetery's interment records also helps identify the exact grave location of veterans and increases the opportunity to record unmarked graves.

After the collection of information, the recording process is completed by using this form to enter the information into the national database. When completing this form, please provide as much information as possible and write clearly and legibly. The name of a cemetery should be included on each form. When multiple forms from one cemetery are being sent, the address of the cemetery only needs to be completed on the first form (please be sure to attach the forms together or send them in one envelope.) If additional space is needed, please attach extra sheets to the form they supplement. Photographs of graves, cemeteries or veterans can be included with the forms.

Because this project is intended to record the burial sites of Civil War soldiers and veterans, only those persons whose military service is known should be forwarded to the National Graves Registration Database. This information can be found on headstones, through family history, Grand Army of the Republic membership, or other documentation. Please consider researching any person whose age may indicate possible Civil War service, so they may be included in this project.

SPECIAL NOTES ABOUT FIELDS ON THE FORM.

- *Civil War Service* - Please indicate if the Civil War veteran was Union or Confederate. Confederate veteran information will be forwarded to the Sons of Confederate Veterans.
- *Age* - Only enter this field if it is transcribed from a headstone or if verified age at time of death is known.
- *Misc. Info.* - Please enter any additional information about a veteran's military service (cause of death, wounded, prisoner, meritorious service, etc.); place of death / birth; or any additional information about the cemetery needed to locate the grave.
- *Service* - List the regiment, state or federal, branch (ART, INF, CAV, etc.), company/battery/troop/ship, and rank (highest held). For service in federal units or service in a regiment from other than the soldier's home state, please enter state of enlistment.

Standard abbreviations are included with these instructions. Please use those listed.

Searching Cemetery interment records may help *find* veterans with unmarked graves!

PLEASE WRITE CLEARLY.

A Microsoft Excel spreadsheet including headings compatible with grave registration data collection and instructions for its use may be obtained from the National Graves Registration Officer. This is particularly useful to maintain a personal record of submitted registrations and ongoing cemetery surveys.

Any questions about this project can be sent to the National Grave Registration Officer.

The current National Graves Registration Officer is:

Bruce D. Frail

19 Briar Point Avenue

Coventry, RI 02816-5601

(401) 823-9898 / E-mail suvcw_ngro@verizon.net

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Standard Abbreviations for use with the National Graves Registration Form and Database

| <u>State and Country</u> | <u>Branch of Service</u> | <u>Specialized and Naval Rank</u> |
|--------------------------|---------------------------|-----------------------------------|
| AL Alabama | ART Artillery | 2ENG 2nd Engineer |
| AK Alaska | AC Army Corps | 3ENG 3rd Engineer |
| AZ Arizona | CAV Cavalry | 4ENG 4th Engineer |
| AR Arkansas | CT Colored Troops | AAQM Acting AQM |
| CA California | CTART Colored Troops ART | AQM Assistant QM |
| CO Colorado | CTCAV Colored Troops CAV | ARTF Artificer |
| CT Connecticut | CTHRT Colored Troops HART | ASEA Able Seaman |
| DE Delaware | CTINF Colored Troops INF | ASURG Assistant Surgeon |
| FL Florida | CTLRT Colored Troops LART | B1C - Boy 1st Class |
| GA Georgia | DIV- Division | BSM Blacksmith |
| IA Iowa | E&M - Engineers / Miners | BTSN Boatswain's Mate |
| ID Idaho | HART Heavy Artillery | BUGL Bugler |
| IL Illinois | HDQ Headquarters | CFENG Chief Engineer |
| IN Indiana | INF Infantry | CHPL Chaplain |
| KS Kansas | LART Light Artillery | CLHR Coal Heaver |
| KY Kentucky | MC Medical Corps | CMD Commander |
| LA Louisiana | MAR Marines | COMD Commodore |
| MA Massachusetts | MIL Militia | COOK Cook |
| MD Maryland | NAVY Navy | COOP Cooper |
| ME Maine | SS Sharpshooters | CPRM Carpenter's Mate |
| MI Michigan | SC Signal Corps | CPTR Carpenter |
| MN Minnesota | VOL Volunteers | DRUM Drummer |
| MO Missouri | VRC Veteran Reserve | ENS Ensign |
| MS Mississippi | | FAR Farrier |
| MT Montana | | FGOR Flag Officer |
| NC North Carolina | | FRMN Fireman |
| ND North Dakota | | GNMR Gunner's Mate |
| NE Nebraska | | HOSP Hospital Steward |
| NH New Hampshire | | LNDS Landsman |
| NJ New Jersey | | LCMD Lieutenant CMD |
| NV Nevada | | MSTR Master |
| NY New York | | MUS Musician |
| OH Ohio | | NUR Nurse |
| OK Oklahoma | | OFST Officer's Steward |
| OR Oregon | | OLRS Oiler |
| PA Pennsylvania | | OSEA Ordinary Seaman |
| RI Rhode Island | | PANT Painter |
| SC South Carolina | | PION Pioneer |
| SD South Dakota | | QM - Quartermaster |
| TN Tennessee | | RADM Rear Admiral |
| TX Texas | | SADR Saddler |
| UT Utah | | SAIL Sailmaker |
| VA Virginia | | SMRM Sailmaker's Mate |
| VT Vermont | | SPBY Ship's Boy |
| WA Washington | | SSWD Ship's Steward |
| WI Wisconsin | | STKR Stoker |
| WV West Virginia | | SURG Surgeon |
| WY Wyoming | | TMST Teamster |
| DC District Columbia | | VADM Vice Admiral |
| US United States | | VSUR Veterinary Surgeon |
| CAN Canada | | WAG Wagoner |
| AUS Australia | | YOMN Yeoman |
| MEX Mexico | | YOSGL Yeoman of Signals |
| SA South Africa | | |
| GB Great Britain | | |
| FR France | | |
| IRE Ireland | | |

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Graves Registration Form

Veteran's Name: Last First Middle

Born: Day Month Year Died: Day Month Year Age: Day Month Year

CIVIL WAR [] Union [] Confederate

Service: U.S./State State of Enlistment Branch Company/Ship Name Rank Regiment No.
Please use the standard abbreviations found on the Graves Registration Form Instruction sheet

Enlisted: Day Month Year Discharged: Day Month Year

Misc. Info:

(If applicable, list other units served in, locations of birth, death, WIA, POW, KIA. Also nearest crossroads or directions to cemetery.)

Cemetery Name:

Cemetery Address: Street

City or Village Township County State

Grave Information: Lot: Section: Grave Number: Cemetery Records Checked - () Yes

Military Headstone - ()Yes ()No Headstone Needs Replacing - ()Yes ()No Headstone Needs Resetting - ()Yes ()No Private Headstone or Family Monument - ()Yes ()No No stone/marker found - ()None
Flag Holders/ Markers ()Grand Army of the Republic Marker (Flag Holder) ()Military Order of the Loyal Legion Marker (Flag Holder) ()Other Marker
Medal of Honor - ()Yes G.A.R. Post Dept. or State

Your Name: Last First MI Survey Date: Day Month Year

Your Address: Street City State Zip Email:

SUVCW Member: Camp Name: Number: Department:

Attach Extra Sheet if Needed for Comments

Refer to Instructions for where to Submit Completed Form. This Form may be Photocopied