

Society Name

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

Legal name Name type (pick one)

Mailing address **Primary** **New**

Branch name..... Gender of submitter M F Alternate † Household † Other (specify)

Phone number..... Date submitted.....

E-mail address Date of birth.....

Consulting herald Herald's e-mail/phone

‡ Name previously submitted but not registered (if any).....

‡ Kingdom previous name submitted from ‡ Date returned

Name processing. **READ CAREFULLY.** Laurel may have to make corrections to register the name.

I will NOT accept MAJOR changes to my name such as dropping an element or phrase, changing the language of an element, et cetera, even if the name cannot be registered without such changes.

I will NOT accept MINOR changes to my name such as accents, punctuation, hyphenation, addition or deletion of a letter, upper- or lower-case changes, et cetera, even if the name cannot be registered without such changes.

If my name **must** be changed, I care more about meaning sound language and/or culture

Specific meaning, sound, language/culture, as appropriate:

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

Please change my name to be more authentic for time period language/culture
(Please be specific, e. g. "12th–14th century" or "Irish" or "Welsh", rather than saying "early" or "late" or "Celtic".)

Only if you are submitting armory with this name:

If the Laurel Sovereign of Arms finds that your name cannot be registered for any reason, and you do not already have another name previously registered, Laurel may create a "holding name" for you so that your armory can be registered. This "holding name" will be your registered name until you register another, 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 device or badge submission will be returned as well.

Name Documentation and Consultation Notes (attach additional sheets and documentation as needed)

	Funds Rcd.	Date Received	Action Taken	Funds Fwd.	Date Forwarded
Local	\$			\$	
K'dom	\$		A R	\$	Lol
Laurel	\$				

INSTRUCTIONS FOR AN INDIVIDUAL SUBMITTING A NAME

Please print legibly and in dark ink. If need be, consider using a computer, typewriter, or scribe.

Society Name: Write your own Society Name. If you are submitting a **New** name, write the name you want to register. If you have already registered a Society Name, or if you have one in progress, write it here in full, spelled exactly as the College of Arms registered it (or as it was submitted if it's in progress).

Name being submitted (if different from above): Optional. Use this only for a name change, an alternate name, a household name, et cetera.

Name type: Primary means you're submitting your personal Society Name. (The heralds file all your paperwork under your primary name, so you put it on the Society Name line on every form you submit.)

Action type: For Appeal of a return, check the Kingdom or Laurel box just above to show who returned it.

Legal name, Mailing address: When we need to send a letter, we'll use these on the envelope.

Branch name: The name of the SCA branch you're submitting through.

Phone number, E-mail address: Optional. Faster ways for us to ask you questions.

Date submitted: The date you hand the form to your local herald.

Date of birth: We use the Society Name to tell whether submission forms are for the same person or not. However, if that fails due to error, we can use your Date of Birth. (Your *real* birth, not your persona's!)

Consulting herald, Herald's e-mail / phone: Optional. More ways for us to ask questions.

Name previously submitted but not registered (if any), Date returned: Optional. Fill in only for a resubmission or an appeal.

Major / minor changes: Optional. If neither box is marked, you'll accept any changes. "I will NOT accept MINOR changes" implies "I will NOT accept MAJOR changes".

Please change my name to be more authentic for: Do not both fill this in and also mark "I will NOT accept MINOR changes" above. That's a contradiction.

Name documentation... / additional sheets:

Summarize your documentation on the submission form.

When citing a source on the form, list the title, author, edition, and page number(s). Give dates for each name element, if your source has it. Also give the header name(s) (if any). "Header name" means the boldface name(s) at the top of an entry (for example, in dictionaries and encyclopaedias) which introduces the name information, et cetera. The header name narrows down where we have to look on the page, and helps us recover if you got the page number or edition wrong.

The "Name processing criteria" on the form cover many common possibilities for required and requested changes. If you have instructions and requests that aren't covered by those pre-printed boxes, give the information in the documentation area of the form. One possible example: "Please preserve the spelling of 'Gilwell', and adjust the spelling of 'Adelicia' towards its time period."

If you're sending in photocopied documentation, include the title page and the publication information page. That's usually on the back of the title page. It has the publisher, edition, date, ISBN, ... Please use a highlighter to mark pertinent information in your documentation. A few standard SCA sources do not need photocopies: they are only those sources listed in Appendix H of the SCA College of Arms Administrative Handbook.

Do not staple one copy of a form to another. We ask for multiple copies because each is going to a different place. The only stapling involving forms should be a name form to its own copy of the documentation and attached sheets.

Please consider double-sided copies. We've never seen it more expensive than single-sided, it's often less expensive, and it costs less postage. File cabinet space is also at a premium.