

## **Submitting Names for Temple Work** (Information from the *Personal Ancestral File 5.2 User's Guide*)

***Prior to using TempleReady, members should check the Ordinance Index online (IGI) for Temple Work completed for their ancestors.***

Ordinance information for deceased individuals is available for the first time online at [www.familysearch.org](http://www.familysearch.org). This database contains a record of all completed temple ordinance work for deceased individuals. Members can access this database to verify if temple ordinance work has been done for deceased individuals before submitting name to the temple. This verification will help reduce duplicate ordinance work.

Ordinance information is found in the International Genealogical Index (IGI) listing. To access ordinance information, members of the Church must register on the FamilySearch web site and sign on. Click on the "Sign On" in the upper right corner to do this. Members will need their membership record and confirmation date for the registration process. Ward and branch clerks can provide this information. Once registered and signed on, search for an individual's name (remember check for variations in spelling). The ordinance information, if available, will appear with the name in the IGI listing. *Members must be registered and signed on to the FamilySearch site for this information to appear, and the information will only appear only in the IGI listing.*

"Millions of names recently has been added to the IGI, and it will be updated weekly to ensure members have current information about their ancestors. Members who access to the Internet at home or their local family history center will be able to access the information. See also <http://www.desnews.com/cn/view/1,1721,310001165,00.html>.

When you have gathered and recorded information about your ancestors, Personal Ancestral File (PAF) can help you submit their names for temple work. For a free online course, see <http://ce.byu.edu/courses/pe/999015069001/public/start.htm>.

### ***General Guidelines For Submitting For Temple Work***

When you submit names for temple work, please consider the following guidelines:

- Our preeminent obligation is for our own ancestors. We should not submit the names of individuals who are not related to us, including names we may obtain from personal extraction projects.
  
- A waiting period of at least one full year after death is required before temple ordinances may be performed for those who died without receiving their ordinances. This one-year waiting period does not apply to worthy members who died when under twenty-one years of age or who were unable to go to a temple in their lifetime for reason beyond their control.
  
- If the individual was born in the past 95 years, permission should be obtained from the closest living relative before the name is submitted.

- No ordinances are necessary for children who are stillborn. However, if there is any possibility that a child lived after birth, he or she should be sealed to the parents unless the child was born in the covenant (meaning that the child's parents were sealed before he or she was born).
- Children who died before age eight and were not born in the covenant need only to be sealed to their parents. They do not need any other ordinances.
- Information about royalty or persons who lived before A.D. 1500 is difficult to verify. Before preparing the name of such people for ordinances, write or call the Family History Center Department, Medieval Families Unit, 50 East North Temple Street, Salt Lake City, Utah 84150; telephone 1-800-346-6044. The Medieval Families Unit can help you avoid duplicating ordinances for those born before A.D. 1500.
- If you find an ancestor listed in the International Genealogical Index with his or her name spelled differently or with a different event date or place given, the ordinances for that person are valid. You do not need to submit the person's name for temple ordinances again. To share the corrected information, submit your work to Ancestral File.
- Clearance must be obtained from the First Presidency before temple ordinances may be performed for deceased persons who, at the time of their death, were excommunicated or had their names removed from Church records.

### ***Ordinances May Not Be Required***

Some of your ancestors or their children may not need all temple ordinances, for example:

- When a husband and wife are sealed in the temple before their children are born, their children are born in the covenant and do not need to be sealed to their parents.
- No ordinances are necessary for children who are stillborn. However, if there is any possibility that a child lived after birth, she or she should be sealed to the parents unless the child was born in the covenant.

Note: In some countries, children who died shortly after birth were listed in vital records as stillborn. Countries that have sometimes listed live births as stillborn include Austria, Belgium, Czechoslovakia, German States (Baden, Bavaria, Germany, Hesse-Darmstadt, Prussia, Saxony, Thuringia, Wurttemberg), Denmark, Finland, France, Hungary, Iceland, Italy, Liechtenstein, Luxembourg, the Netherlands, Norway, Poland, Sweden and Switzerland. Children listed as stillborn on records from these countries may be sealed to their parents.

- Children who died before age eight and were not born in the covenant need only to be sealed to their parents. They do not need any other ordinances.

### ***Unusual Circumstances***

As you provide ordinances for your ancestors, do not try to determine their worthiness, whether they will accept the ordinances, or the feelings of other deceased persons affected by the ordinances. In order to be binding in eternity, any ordinance in behalf of the dead must be accepted by the people involved, merited by their individual worthiness, and sealed by the Holy Spirit of Promise. These determinations must be made beyond the veil.

- Unmarried couples – A deceased couple may be sealed to each other if they lived together as husband and wife or had children, even if no marriage can be documented. If either one is still living, special approval is required. For approvals, send the details to The Office of the First Presidency, 47 East South Temple Street, Salt Lake City, Utah 84150-1000.
- Women married more than once – A deceased woman may be sealed to all her husbands if the family desires. If she was sealed in life, all the husbands must also be deceased before any additional sealings may be performed. No special approvals are required.
- Deceased children – A deceased child is usually sealed to his or her natural parents. However, where there is justification, a deceased child may also be sealed to adoptive parents, stepparents, foster parents, or grandparents. No special approvals are required. (To have living children sealed, see the bishop.)
- Persons with mental disabilities – If a deceased person had a mental disability, do not consider his or her mental age when you prepare the name for temple ordinances. Consider only the person's physical ages at the time of death.
- Persons presumed dead – You may provide ordinances for someone presumed dead after 10 years have passed since the time of the disappearance. This policy applies to those missing in action, lost at sea, or legally dead, or those who disappeared under circumstances where death is apparent but no body has been recovered. All other cases of missing persons, you must wait 110 years from their birth before providing ordinances.
- Questions of worthiness – Temple ordinances may be performed for deceased persons 1 years or more after the date of death without regard to worthiness or cause of death. This includes those who may have taken their own lives or the lives of others.
- Excommunication – Generally a deceased couple may be sealed to each other if they lived together as husband and wife, even if no marriage can be documented. If one spouse is still living, or if any deceased person to be included in such a sealing was excommunicated or had his or her name removed from Church records at the time of death, First Presidency approval is required to perform the sealing.

### ***Delaying Ordinance Work***

You may wish to delay having ordinances performed for a person when research is still in progress, when you have not received permission from the immediate family members or when another family member is going to submit the person's name for ordinances. If you do not want

some ordinances to be performed for a person at this time, you may submit the person's names at a later time or submit the name now and request that only certain ordinances be performed.

The Church will automatically ensure that ordinances are completed for deceased members if the family of the family of the deceased does performed the ordinances with five years.

### ***Information Required For Temple Ordinances***

This list shows the minimum information needed to perform ordinances. Add more information if you know it. Some of this information can be estimated. The information should be as accurate as reasonably possible. ***Once the information is submitted to the temple, the record cannot be changed. The work should not be repeated if more or different information becomes available.***

#### ***Baptism and Endowment***

Name

Sex

Event date, such as a birth date (at least a year is required)

Event place for the same event as the place, such as a birthplace (at least a country is required)

#### ***Sealing to Parents***

Same information requirement as for Baptism and Endowment listed above

First or last name of the father

#### ***Sealing to Spouse***

Name of husband

Marriage date

Marriage place

When you prepare names for temple ordinances, please provide the most accurate information possible. However, you cannot find exact dates and places, you can calculate or estimate them.

### ***Guidelines For Adding Individuals***

- Type each individual's information only once. Provide a name that is a complete as can be determined.
- Type an individual's name in the order that it is spoken. Type one slash mark (/) at the beginning of the surname and one at the end.
- Type surnames in uppercase and lowercase letters. Do not type them in all uppercase letters.
- Type as much information as you know about an individual. You can later add more information as you find it or as events occur in your family.
- Be consistent in the way you type names, dates, places, and ordinance information. Avoid abbreviations.
- You can add notes and sources to individual records and marriage records.
- You can add multimedia files to individual records and to sources.

## ***Names***

Provide a name that is as complete as possible, for example:

Given name(s): William James

Last name: Pierce

Given name(s): Jose Juan ante Portam Latinam

Last name Gonzalez Espinoza y de Nuez y Sainz y Rodriguez

If you don't know the complete name, provided what you do know. For ordinances to be performed, you need at least the given name or last name for the person.

Also remember the following when recording names:

- If a person was known by a nickname or by more than one name, write "or" between the names, for example, "Elizabeth or Betty."
- When both the wife's given and maiden names are not known, write "Mrs." plus the husband's name, for example "Mrs. William James Pierce."
- When you don't know a child's given names, record the child's sex and father's surname.
- Do not include descriptions of titles such as boy, girl, child, stillborn, Miss, Mr., Jr., Dr., or farmer, as part of a person's name. (Mrs." is the only exception, as explained above.) Also avoid using explanations such as "unknown." The TempleReady program may interpret titles or explanations as given names or surnames. This could result in duplicate ordinances being performed for this person.

## ***Event Dates***

For ordinances to be performed for a person, you need the date and place of an event that identifies the person. Or you need a records that identifies the person and contains a date and place. Events or records you can use, in order of preference are:

- Birth, christening, or adult christening.
- Marriage
- Census, will or probate record
- Death, burial, or other event.

Provide a complete birth or christening date if possible. If you don't have a complete date, provide what you know. Write dates a day, month, and year, using the three-letter abbreviation for the month. If you have more than one date for the same event, separate the dates with a slash (/) or the word "or," for example:

<b><i>Event</i></b>	<b><i>Date</i></b>
Born	23 Mar 1742
Christened	Dec 1852
Born	1799 or 1800
Christened	14/16 Jul 1822
Born	2 Feb 1839/40

### ***Calculating dates***

You may calculate a date, such as a birth date, when you know the date of an event and the individual's age at the time of the event. For example, if the 1860 U.S. census lists an individual as two years old, you may calculate the birth date to be 1858. If you calculate a date, type Cal (for calculated).

Cal 1798

**Tip:** When you calculate dates, you could add an event for that information. For example, if you obtained information from a census, you could add the Census event to the individual record and a source for that event. Explain the calculation in the Comments field for that source.

### ***Approximating dates***

You may estimate dates for events based on other information. You may use family knowledge or tradition. For example, if a family tradition says that an ancestor was 16 when she married in 1876, you can estimate that she was born "about 1860." You may use standard genealogical approximations. For example, from a marriage date you can estimate birth dates. You can estimate that a man was married at age 25 and a woman at age 21. You can also estimate that a first child was born one year after the marriage and that subsequent children were born every two years after that.

**Tip:** You need at least the approximate year of an event for ordinances to be performed. Below are some examples of how you may estimate a date. When you type an approximated date onto an individual or marriage record, you can type one of the following words or abbreviations to indicate that the date is not exact: About or Abt Before or Bef After or Aft Estimated or Est

Note: if you are certain that a person born within the last 110 years is now dead but you don't know the death date, write "D" or "dead"

### ***Event Places***

Remember the following when providing the places where events happened:

- Provide a place name that is as complete as possible. List place names from the smallest to the largest geographical divisions, separating the division by commas.

Liverpool, Medina, Ohio, USA

St. Dunstan, Canterbury, Kent, England

Victoria, Peel, Ontario, Canada

- Generally you should avoid using two-letter postal abbreviations. These abbreviations are often misinterpreted. Whenever possible, use the complete name of the state, province of country.

- Use an extra comma to indicate that part of the place name is missing, such as the county.

Trenton, , New Jersey, USA

### *Assumed Places*

You may assume places of residence based on a place where one member of a family was born, died, or lived at some time, or where the husband and wife were married. This place can be used as a probable place of residence for other members of the family.

**Tip:** You could make note of the assumption in your notes.

### *How to create a GEDCOM file in PAF for TempleReady for Windows*

You should generally only submit enough ordinances that you, with help from your family or others, can finish within a reasonable amount of time. To limit the number of ordinances, select the specific individuals, couples, and families whose ordinances you want to perform.

### *Steps*

1. From the **File** menu, select **Export for TempleReady**.
2. Read the Temple Names Submission screen, and click **Continue**.
3. Click an individual in the list.
4. Select the relationship filter that you want to use, and click **Select**. See “Choosing a Relationship Filter” (p. 103).
5. Repeat steps 3 and 4 until you have selected all of the individuals that you want to submit.

**Tip:** Ordinance information appears on the right side of the screen. If an individual does not have an ordinance date, the program lists whether the name would qualify and the reasons why it would not. If a name does not qualify and you have the missing information, click **Edit**.

6. Click **OK**.
7. Select the options you want on the Temple Names Submission Options screen.
8. Select the drive and folder where you want to save your submission.
9. Type a name for the file, and click **Export**.
10. When the export process is complete, a screen will appear, telling you how many names were exported. Click **OK**.
11. Read the TempleReady Instructions screen, and click **OK**.

**Tip:** If you chose to have a submission report prepared, the program displays it in a text editor, where you can read, print, or edit it. To close the report, click the **File** menu, and select **Exit**.