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- Write all names as full, main, legal names in the order they are spoken. Write a woman's maiden name (birth name), not her married name.
- Write all dates as day, month, and year, such as 4 Oct 1996.
- Write all places in order of smallest to largest political jurisdiction, separated by commas, such as Tryon, Polk, North Carolina, USA, or Wymondham, Norfolk, England.
- If you need room to write additional information, use the "Notes" section below.
- When you fill out a family group record for a person, write the number of the family group record next to the "F" in the status box under the name (for example, F 6). If a person had multiple families and therefore has multiple family group records, write all of the family group record numbers (for example, F 6, 9, 41).

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