

WEST KINGDOM COLLEGE OF HERALDS
INSTRUCTIONS FOR COMPLETING THE
BADGE SUBMISSION FORM

FILL OUT THE TOP BLOCK OF THE FORM AS FOLLOWS:

“Society Name”: If you have a Society name currently in submission (prior to or with this item), write it here. Otherwise, write your currently registered Society name here. A holding name is a registered Society name; for a branch submission, the official branch name is the Society name.) **If you have no Society name, whether registered or in submission, you may NOT submit a badge.**

“This name is”: Check one and only one box describing the current status of the name entered on the **“Society Name”** line (**NOT** the line immediately above the boxes.) If the name was previously submitted, enter the name of the kingdom in which it was submitted.

“Name this badge is to be associated with”: **IF** the badge is to be associated with a name other than the Society name, enter that name here. This associated name should be registered, in submission, or, in the case of a **branch** badge, an unregistered generic identifier such as “Baronial Champion” or “Cooks’ Guild”.

“Action Type”: Check one and only one of the boxes in the first column. Check one and only one second-column box if needed.

A *new* badge is one which is **not** replacing a prior submission (whether registered or returned.)

A *resubmission* is a replacement for a submission previously returned. Check the second column box by *Laurel* if the original submission or any prior resubmission was returned by Laurel, even if the most recent return was at kingdom. Otherwise check the second column box by *Kingdom*. There is no fee charged for a resubmission.

A *change* replaces a registered badge, which must be identified in the space provided. Check *release old badge* if you no longer want it protected. Check *retain old badge* if you still want it protected. **Note:** *Change & retain* is the same as registering a new badge. *Change & release* can also be accomplished by registering a new badge and separately releasing an old one.

An *appeal* is a submission of a badge identical to one previously returned, but with additional support and/or evidence of mishandling. There is no fee charged for an appeal, but successful ones are rare.

Other actions are those not in one of the previous categories. Usually there is no fee charged for such an action.

For “APPEAL” and “OTHER” actions, or if you have any question about forms or fees, we STRONGLY recommend consulting in person with a senior herald about preparing your submission.

“Legal name”, **“Address”**, etc., should be filled out with the appropriate personal information for the individual submitter, or for the branch representative (typically the seneschal or herald.) Some of this is requested to increase the chance of unique identification.

“Consulting Herald” and “[consulting] Herald’s E-mail/Phone” are optional. You may list someone who assisted you; if you do, the person you name is not required to be a herald.

FILL OUT THE CENTER OF THE FORM AS FOLLOWS:

Restricted charges: Certain charges such as crowns may only be used by those with particular qualifications. If your design includes such a charge, you must state the reason you are eligible to do so, including the date you became eligible and the kingdom in which it occurred. If your device includes such a charge and you do not provide evidence of eligibility, the device will be returned. If you are uncertain about whether you may use a particular charge, ask a senior herald.

Check here for a fieldless badge: Check the box if the badge is meant to be fieldless, i.e., if it has no specified background. Fieldless badges are subject to special rules regarding style; if you are uncertain of these, consult a senior herald to make sure you have no problems. **Leave the box blank** if the badge includes a background color or combination of colors.

Proposed blazon: Describe the device in words. If you are reasonably confident of the correct heraldic terminology, use it. If not, please describe the device carefully in ordinary English. It is more important to have an accurate description than to get the exact heraldic terminology.

The heralds will provide the blazon we feel best describes the device. This may be very different from the one you write on the form. If you have a reason for wanting part of the device blazoned a particular way, state it.

Is this badge jointly owned? A badge may be jointly registered to two individuals (not branches). If the badge is to have a joint owner in addition to the person listed on the *Society Name* line, check “Yes” and enter the Society name (registered or in submission) of the intended joint owner. If not, check “No”.

FILL OUT THE EMBLAZON (PICTURE) AS FOLLOWS:

Draw the design as a black-and-white line drawing. Do NOT color in any part of the form at this point, even if part of the design is black, since you are required to submit an outline copy.

If the badge is fieldless, you may want to emphasize that by using white-out to break up the square outline. This is NOT required.

If you use computer graphics, avoid low-resolution images which may not be identifiable and copy the result onto a standard form to ensure that the dimensions are correct. Images which are too small will be returned. Do NOT use color printing.

DOCUMENTATION OF NON-STANDARD ELEMENTS:

In some cases it is possible to register armory with design elements which have not previously been used in Society heraldry. Doing this requires documenting the design as being reasonably in accordance with pre-1600 practice. **If your device contains any design element (charge, division, tincture combination, etc.) you have not previously seen used in SCA heraldry, consult a senior herald about whether documentation is required.**

PETITION:

Branch badges do NOT require any petition of support. At a minimum they DO need the approval of the branch seneschal and the ruling nobility (if any).

SPECIAL INSTRUCTIONS:

If there is anything about your submission which you feel is not clearly indicated on the form, it is highly advisable to write it down on a separate piece of paper and send it in with your submission. Please type or write legibly and in detail. The separate sheet should clearly identify the submission to which it applies (Society name and blazon/description should suffice) in case they become separated. If you are uncertain whether to write something, **WRITE IT**. Better too much information than too little.

ALTERNATE CHOICE(S):

If you have alternate versions of your badge which you would like considered if your first choice cannot be registered, you may also include those on a separate sheet. Laurel does not consider alternates, but the kingdom may. Alternates must be specific: “Add a bordure” is not specific. “Add a green embattled bordure” is specific. List and number alternates in order of preference. **If you list alternates you have given permission to register one of those alternate badges if your first choice cannot be registered.**

The ARTIST’S signature IS REQUIRED, due to copyright concerns.

The SUBMITTER’S signature IS NOT REQUIRED.

DO NOT WRITE or make any other mark in the boxes at the bottom of the form. These are reserved for administrative use by the heralds.

After completing the form in outline format, make FOUR copies and color them. DO NOT USE COLORED PENCIL, PASTELS, CRAYONS, COLOR PRINTERS OR COLOR COPIERS; these have problems which make them unsuitable. FELT-TIP MARKERS ARE RECOMMENDED, notably Crayola “classic colors”. For a fieldless badge, leave the space around the charge(s) white.

SEND IN THE UNCOLORED LINE OUTLINE AND THE FOUR COLORED COPIES. We highly recommend keeping additional copies for yourself. Do NOT copy or send in these instructions.

If you have supplemental paperwork (proof of entitlement, documentation of elements, special instructions, etc.) SEND IN TWO COPIES of those documents.

Send the completed paperwork and any necessary payment to the correspondence address listed in the *Page* or published on the West Kingdom heraldry web page.