

WEST KINGDOM COLLEGE OF HERALDS  
INSTRUCTIONS FOR COMPLETING THE  
NAME SUBMISSION FORM FOR SCA BRANCHES

**FILL OUT THE TOP BLOCK OF THE FORM AS FOLLOWS:**

**“Branch Name”:** If you have a branch name currently in submission (i.e., neither registered nor returned) **prior to or separate from this submission**, put it here. If not, but you have a registered branch name, put it here. Otherwise put the branch name you are submitting here. **If you have no branch name registered or in submission, you may NOT submit anything else.**

**“Name Type”:** Check one and only one of the boxes.

A *primary* name is the official branch name. The heralds use it for filing, and the branch uses it for all of its SCA business activities.

An *order or award* name is one associated with an honor given by the group. Only baronies, principalities, and kingdoms (branches with ruling nobles) may register (and give) named orders and awards.

A *household or guild* name is used for a group of people other than an official branch. Guilds are often chartered for a specific purpose.

*Other* names are those not in one of the previous categories.

**“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* name 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 name which is registered or currently in submission. The name being replaced is released from protection. (If you're not getting rid of something, the correct action is *new*.) For a non-primary name, identify the name being replaced in the notes.

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

*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.**

**“Name being submitted”:** If the name you want to register is **not** entered on the “Branch Name” line, write it here. Otherwise leave this blank.

**“Legal name”, “Address”,** etc., should be filled out with the appropriate personal information for the person representing the branch (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.

**“Name(s) previously submitted”:** For a “Resubmission”, fill in the previously returned name(s), with the processing kingdom(s) and date(s) of return on the next line. Otherwise, leave this blank.

**FILL OUT THE CENTRAL SECTION OF THE FORM  
(BETWEEN THE DOUBLE LINES) AS FOLLOWS:**

**The first block, referring to MAJOR changes and MINOR changes**, tells the heralds what changes you allow the heralds to make to your name without telling you first, if the name cannot be registered as submitted. A name will only be changed if you request it (block three) or if the name cannot be registered without change.

MAJOR and MINOR changes are as described on the form. The term “name element” may refer to a single word such as “Johnson” or to a phrase such as “of Sweetwater Farm”.

If your name can only be registered by making a MAJOR change and you have checked either or both boxes, the name will NOT be registered. You will be given an explanation of the problem and may then decide how to proceed.

If your name can only be registered by making a MAJOR change and you have left both boxes blank, then **you have given permission** for the heralds to make that necessary change, register the name **in its changed form**, and tell you **afterward**.

If your name can only be registered by making MINOR changes and you have checked the second box (“I will NOT accept MAJOR or MINOR changes”), the name will NOT be registered. You will be given an explanation of the problem(s) and may then decide how to proceed. [Whether the first box is checked or not doesn’t matter here.]

If your name can only be registered by making MINOR changes and you have NOT checked the second box, then **you have given permission** for the heralds to make the necessary change(s), register the name **in its changed form**, and tell you **afterward**.

**The second block (starting “If our name must be changed”)** lets you tell the heralds what is most important to you about the name. If the heralds must make changes, they will try to keep the most important things if possible.

**The third block (“Please CHANGE our name to be authentic”)** tells the heralds to make changes to your name to the form most consistent with what is currently known about the time and/or language you specify. **Refusal to allow changes in block 1 overrides this instruction and means changes will NOT be made even if the name is not authentic.**

**ALTERNATE NAMES:**

**Specific** alternate names may be listed in the documentation section of the form (space permitting) or on a separate page. If you send an alternate name **you have given permission** for that name to be registered if your first choice cannot be registered.

**PETITION:**

**To register or change a branch name, you must submit a petition** showing support. This petition should be on a single page, state the exact name being submitted, repeat any permission to make major or minor changes, restate any request for authenticity, and list any acceptable alternate name(s).. This petition must be signed by (1) any ruling nobility, (2) the seneschal, and (3) either three-fourths of the other branch officers, or at least half the populace of the branch.

**Names other than branch names do not require petitions, but at a minimum all submissions should be approved by the branch seneschal and any ruling nobility.**

**TO DOCUMENT A NAME:**

In order to register a name, the College of Arms requires that it be shown to be reasonably consistent with what we know of actual naming practices during the SCA period (pre-1600). This requirement of consistency applies to both the individual elements of the name (words and phrases) and the overall pattern of the name, including the combination of languages used (if more than one.) As we learn more about historic names, the standards tend to become stricter, so prior registration is **no guarantee** that a name can be registered again.

**The best way to document a name element** is to find one or more examples of the spelling you want in documents written before 1600. More often we find citations to historic documents in reference books and other works, such as Ekwall’s *Dictionary of English Place-names*, or many of the various articles found in the on-line Medieval Names Archive (currently found at <http://www.s-gabriel.org/names/>.) On your submission form you should write the spelling you are using, how you are using it, the reference work(s) having examples of that spelling (title, author if known, and publication information [print] or URL and date of access [web]), the location of each example in the reference (page number, or the index spelling in dictionary-style sources), and any relevant information such as dates, full names using the spelling, origins, frequencies of use, etc.. Please be thorough, since you may not realize the significance of a particular detail. If in doubt, send it in and let us decide how much of the information you have needs to be used.

If you have a choice, try to find and cite sources which:

1. Provide dated examples of the name being used before 1600.
2. Give a bibliography or other source for the information.

You need to **include photocopies of print works** you cite (title page and cited page) and **printouts of web pages** showing the information used and the URL.

**If you cannot find examples of the exact spelling** you want, try to find a pattern of examples of similar names. Cite each example and explain how your spelling fits into the pattern.

**To document the overall construction of a name**, try to find an example of that exact construction (possibly using different elements) or a pattern of similar constructions into which yours fits.

**If documentation won’t fit on the form**, attach extra pages.

**If you can’t provide complete documentation for your name, send in what information you do have** to help the heralds figure out where to look for more. (If the heralds are unable to document the name it will not be registered.) Even as little as “Castiglione” is the modern name of a town in Italy” can be better than nothing.

**For signature requirements, see “PETITION”.**

**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.**

**SEND IN TWO COPIES of your name form and of any other documents (photocopies, printouts, petitions, etc.). We highly recommend keeping a third copy for yourself. Do NOT copy or send in these instructions.**

**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.**