

SECTION VIII -- NAMES AND ARMORY -- PROCEDURAL

2) What Happens to Submissions

(April, XXV; Updated: January, XXIX; Summer, XXXVII)

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| Number of Pages: | 2 |
| Policy Level: | Informational |
| Intended Audience: | Book heralds and clients |
| Abstract: | A brief description of the course a device will take in the submission process, plus current fees for submission. |

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WHAT HAPPENS TO SUBMISSIONS

The Course a Submission Will Take During the Registration Process
 Hirsch von Henford & Frederick of Holland
 (April XXV, Updated: January XXIX, Oct. XXXV, Summer AS XXXVII)

Once a herald has helped a client design a device and choose a name, and researched them to the best of his ability, they will follow the following path on their way to registration:

- 1) You (as local herald) may collect the money and forward the copies of the forms and the money to the appropriate office, or the submitter may do it directly. Money is only sent once for a given registration. If you send in the submission, make sure that the amount of money and number of forms are correct, and keep a copy of each form for your records and in case it gets eaten by the Postal Service. If the submitter will be sending in the submission himself, make sure that he knows the correct amount of money and forms to send. In all cases encourage him to keep copies of the submission for his files.
- 2) The submission should be sent either to the Principality Herald (in Oertha, if the Stellanordica Herald is processing submissions), or directly to the Kingdom Office (in the rest of the Kingdom). If the submission is sent to the Principality Herald, it will be reviewed by that Herald and then will be sent to the Kingdom Office together with the appropriate fees within one month even if problems are found.
- 3) The next step is the review by the Vesper Principal Herald and the Matins Herald. The submission will be gone over at the monthly Kingdom College of Herald's meeting held after the device was received. Research will be done by the staff present at that meeting and the heralds present will advise Matins of any problems discovered. If the submission passes through Matins' hands without problem, he/she will send it on to Laurel Sovereign of Arms and the College of Arms in a Letter of Intent. This letter will contain all submissions passed on to Laurel in that month.

If there is a problem with the name in the submission, then the entire submission will have to be returned, as a device cannot be registered without a name. If there is a problem with the device only, then it will be returned, but the name will be submitted in the Letter of Intent. In either case, a letter will be sent directly to the submitter (not the herald) informing him that the name or device has a problem. The heralds will try to explain what the problem is and what modifications

would make the name or device passable, if possible. If not, they will suggest alternates which are similar, and do some research (which is not guaranteed) to make sure that they have a reasonable chance at passing further review. At this point, it is up to the submitter to work with the herald(s) to redesign the submission and resubmit it. Note that the submitter does not have to take the advice given in the letter, but any changes to the submission should take into account the problems discovered. The best way for a local herald to keep track of submissions from the members of the group is to read the Minutes, which report all decisions taken at the Kingdom meeting.

- 4) Once the device is passed at the Kingdom level, we reach the time-consuming portion of the submission process. The Letter of Intent is sent out not only to Laurel, but to the College of Arms (which includes the Principal Herald's of all the other Kingdoms) for further review. Laurel sets a time for comments on a Letter of Intent (normally 6 months after mailing). Letters of Comment on submissions are sent to Laurel by the commenting members of the College. (The West Kingdom College of Herald's receives Letters of Intent from all the other Kingdoms, too, and comments on them in the same fashion, that's what the Brachet meeting is all about.) The submission is then brought up for final review at the monthly meeting of the Laurel Staff. If there are no problems found by the heralds, the submission is passed and the name and device are registered with the College of Arms. If there are objections and they are upheld by Laurel, the submission is returned.
- 5) Laurel then writes a Letter of Acceptance and Return (LoAR) which contains the actions taken on all submissions considered in a given month. This is sent to the Vesper Principal Herald and the Matins Herald and all other Kingdom Herald's. If the device is accepted, an official letter of acceptance is sent by Matins to the submitter, and the submission is then fully registered. (If it is a name and device, a copy of the blazon sheet [the picture] is sent to the College of Scribes for their files.) If the name or device was returned, then Matins will write a letter to the submitter explaining why, etc., just as for return at the Kingdom level.

This process is a lengthy one. It takes at least five months after the submission is sent to Laurel until Matins is notified. If there are any delays, it may take a month or so more. Please be patient, but not too patient. If you haven't heard from the College after eight months, ask.

IMPORTANT INFORMATION

At the time of printing, the cost to register anything through the West Kingdom College of Heraldry is:

Device, Name, Badge: \$10 per item

Change in registered item: Same as new submission

Please note: The Stellanordica Herald (Oertha) have been given permission to add extra fees to help defray the expenses of the office -- check with your local herald or the Principality newsletter for the appropriate fees.

Number of copies of forms required:

Device Emblazon sheet: 4 color copies

Badge Emblazon sheet: 3 color copies

Name sheet: 3 copies

If you live in Oertha, you may need to add at least one set of each of the forms to the packet sent to the Principality Herald. (See also the Handout on submission procedures included in Section VIII.3)