



By the Boke

An educational series of articles presented by the Northshield College of Heraldry.

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How to Fill Out the Submission Forms — Part 1: Devices and Badges

By Aryanhwy merch Catmael, Boke Herawde

Introduction

This month's column is the first of two installments of a step by step "how-to" guide to filling out submissions forms. This month I will cover devices and badges, and names will be covered next month.

The Northshield College of Heraldry submissions forms are available online at <http://www.northshield.org/keythong/forms.html>. There are four types, and I'll discuss each individually.

What form do I fill out?

There are four different submissions forms:

- 1. Branch Name Submission Form.** This form is intended for any name submission that is to be associated with a branch. This includes the name of the branch itself (such as Barony of Jararvellir), as well as any awards, orders, households, guilds, or heraldic titles that are to be associated with this with this branch.
- 2. Individual or Household Name Submission Form.** This is for any primary persona name, alternate persona name, or guild or household to be registered to a specific person (or two people, since household names can be registered jointly by two people).
- 3. Device Submission form.** Each individual is allowed to register up to four pieces of armory. For purposes of paperwork, one (and only one) of these is designated as "arms" or "device", and the others as badges. (So, a person can have one device and up to three badges, or four badges and no device). If you do not have a device registered, or which to change your registered device, this is the form to use.
- 4. Badge Submission form.** This is for all armory submissions that are not devices or changes of device. Any badges for alternate persona, households, guilds, awards, or orders fall under this category.

How to fill them out.

The badge and device forms are almost identical, so I'll cover them both at the same time:

- **Society Name:** If you have a name registered already, put your registered name (in the spelling it was registered) here. If you

don't have a name registered, one must be in process or submitted with this piece of armory for the armory to be registerable. Put the name that you are either submitting with this armory or is currently in process here. This name is: If the name is already registered, check the box, and note the date of registration (if known). If the name is submitted with the armory, check the box. If the name is currently in process and not yet registered, note which kingdom you submitted it through, and the approximate date, if known.

- **Legal Name, Address, Date of Birth:** This information is required so that files can be kept for each individual. Society names change, legal names change, addresses change, but dates of birth do not, and that's why it's important to put your date of birth down, so you can be differentiated from other people with the same name.
- **Email Address, Phone Number:** This information will be used to contact you with the status of your submission throughout the process, as well as if there are any problems or questions with your submission.
- **Consulting Herald, Herald's Email/Phone:** Currently in Northshield, you are not required to have a consulting herald to submit. However, if you did consult with someone, it's a courtesy to list them on your forms; they may also be contacted with questions about the submission if any arise.
- **Restricted charges:** Some charges, such as crowns, can only be used by people who have attained a certain status. If you are using a restricted charge, note the date that you received eligibility to bear this charge, and from what kingdom that eligibility came (for example, if you are using a crown because you are a member of the Court Baronage, note the date which you received your Baronage). A list of restricted charges can be found at:

<http://www.sca.org/heraldry/laurel/charges.html>

- **Co-owned badges:** A badge (but not a device) can be owned by up to two people. If you wish a second person to be listed as an owner of this badge, check "yes", list the

registered name of the other person, and the date of registration of the name (if known).

- **Proposed blazon:** If you have a proposed blazon, put it here; if you don't, leave it blank. The College of Arms' practice is to change the blazon to match the emblazon (picture), so there's no need to be worried if you're unsure of your blazon. Somewhere along the way, it'll be corrected.
- **Action type, New:** If you have never tried to register anything in some "slot" of your available armory (1 device and 3 badges, or 4 badges), then this is a new submission. For example, if I have two badges and a device registered, and submit a third badge, this will be the first time I've submitted a third badge, and thus it counts as new.
- **Action type, Change:** If you already have a device and wish to change it, check this box. You can either retain your current device as a badge, or release it, according to your preference.
- **Action type, Resubmission/Appeal:** If you have previously submitted a piece of armory in this category and it was returned, then the current submission is a resubmission or an appeal. A submission is appealed when there is evidence of an incorrect return either by the kingdom submissions herald or Laurel. All other redos of returned armory are resubmissions. If you have the information, note whether it was returned by a kingdom level herald (Rouge Scarpe in the Midrealm, Keythong in Northshield), and the date.
- **Mini emblazon:** When the form says "black and white unshaded" drawing, what we mean is a line drawing. Herald like coloring things in. This mini emblazon will be photocopied and put on different letters sent to College of Arms members for commentary.

As always, the heralds on the Northshield heralds list (ns-heralds@mailman.itsca.net) are available to help answer any questions not covered in this article (which has gotten far longer than I told Friedrich it would be...)

Next Month...

Completing the Name Submission Forms.