



By the Boke

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

Aryanhwy merch Catmael, Boke Herauwe, divides her time between Wales in the 11th century and London in the 14th. Sara L. Uckelman is a Ph.D. student in philosophy at UW-Madison.

How to Fill Out the Submission Forms — Part 2: Names

By Aryanhwy merch Catmael, Boke Herauwe

Introduction

This month's column is a continuation of last month's, focusing on how to fill out the different name submissions forms. The Northshield College of Heraldry submissions forms are available online at <http://www.northshield.org/keythong/forms.html>.

Which name submission form do I fill out?

There are two different name 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).

How to fill them out.

I'll cover both types of forms at the same time.

- **Society name:** This is your registered SCA name. If you do not have a registered SCA name yet, and have none in process, then put the name you are submitting here. If you do not have a registered name yet, but there is one in process, put the name that is in process here. This is the primary name under which things will be filed for you heraldically. It's helpful to provide the date of registration, if known.
- **Name being submitted:** This line is for alternate persona names, household names, heraldic titles, order and award names, and changes of name. As noted on the forms, this line must only be filled out if the name being submitted differs from your primary registered (or in process) name.
- **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.

- **Gender of submitter:** You are not required to have your SCA name's gender match your real world gender, but if the gender of the name is important to you (not all men would be happy finding out they had a woman's name), then check the relevant box.
- **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.
- **Name type, Primary:** Your primary SCA name is, as mentioned above, the one under which everything heraldic is filed.
- **Name type, Alternate:** In addition to having a primary registered name, you can also have alternate persona names. A person may register up to four names (including one primary name, and then as many alternate persona or household names as desired).
- **Name type, Household:** This is used when you are registering a name for your household or fighting company or inn, etc.
- **Action type, New:** If you have never tried to register anything in some "slot" of your available names, then this is a new submission.
- **Action type, Change:** If you already have a name registered or in process, and wish to change it, check this box. You can either retain your current name as an alternate persona name, or release it, according to your preference.
- **Action type, Resubmission/Appeal:** If you have previously submitted a name 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 names 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.

- **Action type, Change of Holding Name:** We'll discuss holding names more below.
- **Name previously submitted but not registered:** This is only relevant when the current submission is a resubmission or an appeal.
- **Kingdom previous name submitted from/Date returned:** This helps us track down any relevant information about the originally submitted name, and why it was returned.

Now, the next part of the name forms is more complicated and requires greater attention.

- **Name processing criteria:** Not every name is registerable as submitted. Sometimes the details of grammar or accents in a foreign language can be tricky for those who don't have detailed knowledge of that language. Therefore, sometimes names have to be modified from the submitted form in order to be registerable. You can restrict the type of changes that can be made to your name:
- **Major changes** – These are changes such as dropping a name phrase (a name phrase being either a single word, such as a given name, or an actual phrase, such as the byname "of London"), changing the language of a name phrase, and changing the order of the name phrases. These are changes that could potentially substantially change the look and sound of your name.
- **Minor changes** – These are changes such as dropping or adding accents, letters, and punctuation, as well as prepositions and articles, and changes to upper and lower case. It is highly recommended that you do not check this box unless you are certain that you would rather have your name returned, if there are problems, than to have it

changed in a minor fashion. Ask yourself – do you really want to have to resubmit your name because an accent was misplaced?

If you check the “no minor changes” box, then no changes whatsoever will be made to your name, even if this means that the name must be returned instead of registered.

- **If my name must be changed:** If your name must be changed, you can provide as detailed of information as you wish concerning what parts of the name are important. If the meaning of the name is important, please list what meaning you are interested in. The same goes for language/culture, time period, and sound. We can only help preserve the elements that are important to you if you tell us explicitly what they are. ☺ Feel free to spend as much extra space, either in the space provided on the form at the bottom, or on a separate piece of paper, to detail what parts of your name are most important to you and what you want to maintain.
- **Gender:** As noted above, there is no requirement for SCA gender to match modern gender. But if the gender of your name is relevant to you, then check this box.
- **Authenticity:** This part of the forms is perhaps the most misunderstood. Part of the goal of the College of Arms as a whole is to promote the study and use of medieval names. Your name does not have to be 100% authentic to be registerable. However, if you wish to avail yourself of the fairly vast resources of the College of Arms

to help you register a name that is authentic, then this part of the forms is for you. Specify in as great of detail as you can what time period and culture you are interested in. In general, do not check the “no changes” boxes if you wish your name to be made authentic, as many names require some bit of minor tweaking to be made authentic for a particular time and culture (the more stringent your requirements, the more likely that a change might be made).

If you want the name you are submitting more than you want an authentic name, do not check the “make my name authentic” box. If you check the “make my name authentic box” your name will almost certainly be changed before it is registered, even if the inauthentic, submitted form is registerable.

- **Holding names:** Holding names are straightforward. Sometimes a name is not registerable but the associated armory submission is. Since all armory must be associated with a name to be registered, Laurel can create a “holding name” (usually, but not always, the submitter’s modern given name and their branch name) with which to associate the armory, so that the arms can be registered. As noted on the form, changing a holding name is free, and can be done any time. Only check this box if you do not want a holding name.
- **Name documentation:** For detailed information on filling out this part of the forms, see one of my earlier articles. Often, it’s much simpler just to submit an attached

sheet rather than trying to cram everything into this small space.

For the branch name forms, I will only discuss those elements which differ from the individual name forms.

- **Legal name of contact:** This can be either the consulting herald, the seneschal of the branch, or the ruling nobles of the branch. All that is required is some person who has the authority to authorize any changes to the submission, should the need arise.
- **Name type, Primary:** This is for the group's registered branch name, e.g. Principality of Northshield.
- **Name type, Order/Award:** Groups with ruling nobles are allowed to register as many awards and orders as they desire. Groups without ruling nobles cannot submit order or award names.
- **Name type, Household:** Groups with ruling nobles are also allowed to register as many households, companies, inns, guilds, etc. as they wish. Groups without ruling nobles are restricted to a total of four registered names (so, one primary branch name and up to three household names).
- **Petition of support:** Make sure that your petition of support includes the full branch name being submitted.

As always, if you have any questions, feel free to email the NS-Heralds list, at:

ns-heralds@mailman.itasca.net

Northshield College of Heraldry

Instructions: Send 2 copies of this form and all documentation to the Keythorn Herald (name & address in [The Northshield](#)). Make checks payable to "SCA Inc. - NS College of Heraldry".

Name submission form

for individuals & Households

Society Name

Name being submitted
 (if different from above)

Legal name
 Address

Branch Name Gender of Submitter ☐ M ☐ F
 Phone Number Date Submitted
 E-mail Address Date of Birth
 Consulting Herald Herald's E-mail/Phone

Name previously submitted but not registered
 Kingdom previous name submitted from Date returned

Name processing criteria. Read these carefully; Laurel may have to make corrections to register the name.

☐ I will not accept **major changes** to my name such as dropping an element or phrase, changing the name of an element, etc., even if the name cannot be registered without such changes.

☐ I will not accept **minor changes** to my name such as accents, punctuation, hyphenation, addition or deletion of a letter, upper-lower case changes, etc., even if the name cannot be registered without such changes.

If my name must be changed, I care more about ☐ meaning ☐ sound ☐ language/culture

If you checked 'meaning' or 'language/culture', please specify:

The desired gender of my name is ☐ male ☐ female ☐ don't care

Please change my name to be authentic for ☐ time period ☐ language and/or culture

Please be specific, eg. "12th–14th century" or "Irish" or "Welsh", rather than saying 'early' or 'late' or 'Celtic'.

If you are submitting armorial with this name:

If the Laurel Sovereign of Arms finds that your name cannot be registered for any reason, and you do not already have a name previously registered, Laurel may create a "holding name" for you so that your armorial can be registered. This "holding name" will be your registered name until the name is found to be authentic, acceptable name. There is no fee for changing a "holding name".

☐ I will not allow the creation of a "holding name". I understand that if my name submission is returned, then my device or badge submission will be returned as well.

Name Documentation and Consultation Notes (attach additional sheets and documentation as needed)

	Funds Received	Date Received	Action Taken	Funds Forwarded	Date Forwarded
Kingdom use only					
Laurel use only					

This form may be copied freely

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Northshield College of Heraldry

Instructions: Send 2 copies of this form and all documentation to the
Kythong Herald (name & address in [The Northwatch](#))

Branch Name

Name being submitted
(if different from above).....

Legal name of Contact.....

Address.....

E-mail Address..... Date Submitted.....

Phone Number.....

Consulting Herald.....

Herald's E-mail/Phone.....

Name previously submitted
but not registered.....

Date returned.....

Name submission form for SCA Branches

Name Type (pick one)	Action Type (pick one)
☐ Primary	☐ New
☐ Order/Award	☐ Re submission
☐ Household/ Guild	☐ Kingdom ☐ Laurel
☐ Other (specify).....	☐ Change of Holding Name ☐ Appeal (attach justification) ☐ Other (specify)

Note: Group Names and Arms **must** be accompanied by a petition showing the support of populace. It **must** identify the name and/or arms being submitted. It should be signed by the Seneschal and either three fourths of the officers or a majority of the populace. Consult with your Regional/Principality Herald or the Dragon Herald if you have questions about the procedure.

Name processing criteria. Read these carefully; Laurel may have to make corrections to register the name.

☐ We will **not** accept **major** changes to my name such as dropping an element or phrase, changing the language of an element, etc., even if the name cannot be registered without such changes.

☐ We will **not** accept **minor** changes to my name such as accents, punctuation, hyphenation, addition or deletion of a letter, upper—lower case changes, etc., even if the name cannot be registered without such changes.

If our name must be changed, we care more about ☐ meaning ☐ sound ☐ language/culture

If you checked 'meaning' or 'language/culture', please specify:

We are interested in having our name be authentic for ☐ time period ☐ language and/or culture

Please be specific, eg. "12th—14th century" or "Irish" or "Welsh", rather than saying 'early' or 'late' or 'Celtic'. Please allow making changes to do this, if possible.

Name Documentation and Consultation Notes (attach additional sheets and documentation as needed.)

	Funds Received	Date Received	Action Taken	Funds Forwarded	Date Forwarded
Kindom use only					
Laurel use only					

This form may be copied freely

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