Starting Family Tree: Submitting Names for Temple Ordinances

FamilySearch 110-Year Rule and Standardization

FamilySearch 110-Year Rule

To perform ordinances for a deceased person who was born within the last 110 years:

- The person must have been deceased for at least one year.

- You must **either**:
    - Be one of the **Closest Living Relatives**, defined as an
        1. **Un-divorced Spouse** (the spouse to whom the individual was married when he or she died)
        2. **Adult Child**
        3. **Parent**
        4. **Sibling (brother or sister)**
    - **Or** you must obtain permission from one of the **Closest Living Relatives**

- The Church Policy relating to temple ordinance submissions will appear. If the person was born within the last 110 Years you will be required to submit a form verifying your permission from one of the closest living relatives.

- Click on Request Permission and the Request Permission sheet will appear. Fill out sheet and submit.

Standardization of Places and Dates

- To qualify for temple ordinances, both a standardized date and place are required. The standardized place must contain at least the name of the country.

Policies and Answers to Questions about Submitting Names for Temple Ordinances

Policies for Submitting Names for Temple Ordinances

Temple ordinances can be done for the following:

- Direct line ancestors (parents, grandparents, great-grandparents etc., and their families)
- Biological, adopted, and foster family lines connected to your family
- Collateral family lines (uncles, aunts, cousins, and their families)
- Descendants of your ancestors

Do not submit ordinances for individuals from the following groups:

- Famous people
- Those gathered from unapproved extraction projects
- Jewish Holocaust victims

Locating Policies and Answering Questions about Submitting Names for Temple Ordinances

Find answers to questions about Temple Ordinance Policies by clicking on

1. Get Help

2. Help Center

3. Temple Icon

You will see the box "**Frequently Asked Questions**" (FAQ's). Type words or phrases into the search box and Search. Various answers will be displayed.

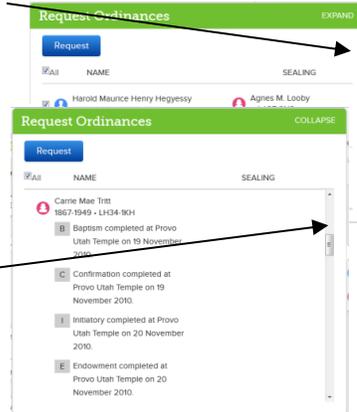# Identifying and Reserving Names for Temple Ordinances

The method to reserve ordinances depends on the view you are using.

Identifying and Reserving Names for Temple Ordinances from the Landscape View

This method will show any temple work needed for anyone in the family.

- Click on any name in the **Landscape** View to display their **Summary Card** and review the temple boxes
  - **Slowly** hover over the boxes to see the status of each ordinance, and dates for completed ordinances
  - For example, light green boxes indicate that ordinances may be requested
  - The chart on the right shows the meaning of each colored box
- From the **Landscape** view, you can look for ancestors who may need temple ordinances by looking for a **Green Temple icon on the right side of the summary card**.

Use the **scroll bar** at the right to view each family member and which ones need temple ordinances. **Be sure to scroll all the way to the bottom of the page** to see all information

o Review the list and click **Request** to reserve the ordinances, but **only** do this **after** you have checked for possible duplicates and are confident that the temple work has not already been done

Possible Duplicates: It is your responsibility to check for "**Possible Duplicates**" and verify accuracy before submitting names to the temple. It is important to merge duplicates to avoid duplicating temple ordinances.

Identifying and Reserving Names for Temple Ordinances from the Person's Detail Page

To reserve ordinances for an individual from the Person's Details Page:

- Click Ordinances tab Ordinances

- Click Request Ordinances Request Ordinances

- Follow the same steps as above to review and request ordinances.

Identifying and Reserving Names from the Descendancy View

1. Find an ancestor who was born before 1830 and who probably had children.

2. Select the ancestor, click 'View Tree' on the summary card and change the view to **Descendancy**.

3. Expand the descendants of your ancestor by clicking on the right-pointing arrows or by selecting the number of generations to expand in the box GENERATIONS: 1 2 3 4 . Then, look at the icons on the right.

The green Temple icon identifies missing temple ordinances.

The blue Record Hints icon suggests there may be records available for this individual.

The purple Research Suggestion indicates possible gaps or missing family members.

The red Data Problem icon warns of potential data problems.

4. Look for both the **Record Hints** and the **Research Suggestions** icons together.

This means there are records for the person and possibly missing family members to add.

NOTE: **Always** check for duplicates and verify information before reserving a name for temple ordinances.

Temple "All Reserved" List

Viewing the Temple "All Reserved" List

The Temple "All Reserved" List is located under the "Temple" tab in the Main Menu, and displays:

- *All Reserved*—All reserved ordinances
- *Not Printed*—Ordinances which have been reserved but not printed
- *Printed*—Family Ordinance Request (FOR) has been printed
- *Shared*—Ordinances which have been shared with the temple

FamilySearch Temple Icons

- The meanings for the colored icons are available in FamilySearch by clicking on the "Legend" above 'Date Reserved'

How to Share Names with the Temple

- To **Share** ordinances with the temple:

    1. Click the box next to the names you want to Share with the temple.

    2. Click down arrow on [Share ▼] icon, and click on "**Share with Temple**"

- If you have already printed a Family Ordinance Request (FOR) or Temple Cards and decide you want to **Share** ordinances with the temple:

1. Click the **Printed** tab

2. Check the box for the individual(s)

3. Click down arrow on [Share ▼] icon, and click on "**Share with Temple**"

The ordinances are now shared with the temple. They will remain in your Temple "All Reserved" List until the ordinances are completed.
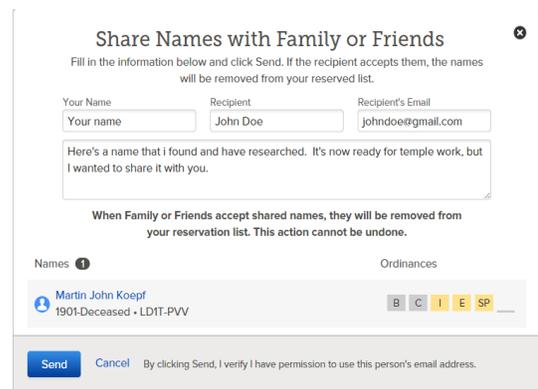
How to Share Names with Family or Friends

- Check the box next to any ancestor reservation you would like to share with a family member or friend.

- Click on down arrow on **Share ▼** icon, then click on "**Share with Family or Friends**"

- A box appears similar to this:

- Enter the name and email address of the family or friend recipient, and then click Send

- Shared reservations will be marked with an envelope icon and remain on your reservation list until they are accepted by your family or friend.

- When accepted, the reservation will disappear from your list. If your invitation is not accepted in two weeks, the share envelope icon will be removed, allowing you to print, share, or unreserve your ancestor reservation again.

Printing Family Ordinance Requests (FOR) and Temple Ordinance Cards

How to Print Family Ordinance Request (FOR) Forms and Temple Cards

- To **Print** a Family Ordinance Request (**FOR**):

  1. Check the box by the name of each person whose ordinances you wish to print (this will activate the Print button)

  2. Click **Print**

  3. If you wish to print limited ordinances, such as Baptism and Confirmation only, click the appropriate circle(s) such as B and C, leaving the other circles unchecked. The card will print with the B and C spaces open, and the others will be blocked.

  4. Take the printed Family Ordinance Request (FOR) to the Family History Library in Salt Lake City, or to any temple to print the temple cards.

- Ordinances should be performed in order (baptism, confirmation, initiatory, endowment, and then sealings). When just the baptism, confirmation, and endowment ordinances are selected, the sealing ordinances will appear as "Waiting"
  B Waiting
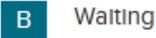
NOTE: When the system creates a Family Ordinance Request (FOR), it is displayed as a PDF file. You can e-mail this file to family or friends rather than giving them a printed copy or the printed temple cards.

- To **Re-Print** a Family Ordinance Request (**FOR**) Form and Temple Ordinance Cards

  o If Family Ordinance Requests or Temple Ordinance Cards are lost or destroyed, **Re-print** them from the Temple "All Reserved" List

  o Check the box for the individuals or couples whose cards you need to reprint.

  o Click **Print**

Note: If you reprint cards and then find the originals, destroy the originals.