



Board for Certification of Genealogists®

Post Office Box 14291 · Washington, DC 20044

www.BCGcertification.org

Since 1964, the hallmark of

Quality · Professionalism · Service

CERTIFIED GENEALOGIST APPLICATION FORM

Name: _____

Address: _____

Telephone: _____ Email: _____

I attest that:

- No material submitted in this application has been reviewed, critiqued, or proofread by another individual.

Select one:

- The work in this portfolio is entirely my own.
- The work in this portfolio includes contributions made by others. I have explained those contributions on a separate sheet attached to this application.

I understand that if my application is successful, I will be certified in BCG's research category for five years, during which time I will be responsible for paying an annual maintenance fee each July 1st.

Signed _____ Date _____

Return the completed form to office@BCGcertification.org

(Revised May 2019)



Board for Certification of Genealogists®

Post Office Box 14291 · Washington, DC 20044

www.BCGcertification.org

Since 1964, the hallmark of

Quality · Professionalism · Service

GENEALOGIST'S CODE OF ETHICS

To protect the public

- I will not publish or publicize as fact anything I know to be false, doubtful, or unproved; nor will I be a party, directly or indirectly, to such action by others.
- I will identify my sources for all information and cite only those documents I have personally used.
- I will quote documents precisely, avoiding any alterations that I do not clearly identify as editorial interpretations.
- I will present the purpose, practice, scope, and possibilities of genealogical research within a realistic framework.
- I will delineate my abilities, publications, and/or fees in a true and realistic fashion.
- I will keep confidential any personal or genealogical information disclosed to me, except to the extent that I receive consent to share.

To protect the client

(paying or *pro bono*)

- I will reveal to the client any personal or financial interests that might compromise my professional obligations.
- I will undertake paid research commissions only after a clear agreement as to scope and fee.
- I will, to the best of my abilities, address my research to the issue raised by the client and report to that question.
- I will seek from the client all prior information and documentation related to the research and will not knowingly repeat the work as billable hours without explanation as to good cause.
- I will furnish only facts I can substantiate with adequate documentation; and I will not withhold any data necessary for the client's purpose.
- If the research question involves analysis of data in order to establish a genealogical relationship or identity, I will report that the conclusions are based on the weight of the available evidence and that absolute proof of genealogical relationships is usually not possible.
- If I cannot resolve a research problem within the limitations of time or budget established by contract, I will explain the reasons why.
- If other feasible avenues are available, I will suggest them; but I will not misrepresent the possibilities of additional research.

- I will return any advance payment that exceeds the hours and expenses incurred.
- I will not publish or circulate research or reports to which a client or colleague has a proprietary right, without that person's written consent; I will observe these rights, whether my report was made directly to the client or to an employer or agent.

To protect the profession

- I will act, speak, and write in a manner I believe to be in the best interests of the profession and the scholarship of genealogy.
- I will participate in exposing genealogical fraud; but I will not otherwise knowingly injure or attempt to injure the reputation, prospects, or practice of another genealogist.
- I will not attempt to supplant another genealogist already employed by a client or agency. I will substitute for another researcher only with specific written consent of and instructions provided by the client or agency.
- I will not represent as my own the work of another. This includes works that are copyrighted, in the public domain, or unpublished. This pledge includes reports, lecture materials, audio/visual tapes, compiled records, and authored essays.
- I will not reproduce for public dissemination, in an oral or written fashion, the work of another genealogist, writer, or lecturer, without that person's written consent. In citing another's work, I will give proper credit.

To protect people who provide DNA samples

- When seeking data from a living person for genealogical research purposes, I will explain how I would use and share the data and the benefits of that use and sharing.
- I will explain the risks and consequences, such as uncovering unanticipated relative, medical implications, unexpected ethnic backgrounds, and intentional misinformation about such situations.
- I will explain options for openness and privacy and how other researchers could or could not access the data.
- I will explain there are never any guarantees of complete anonymity and privacy.
- After providing that information, I will request and comply with the signed consent, freely given by the person providing the DNA sample or that person's guardian or legal representative.

The acknowledgement

I, _____, do hereby acknowledge that I concur with the code of ethics set forth by the Board for Certification of Genealogists and that I shall follow its standards in all phases of my work as a genealogist.

Signed _____ Date _____