A Guide to

Submissions Heraldry

in the Outlands

Foreword from the Weel Pursuivant

This handbook, published March, Anno Societatis XXXVII (2003), is intended as a reference on the research and submission of SCA names and devices. It covers the forms, the deadlines, and the rules that affect heraldic submissions in the Outlands, and is presented here as a guide for anyone wishing to do "book heraldry" within our fair kingdom. This handbook is published as a companion volume to *A Handbook for Heraldry in the Outlands*. The information contained herein is designed to be used in conjunction with the *Administrative Handbook* and the *Rules for Submissions*.

For more information concerning these documents, or to make suggestions for the next edition, please contact the Weel Pursuivant currently listed on the Outlands College of Heralds roster.

Credits

This handbook was written by Lady Sorcha MacLeod, Weel Pursuivant. I wish to thank the following gentles for their assistance in this undertaking: THL Pendar the Bard, Musimon Herald, for his suggestions and patient explanations, Master Daniel de Lincoln, Laurel Clerk, for his revision of the Laurel Process section and explanations of the obvious, Lady Mór inghean Chathail for her proofreading and research assistance, the scahrlds@listserv.aol.com list for suggestions for the Resources section and proofreading the section on conflict-checking simple armory, and the heralds of the Outlands, without whom I would not have had the honor of completing this task.

Acknowledgments, 2nd Edition

For this 2nd edition I wanted to leave the flavor and feel of the manuscript alone while updating it for changes that have occurred within the past six years. I fleshed out some areas with addition information, updated all submission forms and the sections related to them and corrected information related to contacts and resource. I did change most of the formatting and the glossary was expanded.

I could not have completed this edition without the gentle assistance of Lady Marie de Blois, White Stag Principal Herald, who provided me with guidance and suggestions for changes and additions. I would also like to thank Bantiarna Wyndylyn Leanb na Doinneann for her proofreading of the Guide.

<div align="right">Llywus ap Alan, Weel Herald, October AS.XLIV (2009)</div>

Table of Contents

I) The Submissions Process

This chapter goes over the entire submission process from initial consultation to the final publishing of the Letter of Acceptances and Returns, detailing what happens at each stage.

A) Local herald Processes and Duties

The local herald, whether a branch herald or at-large, has an initial duty to consult with new clients on what name and/or armory they would like to register. During this consultation, you should provide your client with some basic rules. Explain that their name must be unique to themselves and not that of another person, SCA or historical. Explain a few basics of armory, such as "No metal on metal, nor color on color" and that armory in period was often inherited, and therefore many times had little to do with the occupation or interests of the bearer. This will help get your submitters on the right track toward period style armory.

While research is primarily the responsibility of the client, yours is a position of service. Part of your job is to help your client find good documentation. To that end, you might try to increase your local resources, so you have good documentation to share with your clients. Also, check your local library, and note what resources it has. You can ask your library to purchase specific books and can even suggest that they be cataloged as reference materials, so you know they will be there when you need them. Libraries are interested in purchasing materials that will be used, and most welcome suggestions. Library purchases can take time, so be patient.

Appendix H of the Administrative Handbook contains a list of standard references that do not require photocopies to Laurel. **Note:** This does not mean that because a name is listed in one of these sources that it is period or will be passed. It merely means that the College of Arms is familiar with these sources, and has ready access to them. You must still write on the form what the source says about the name you are documenting.

You should also do your best to conflict check the names and devices you send to kingdom. Chapter III of this handbook will go over conflict checking in more detail. If you are ever in doubt about a submission, send it anyway. Just inform your client that you aren't sure if there is a conflict or not, and you want kingdom to double-check you.

Once a name or armory has been decided on, and any necessary documentation is gathered, it is time to begin the submission process. Sit down with your client and go over each form you need. Explain each section and what it means to your client if they do check or do not check a given box. I will cover this in more detail in the next section. Next, get photocopies. The client may do this, or you may choose to handle this part. If you expect to be reimbursed for your copy costs, make sure you get a receipt.

For name submissions, you will need:

1 complete copy of the form and all documentation for your files
1 complete copy of the form and all documentation for Rampart's files
1 complete copy of the form and all documentation for Laurel

Make sure your client keeps a full copy for himself. You should receive 3 complete copies of the form and all documentation. File one and send the other two to Rampart.

For armory submissions, you will need:

1 line drawing for your files	1 color copy for your files
1 line drawing for Rampart	1 color copy for Rampart
2 color copies for Laurel	

Again, make sure your client keeps a full copy for herself. You should receive 2 line drawings and 4 color copies. The color copies should be solidly colored in with standard heraldic tinctures. The only acceptable method for coloring armory submissions is watercolor markers, such as the Crayola™ Classics. These markers are readily available, come in true heraldic colors and do not fade over time. Color printer and copier copies and are discouraged, as many of them have inks that are fugitive (they fade and/or change color). Do not color the forms using colored pencils, as they are too pale to clearly represent heraldic colors. Also do not use crayons, chalk, oil pastels, or paints. These can cause the forms to stick to each other, and have a tendency to rub off or run and bleed. Any of these latter coloring methods risk having your client's submission returned for redraw. Please use a bright yellow color for "Or" and leave the white paper uncolored for "argent." Do not use silver or gold of any sort on the forms, it is too hard to identify, and will be returned for a redraw. Keep one of each for your files, and send the remaining copies to Rampart. If you have documentation for any armorial submission, attach a complete copy of all documentation to *each* copy of the form.

Now is a good time to make a file for your client, if you have not already done so. If you use the same filing system the College of Arms uses, write your client's submitted name on the tab of a manila folder. Place your copies of each form and documentation, as well as any consultation notes, sketches, or correspondence you have had regarding the submission in the folder, and file it in the appropriate alphabetical hanging file in your In Process section of your file box or cabinet. The CoA files alphabetically by SCA given name.

Collect the necessary fees from your clients. All funds must go through your local Reeve. If possible, collect the fee by check or money order, so that the paper trail begins with your client and their financial institution. If you collect fees in cash **you must give the <u>same</u> cash to your local Reeve or Exchequer**. It must never go through your personal checking account. The government considers that money laundering and it is illegal. For cash fees, **you must also make out a receipt**. You should offer a receipt to any client, regardless of payment method, but make sure to do so for any cash transaction. Give a copy to your client, keep one in your files, and give one to your Reeve or Exchequer. Have them initial your copy when you deliver the funds to them. This protects you in case of misfiling or loss.

At the time of writing, Outlands new submissions (or name or armory changes) cost $8 each. Local groups may charge one additional dollar to cover office costs. Thus a single name or piece of armory is $9, unless your group chooses not to charge the additional dollar. A name and device is $18 ($16 for groups not adding the surcharge). A name, device, and badge is $27 ($24). This amount is subject to change depending on postage and copy costs. Please check with Rampart if you are unsure as to the proper amount. There is no fee for a resubmission or change of **holding name**. Any other change is charged the same as a new submission.

There are a few other types of submissions which do not incur a fee, as noted in the *Administrative Handbook*: appeals, submission of alternate forms for standard titles or designations, proposed protection for mundane items, corrections of spelling or blazon, filing of heraldic wills, blanket letters of permission to conflict, release of items, or transfer of items from one owner to another (including those which execute a heraldic will). While these do not have specific forms, there are standard form letters in Appendix D of the *Administrative Handbook* which can be adapted as needed.

If a submitter brings you a full submissions packet with the correct numbers of forms, documentation, and fees, and wishes to submit them, it is your obligation to send on the submission, regardless of your opinion on the registrability of the submission. This can give the submitter access to a wider pool of resources and help with documentation, and let someone farther away be the one to say 'no' if necessary.

Once you have collected the fees, deposit them with your local Reeve as local income. $1 of each submission stays with the local group to support the herald's office (again, unless your group does not charge this fee). Ask your local Reeve about a separate tally for the herald's funds – this will help you keep track of how much you have to spend on office supplies and resource materials. Ask your Reeve for a check made out to SCA-Kingdom of the Outlands in the amount that you need to forward for your entire batch of submissions. Thus, if you have four new submissions of any type, you will need to forward $32 to Castle. Of the $8 Castle receives for each new submission, $5 stays at kingdom to pay for the postage, copy, and office supply costs incurred by the Rampart and Castle offices. Remember that resubmissions cost nothing to the client, but their processing still costs the Rampart office. The remaining $3 from each new submission goes to Laurel for the same sort of processing costs there.

Once all forms and documentation are gathered, and you have received the check from your local Reeve, it is time to send the packet to Castle. Do not hold submissions any longer than necessary. To illustrate the timeline of the process, let us assume that you send the packet to Rampart postmarked in January.

Please use paperclips, not staples, to group your submissions – if you use staples, Castle will need to remove them upon receipt. **Tip:** smaller paperclips weigh less, and cause fewer increases in postage rates. Use the smallest paperclips that will actually hold your paperwork together. Group submissions by individual. If John Newclient submits a new name and device, put a copy of each set of documentation under each name form, stack them together and clip them. Put the line drawing on top of the color copies and clip them, adding them to the packet under his name forms. That way, Castle has all the paperwork for a given individual together, and need not go back and forth when creating the Letter of Presentation. Clip the check to the top submission with a brief note outlining what submissions are in the packet, and mail the packet. Castle's mailing address is in the Outlandish Herald.

Your major part of the paperwork is now complete. You have a few other duties as items go through the process – they will be noted at the end of the appropriate sections.

B) Rampart and Castle Herald Processes

Packet to Castle	LoP posted	Internal Commentary due, Rampart decision meeting, LoR published, LoI posted on OSCAR	Laurel Commentary Period			Laurel decision meetings	Draft LoAR posted, proofreading	Final LoAR published	
Jan	**Feb**	**Mar**	**Apr**	**May**	**Jun**	**Jul**	**Aug**	**Sep**	**Oct**

Example timeline for submission mailed in January

To illustrate the timeline of the process, as shown in the table above, let us assume that you send the packet to Castle postmarked in January.
Once submissions are received by Castle, he will check to see that the paperwork is filled out, the correct fees have been paid, and compile a Letter of Presentation (LoP). In our example, this will be the February LoP, and will contain all the submissions received by Castle postmarked in January. This is then posted on-line to the Rampart web site for commentary. Any herald is welcome to do commentary on Outlands LoPs.

At this point ownership of the process passes to Rampart. One month is given for Internal commentary, which Rampart collects and uses to determine which submissions will be passed on to Laurel, and

which need to be returned for more work. Thus, commentary for the February LoP is due by early March, and Rampart will make her decision based on commentary received by the deadline.

From those decisions, Rampart will compile a Letter of Intent (LoI) to send to Laurel, and a Letter of Response (LoR) to post on-line. Those will both be compiled and posted at the end March. At this stage, Besom Herald will use the LoR to write and send letters to submitters, with copies to the appropriate local heralds explaining whether their submissions were passed to Laurel or returned at kingdom. Any letter notifying a submitter of a return will include an explanation of why it was returned, and may include suggestions to correct the problem.

Your duties: Once Besom has notified you of the action taken on each submission, you should be sure to notify your clients whether their submission has passed kingdom or been returned. If it was returned tell them the reason for the return so they understand what needs to happen to make the submission registerable. Help any client with a return fix the submission or appeal the decision as appropriate. If you have a separate section in your files for items that are at Laurel, now is the time to move the items that have passed kingdom into that section.

It is important that you touch base with the client, even though Besom will send a letter of notification. Sometimes letters are lost, and sometimes you will receive your letter before the client receives his. It is particularly important in the case of returns, because the submitter may not understand the reason for the return, or the suggestions for altering their submission.

C) Laurel/College of Arms Processes

Once the College of Arms commenters have received the LoI, there are about four months allowed for commenting, as specified in the SCA College of Arms Administrative Handbook. Remember - the commenters are commenting on submissions from many or all of the kingdoms at any given time, and managing their mundane jobs and lives, as well as other SCA interests!

The CoA now uses an all electronic commentary system, known as OSCAR. This system eliminates the need to mail hard copies of commentary back and forth between the commenters, allowing for near real-time secondary commentary. The commentary period lasts three months, which allows people to schedule better around their lives because it can take many hours to research 15-20 LoIs per month. Once the primary commenter has posted their commentary on OSCAR other commenters may add additional comment. This may occur if there are questions concerning conflicts or name elements. For an LoI posted to OSCAR in March the commentary period lasts until the end of June.

From here on, the process varies depending on the particular Laurel team. In the current tenure, Wreath King of Arms rules on armory and Pelican Queen of Arms rules on names. They each have one or two all-day meetings in the middle of the month, and they finish research and write up results over the next month in the Letter of Acceptance and Return (LoAR). In our example, the meetings are in July and the first draft of the LoAR should be done in August.

The first draft is sent to first-round proofreading, which takes a couple of weeks. Occasionally proofreaders even notice an issue that neither the commenters nor the Sovereigns of Arms caught. That's why preliminary Laurel-level results are not announced, because last-minute changes occasionally happen and they don't want to misinform a submitter. There is then a second round of proofreading for a few days.

These processes have to be scheduled around later meetings and LoARs, so the time from the meeting to the final LoAR averages about two months. In the example, the July meeting results are published in September to October. Finally, the LoAR is published, and the results are known. A clerk for the Laurel office files all the finished paperwork. The $3 per new submission that Rampart sends with the LoI goes

toward the costs of postage, copies, associated office supplies, and storing the many, many file cabinets of submissions received by Laurel over the last four decades.

Rampart's duties: Rampart follows the submissions as they are discussed on OSCAR, providing additional information if needed by the College of Arms.

Besom's duties: Once again, Besom will write and send letters to clients explaining whether their submissions were registered or returned at Laurel, and will explain any returns.

Your duties: Again, notify your clients of the ruling on their submissions, explaining any returns. Assist clients with returns in fixing their submissions or preparing an appeal. Move the folders for registered items into your permanent files.

D) Filling Out the Forms

There are very specific forms for heraldic submissions. Use of anything other than the current approved forms, or modifying the forms in any way, will be cause to have the submission returned. Approved forms are available from the Rampart web site. Examples of the forms are available at the end of his handbook.

i) Name Forms

"Society Name" This is the client's primary name as being submitted to, or as registered with, the College of Arms. If the client is submitting an alternate name, do **not** put it here, place the registered primary name here, instead.

"Name being submitted (if different from above)" If the client is submitting an alternate name or a household name, place it here.

"Legal name", "Address", "Phone Number", "E-mail Address", "Date of Birth" and "Gender" check-boxes are pretty self-explanatory.

"Branch Name" Place the name of the branch where the client lives in this blank.

"Date Submitted" This is the date you receive all necessary paperwork.

"Consulting Herald" and "Herald's E-mail/Phone" This is you! If the client does all the work, and simply needs you to handle the funds and send the forms, leave this blank, or write "Self." If you have assistance on the consulting, do your best to credit your helpers.

"Name(s) previously submitted but not registered" If a name submission is returned, there is still a file with that name in the works. Place that name here, so the paperwork can be put together.

"Kingdom submitted from" If the client has submitted a name through another kingdom, write that here.

"Date returned" If the name was returned, write the date it was returned and put a K next to it if it was returned from the kingdom, or an L next to it if it was returned from Laurel.

"Name Type" Check **Primary** if the name is desired to be the major name of use for the client. Check **Alternate** if the client has a registered primary name, but wishes another for occasional use. Check **Household** if applicable. **Other** is likely to be an award name. Be sure to fill in the blank if you check this option.

"Action Type" Check **New** if this is the first attempt. Check **Resubmission** if the client has tried before and been returned. If you check this option, check the appropriate box of either **Kingdom** or **Laurel** depending on what level returned the submission and write the date of return in the margin (if you have that information). Check **Change** if the client wishes to register a different name. (The client may wish to change the old primary name to an alternate name. Attach a note if this is the case.) **Change of Holding Name** is self-explanatory. If a **Change** is also a **Resubmission,** check all appropriate boxes. Check **Appeal** if the client has found more documentation to support a previously returned submission. Do not check **Resubmission** for an appeal.

"I will not accept **major changes**…" Check this box if the client does not want the College to drop an element or phrase, or change the language of part or all of the name or other large changes. Remind the client that such changes can make a name registerable, and that checking the box will cause the name to be returned in the event that it cannot be registered without such changes.

"I will not accept **minor changes**…" Check this box if the client wants the name exactly as submitted. Remind the client that something as small as a reversed accent or transposed letters will not be changed in this instance and that if the submission cannot be registered without such changes, it will be returned.

"If my name must be changed…" Please check only one box. Do not check more than two boxes. If the client has disallowed all changes in the previous section, you do not need to complete this section. Please fill out the section that says "please specify".

"The desired gender…" Pretty self-explanatory. This section is primarily for use when a client wishes their name to be documented for a particular gender, and need not match the client's sex.

"**[OPTIONAL]** Please CHANGE my name to be authentic for" Please be specific. If the client indicates a preference for authenticity, the name may be subject to allowed changes in order to meet this preference. If the client does not care if the name is authentic, do not complete this section. Please make it clear to the client that this is a request for it to be changed to an authentic form – even if the submitted name is registerable. If the client fills out this section but does not allow changes, the name as submitted will be considered for registration but no attempt for authenticity will be made.

"I will **not** allow the creation of a "holding name…" You only need to go over this section if the client is submitting armory *with* the name. Remind your client that a holding name may be changed at no charge, and it allows the submitted armory to be registered if it is registerable, but the name is not. Remind the client that only Laurel may create a "holding name," and that if the name is returned at the kingdom level the armory will also be returned.

"Name documentation and Consultation Notes." Cite your documentation here, including a summary of what the documents say about the name element. Page numbers alone are not sufficient – the summary should include headers and dates.

Appendix H books do not require photocopies to Laurel. Cite them like this:
"Woulfryth" is found as a surname in Reaney & Wilson, page 501, under the header Woolfrey, citing Matilda Woulfryth 1297 MinAcctCo

Cite an Appendix H website in this manner:

> "Thorgrim" is the anglicized form of "Þorgrímr" which is found in Viking Names found in the Landnámabók by Aryanhwy merch Catmael (Sara L. Friedemann) at
> http://www.sca.org/heraldry/laurel/names/landnamabok.htm.

Other books should include a full citation, and require photocopies of the title page and the publication information, as well as the page(s) that have the name you wish to document. Cite them like this:

> "Yazida" would be the feminine form of "Yazid". "Yazid" , "Zabani", and "Zarif/Zarifah" are documented using The Complete Book of Muslim and Parsi Names by Maneka Gandhi Ozair Husain, Harper Collins Publishers India, 1994. "Yazid: (A) 1. n.a. 2. Reprobate; impious; wicked; cruel. 3. Companions of Imam Husain at Karbala, Yazid bin Muqaffa and Yazid bin Ziyad; 2nd Umayyah Khalifah (A.H. 60-A.H. 64= A.D. 679-A.D. 683), notorious in Muslim history as the opponent of Imam Husain, Yazid I ibn Mu'awiyah; 9th Umayyah Khalifah (A.H. 101-A.H. 105= A.D. 720-A.D. 724), Yazid II ibn 'Abdul Malik; 12th Umayyah Khalifah (A.H. 126=A.D 744)." "Zabani: (A) pertaining to the tongue; (plural of Zibni) guardians of Hell." "Zarif: (A) graceful; elegant; ingenious; intelligent; goodnatured; charming." "Zarifah: (A) pretty; elegant; quaint" "Zarifa" is found in A Dictionary of Muslim Names by Salahuddin Ahmed, New York University Press, Washington Square, New York, 1999, as the feminine form of "Zarif".

Other websites can be used for documentation, and require a printout of the entire front page of the website and the page(s) on which the name you wish to document is found, including the URL and the date the page was accessed on *each* page. Cite them this way:

> Lothar is found in Aryanhwy merch Catmael's article "Carolingian Masculine & Feminine Names from c.700-c.900 AD" at http://www.ellipsis.cx/~liana/names/other/carolingian.html with a frequency of three.

In the bottom section, note in the "Local" row how much money was received and the check or money order number, the date it was received, what action you took (i.e. sent to Rampart, redid forms, etc.) how much money was forwarded (you may also want to note the check number here), and finally, the date you mailed everything to Rampart. You may wish to keep track in the Outlands section the dates the submission was put on the Letter of Presentation (LoP), the Letter of Response (LoR) and the Letter of Intent (LoI). You may wish to note whether the item was passed or returned at kingdom and why if it was returned. Under the Laurel section, you may wish to note the Letter of Acceptances and Returns (LoAR) that the item appeared on, and whether it passed or returned, and why if it was returned.

- Branch Name Form
  The form for branch names is the same as the regular names form with the following changes:
    - "Legal Name of Contact" In most cases this would be the seneschal.
    - Changes to the "Name Type" and "Action Type" checkboxes. These are self-explanatory.
    - Addition of special instructions for branches.
    - Removal of option to allow a holding name.

ii) Device Forms

The contact information section is the same as the Name form. To the right, check the appropriate box, as a device must be filed under an SCA name. If the name was previously submitted, but has not yet been ruled on, check the third box, and indicate the kingdom and date (if known) of the original submission (even if it is the Outlands, put the kingdom on the line).

"If using any restricted charges…" If the client is using restricted charges, such as a coronet, document here the client's eligibility to use such charges. "The submitter received his Court Barony on July 17, 1993." is sufficient documentation, assuming an Order of Precedence can back it up.

"Proposed Blazon" Enter the blazon in the upper blank section to the left of the escutcheon. The lower section, below "Blazon as submitted…" is reserved for Rampart use.

On the blank shape for the armory the client should draw their device as clearly as possible. The charges should be easily recognizable and drawn large enough to fill the area of the device they occupy. If the client does not have any skill at drawing offer to help them find someone who can draw. There are likely at least a couple of people in your group that would be willing to assist with this. Ask your membership and have a list of artists available, should your client ask for it. It is also a good idea to have a copy of "A Pictorial Dictionary of Heraldry" (the PicDic) available for tracing from. A trick to

suggest to your client is to fill out one copy of the form, complete with contact information and the line drawing of the artwork but NOT colored, then make several copies of this page. Now all copies submitted, both line and color, will have identical artwork.

- Escutcheon or lozenge?
    There are two versions of the device submission form available, one with an escutcheon (shield shape) and one with a lozenge. There is no difference between the forms other than the shape of the device blank. Most submissions will be on the escutcheon form. However, in period, women's Arms were sometimes displayed on a lozenge shape and for this reason some clients may wish to use the lozenge form. Additionally, some designs look best on a lozenge; any client may use the lozenge form, regardless of gender.

iii) Badge Forms

The badge forms are filled out like the device forms, except they include a section for cases of joint ownership of the badge. If the badge is to be jointly owned, check the 'Yes' box, and fill in the **registered** name of the co-owner on the line. Both parties must have a registered primary name to be co-owners. Note that there are two different versions of the badge form; one for fieldless badges which has a dashed border for the artwork and one for all others which has a solid line border.

II) The Rules for Submissions – an Overview

A) Introductory Information

The Rules for Submissions are available on-line at: http://heraldry.sca.org/laurel/rfs.html. You may also order them from Free Trumpet Press West at https://stockclerk.sca.org/. This section is merely to summarize the rules in plain English. The RfS can be quite intimidating to begin with, but with practice, you will come to understand them quite well. For additional examples or more detailed explanations, consult the RfS.

- **General Principles**

Quite simply, names and armory within the SCA must adhere to the Rules for Submissions, which have been written to ensure that they are period in nature and to prevent registration of offensive or presumptuous material.

- **Compatible Name Content**

Names must be documented as having been used by humans in period, or as being logical as a name in the case of times and cultures that used nicknames, patronymics, or occupational or locative bynames. Elements of a submitter's legal name may be used, but they must be used in exact spelling and use (i.e. a surname is a surname), and the submitter may not register his or her whole name. If a client chooses to use an element of their legal name, documentation must be provided in the form of a copy of a driver's license or birth certificate, or other legal identification.

- **Compatible Naming Style and Grammar**

Names must follow the grammar/language rules for naming in a single time and place. This does not mean that one might not have a given name and a byname element that are two different languages, but it does mean that the combination must be reasonably likely in period. Non-personal names (branches, awards, orders, heraldic titles, etc.) must follow the sorts of constructions found in period for those types of names. Households weren't really named as such in our period, and so must follow the patterns of organized groups such as guilds or companies, or of clans. Households may also be named according to the pattern of inn signs.

- **Offensive Names**

Offensive names may not be registered. If a name is vulgar or derogatory, or if it uses religious terms or names in an offensive context, it will not be registered. Consult the *Rules for Submissions* for specific examples.

- **Name Conflict**

Name elements conflict if they either sound very similar or look very similar. Some elements are different in both sound and appearance, but still conflict, as any nickname derived from a name is considered the equivalent of the original name. Nicknames derived from the same original name are not considered equivalent, and thus do not conflict if they are otherwise different in sound and appearance.

For a name to be clear of conflict it must have one of the following characteristics: significantly different given names, the order of the name phrases is changed *and* this changes the overall meaning of the name, one element of the name is significantly different from every element of the potential conflict, or one of the names has only two elements *and* the other has any number greater than two.

Names of historical figures are protected in any common form. (i.e. Both Richard the Lionheart and Richard Coeur-de-Leon would be protected.)

Non-personal names are all considered to be in the same 'pool' for conflict and must have significantly different descriptive elements. Articles, prepositions, SCA branch names, and designators such as Order, House, Award, Pursuivant, and Herald are *not* descriptive elements; thus the Order of the Green Flower conflicts with the House of the Green Flower and with Green Flower Pursuivant. It does not conflict with Flower Herald or the Order of the Purple Flower.

When checking for name conflict, be sure to check both the SCA Armorial and a work of general knowledge, such as the Encyclopedia Britannica. Historical individuals, locations, and groups who rate their own entry in such a general work are considered important enough to protect by the SCA College of Arms.

- **Presumptuous Names**

Names may not indicate a claim to rank or power, nor may they claim close relationship with protected persons or characters. Thus, a name could not indicate divine ancestry or relationship to mythical creatures. A name cannot claim direct descendancy from protected persons, mundane or SCA. In the case of the last, a letter of permission from the SCA person your client wishes to be descended from may allow such a name to be registered.

- **Compatible Armorial Content**

Armory must be made up of period heraldic charges, period armorial elements (ordinaries, field divisions, etc.), period artifacts, period plants or animals, monsters created in period style, or compatible armorial elements. All elements of armory must be both identifiable from the emblazon, and reproducible from the blazon. Use of previously registered elements later banned is grandfathered to the original submitter and in some cases, the submitter's close relatives.

- **Compatible Armorial Style**

Armory should be simple. The "complexity count," that is, the number of tinctures plus the number of charges or ordinaries, should not exceed eight. Armory must be depicted in a balanced, static design. Armory that depicts motion will not be registered. Armory may not show depth of field except in those charges so depicted in period armory: dice, cups, bowls, etc. Armory may not be excessively layered.

Armory must have good contrast, as necessary for purposes of identification. This is the oft quoted, "Thou shalt not place color upon color, nor metal upon metal." See the RfS for specific examples of good and poor contrast.

Armory must be identifiable, and may not be obtrusively modern. Pictorial design, imitation of modern insignia, natural design, and modern artistic depictions are considered obtrusively modern.

Fieldless armory must have all elements touching in a cohesive design. A good rule of thumb is to determine if the armory were cast in metal whether all the parts would still be connected. If not, the design needs more work, or it needs a field to hold it together.

Documented exceptions to the RfS may be submitted, provided sufficient documentation is presented to prove the armorial element was used generally in period armory. A regional exception may be made if documentation is provided that the desired exception is found commonly in a specific region *and* if documentation is provided that demonstrates all *other* design elements can be found in that region.

- **Offensive Armory**

Offensive armory may not be registered. If armory - alone or in context with the submitted or registered name - is vulgar or derogatory, or if it uses religious symbols in an offensive context, it will not be registered. Consult the *Rules for Submissions* for specific examples.

- **Conflicting Armory**

Armory may not conflict with other registered SCA armory, or with protected mundane armory. Read this section of the RfS very carefully. A later section of this handbook will discuss ways to conflict check.

- **Presumptuous Armory**

Armory that by inclusion of reserved or restricted charges, appearance of marshalling or augmentation, or by combination of name and armory implies rank, identity, powers, or descendancy that the submitter is not entitled to will not be registered. Read this section of the RfS for specific examples.

III) How to Check for Conflict

Armory conflicts if it is identical to registered or protected armory. Armory also conflicts if there is only one difference between the two pieces. The reason for this is that in period, heralds used *cadency,* a single difference of charge or tincture, to show that bearers of certain arms were related. Two pieces of armory that had *two* differences indicated that the bearers were strangers, not related. Since each individual in the SCA is assumed to be their own person, and their arms developed on their own merits, their arms should have two differences from all protected armory. Thus, SCA armory needs two *CDs*, "clear differences" or "cadency differences," from all protected armory to be clear of conflict.

There is an exception to this rule. If the armory is relatively simple and there is a complete change of *type* of primary charge group, the armory does not conflict, because changing the type of the primary charge group was not used as a cadency step (though a change in tincture might well have been used as such). Likewise, if the primary charge group is added or removed, the armory does not conflict.

Everyone does conflict checking in their own way, but there are certain steps you can use to reduce your workload. It is strongly suggested that, when you begin conflict checking, you note which section of the *Rules for Submission* you are calling on to provide a CD or call armory clear of a conflict. This will help you learn the different sections, and help you decide when they apply in a given situation.

First, determine your primary charge group.

The primary charge group is the main charge or group of charges in the middle of the field. Field primary armory does not have a primary charge group, and peripheral ordinaries can never be primary charges. Thus, neither *Checky gules and argent* nor *Checky gules and argent, a chief sable* have a primary charge group. *Checky gules and argent, a pale sable* has a primary charge group consisting of one pale, and *Or, three billets azure* has a primary charge group consisting of three billets. We will deal with armory that has no primary charge group later.

A secondary charge group can be a peripheral ordinary, or a group of smaller charges placed around the primary charge group. In *Argent, a lion and a chief gules*, the lion is the primary charge group, and the chief is a secondary and a peripheral charge group. In *Argent, a lion and seven mullets in orle gules*, the lion is again the primary charge, and the mullets are the secondary charge group. A tertiary charge group is a charge or group of charges placed entirely upon another charge. In *Argent, a lion and on a chief gules three mullets argent*, the lion is the primary, the chief is the secondary/peripheral, and the mullets are the tertiary charge group, because they lie entirely on the chief. In *Argent, on a lion gules a mullet argent,* the lion is primary and the mullet is tertiary, but there is no secondary charge group in this armory.

Next, consult the corresponding section of the *SCA Ordinary*. There are several places online to find the *Ordinary*, of which http://oanda.sca.org/ is an easy one to remember.

Your goal here is to go conflict hunting. Determine what armory *would* conflict with your submission, and then go see if it is out there.

In the case of *Checky gules and argent, a pale sable*, the fastest place to check for conflict is in **Pale - 1 - Uncharged - Plain line** where we find 169 pieces of armory that match. You do not need to check every listing closely. First check through the listing for any instances of a sable pale (Hint: You will not need to check color fields.) without any other charge being present.

We find:
Erskine, Earl of Mar and Kelly
• The following device associated with this name was registered in December of 1994 (via Laurel):
Argent, a pale sable**.**
Important non-SCA arms
This conflicts, because we get only one CD for changes to the field.
RfS X.4.a: Field Difference - Significantly changing the tinctures, direction of partition lines, style of
        partition lines, or number of pieces in a partition of the field is one clear difference.
If we had not found this conflict, we would have continued on, checking in the same section for any instances of a pale in another color (red, blue, green, or purple) on the exact same field with no other charges. *Checky gules and argent, a pale vert* would conflict with our test case, because we would get only one CD for change of tincture of the primary charge group. We would also have checked **Pale - 1 - Charged - Plain line – Sable** for our exact field and no secondary charges, because the addition of tertiary charges would only be one CD. Any other variation would have the CD for the addition of the tertiary charges plus another for any difference in field or tincture or the addition of secondary charges. Checking this, we would find:

Gwyn O Glan-y-Môr
• The following device associated with this name was registered in December of 1996 (via Atenveldt):
Checky gules and argent, on a pale sable a trident, in chief three mullets one and two argent.

We get one CD for the addition of the tertiary charge group (the trident and mullets comprise one tertiary charge group, being wholly on the same charge).
RfS X.4.i. Addition of Charges on Charges - Adding or removing any group of charges placed
        entirely on other charges is one clear difference.
Unfortunately, there are no other CDs to be had, and this is another conflict.

Next we will look at *Argent, three billets azure*. This is an example of "simple armory" as defined by the RfS:
RfS X.2: … **For purposes of this rule, simple armory is defined as armory that has no more than
        two types of charge directly on the field and has no overall charges.**

We would check the *SCA Ordinary* under **Billet**. There are 118 matching items under this heading. Again, you do not have to check each entry. Because your primary charge group is a color, you need not check fields that are of poor contrast (color fields will have metal primary charges), so that reduces the number of entries you must read. Check for all instances of a primary charge group of three blue billets with no secondary or tertiary charges, and check all argent fields for any instances of a primary charge group of three billets in any other color with no secondary or tertiary charges. Finding none, this armory does not conflict.

Now, what of something more complex? We know that *Checky gules and argent, a pale sable* conflicts with *Argent, a pale sable.* If the client is willing to add a black bordure to the design, it clears that with one CD for changes to the field and one CD for addition of the bordure. It also clears *Checky gules and argent, on a pale sable a trident, in chief three mullets one and two argent*: one CD for addition of the bordure, and one CD for removal of the tertiary charge group. Now we must conflict check *Checky gules and argent, a pale and a bordure sable.* Once again, we turn to the *SCA Ordinary.* Under **Pale - 1 - Uncharged - Plain line** we once more look for all instances of a sable pale, and check any instance that occurs with a sable bordure. We will also check any instance of any other color pale occurring on our exact field with a sable bordure. If it lacks the sable bordure, we will have one CD for the change of tincture of the primary charge and either the addition or change of tincture of the secondary charge (the bordure). We do not need to check for the arms *Checky gules and argent a bordure sable*, because we have added the primary charge group of a sable pale, and it is therefore clear, regardless, and we need not spend time checking. We find no conflicts, so we move on to the next section. Under **Pale - 1 - Charged - Plain line – Sable**, we would only again have to look for the exact field with a sable pale, and this time only if it also has a sable bordure. We find no conflicts.

Field-primary armory, that is, armory that is only a field or has only peripheral ordinaries must also be significantly different. You can search the *SCA Ordinary* by field division or treatment, or by any present peripheral ordinary. Field-primary armory does not conflict if it has a significant change of field division (consult RfS X.4.a.ii for a list of what does and does not constitute a significant change) or if it has no tinctures in common with other field-primary armory divided in the same manner. Thus *Barry vert and Or* conflicts with *Barry Or and vert,* and also conflicts with *Barry Or and purpure. Per pall Or, sable, and vert* conflicts with *Per pall Or, gules and azure* and also conflicts with *Per pall purpure, ermine, and Or. Barry vert and Or* does **not** conflict with *Paly vert and Or*, because the field division is different. Normally all changes to the field count as not more than one CD, but in the cases of field-primary armory, this rule does not apply. Field-primary armory may count each change to the tinctures, number, direction or style of division lines as a separate CD. Thus *Barry vert and Or* does **not** conflict with *Barry wavy vert and argent*, having one CD for the change in style of division line, and one CD for changing half the tincture of the field.

Field-primary armory may also incorporate a peripheral ordinary.
RfS X.4.a.ii …For the purposes of this rule the peripheral ordinaries are the chief, the bordure, the base (including the point pointed), the quarter, the canton, the gyron, the orle, the double tressure, and flaunches.
Barry vert and Or conflicts with *Barry vert and Or, a chief gules,* with only one CD for the addition of the chief. *Barry vert and Or, a chief gules* does **not** conflict with *Barry wavy vert and argent, a chief gules*, having one CD for changing half the tincture of the field and one CD for the change in style of division line.

RfS X.4.a.ii (Field-primary armory) does **not** apply in cases where there is no primary charge group but there is a peripheral ordinary that is charged with a tertiary group. In these cases, all changes to the field will count as one CD, and no more.

Conflict checking is complex, and takes a great deal of practice, and a comprehensive discussion would take far more than the few pages that are dedicated here. This should be enough to get you started, and for more practice, you may wish to try developing some armory to conflict check, and having a more experienced herald (or a mailing list full of them) double-check your work. Be sure to explain what sections of the Ordinary you checked and why, and why you chose not to check seemingly related areas, so your kind volunteer will know what areas you need the most help with. Remember that the only silly question is the one you don't ask!

IV)   The Ancient Art of Blazon-fu

Blazon has specific rules, which allow artists to draw arms in a very similar manner from wording alone. Blazon is always read from chief (top) to base (bottom), from dexter (left by view) to sinister (right by view), and from back (field) to front (primary, secondary, to tertiary charges). Each charge is listed as number, charge name, position, and tincture. While "dexter" means "right" and "sinister" means "left," these appear backwards to the viewer or the artist, because these terms refer to the right and left of the person wearing the arms, not the person seeing them.

The first thing any blazon lists is the field by division and tincture. If there is no division, the tincture stands alone. Fieldless badges properly begin with the first charge, as there is neither division nor tincture to define the field. To begin, let us start with a field divided in half vertically, with the left half red and the right black. Thus, the first part of our blazon will be:

Per pale gules and sable,
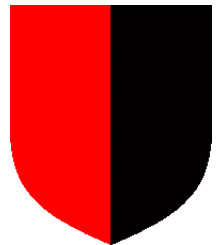
The next thing to be listed is the primary charge group, again, by number, charge name, position, and tincture. Let us put two yellow lions lying on our field. Our blazon now reads:

Per pale gules and sable, two lions couchant Or,

Then, we will add our secondary charge group, in this case, a gold chief. This gives us:

Per pale gules and sable, two lions couchant and a chief Or.

Notice that we have removed the "Or" after "couchant" because the chief is also Or. Since they are consecutive charges of the same tincture, the first tincture listing is omitted.
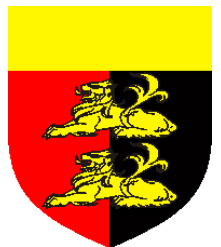
Finally, we will add our tertiary charge group of three red rectangles, called billets, and have our complete blazon.

Per pale gules and sable, two lions couchant and on a chief Or three billets gules.

You will notice that we added the word "on" before "a chief" to describe the location of the tertiary charges, which are listed *after* the chief.
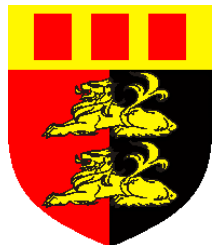
When writing blazons, there are a few things to keep in mind. Capitalize the initial word and any instances of the tincture "Or." This helps to denote the beginning of the blazon, and also helps prevent any confusion between "Or," (yellow or gold) and "or," (either/or). The "(Fieldless)" notes in the ordinary are record-keeping conventions which stand for, "No, we did not forget to write the field - there just isn't one!" Finally, commas are largely overused in blazon writing. It is customary to insert a comma after the field is described, and to put commas around phrases when a charge description is complex, i.e. *Argent, five mullets sable, three and two, a bordure gules*.

V) Resources

A) Print Resources

It is a good idea have a copy of the *Administrative Handbook*, *Rules for Submissions*, and *Glossary of Terms*, especially for times when you do not have ready internet access. These are available from Free Trumpet Press West or you can print them off of the Laurel website. You should also have *A Handbook for Heraldry in the Outlands*, and this volume, *A Guide to Submissions Heraldry in the Outlands*, both available from the Weel Pursuivant. If you do not have reliable Internet access, you should also have a copy of *The SCA Ordinary and Armorial*. This is also available from Free Trumpet Press West, and you will have to order the updates as they are published.

B) Internet Resources

- **SCA-Heraldry**
http://heraldry.sca.org/
A great first resource for heralds. HTML copies of *Administrative Handbook*, *Rules for Submissions*, and *Glossary of Terms*. Many links to articles on names, armory, and the submissions process. Plenty of must-read material under the Educational Articles link on the Laurel Home Page, including "Argent Snail's Armory Insta-Boing Checklist" by Mistress Jaelle of Armida and "Frequently Given Answers (That Are Wrong)" by Master Gawain of Miskbridge, et al., and other articles.

- **Outlands College of Heralds**
http://outlandsheralds.org/
Links to information on Outlands CoH officers, and articles explaining the duties of a herald in the Outlands. Contact information for key resource people.

- **The Rampart Home Page**
http://submissions.outlandsheralds.org/
Location of the official submission forms. Check the status of current submissions, or search the letters archive for information on past registrations or returns. Also a few good articles pertaining to submissions.

- **The SCA Ordinary and Armorial**
http://oanda.sca.org/ordinary/index.html
Official site for use in conflict checking armory.

- **The College of Arms Glossary**
http://heraldry.sca.org/heraldry/coagloss.html
The official glossary for heraldic terms within the SCA. Includes "proper" tinctures, default postures, reserved and restricted charges and more.

- **SCA Marketplace and Free Trumpet Press West**
https://stockclerk.sca.org/
Past Laurel Precedents, Ordinary and Armorial, Known World Proceedings available for purchase, along with back issues of Tournaments Illuminated, Compleat Anachronist, and other SCA books.

- **Modar's Heraldry Page**
http://www.modaruniversity.org/Heraldry.htm
This site has links to articles on nearly every topic a herald could want.

- **Parker's Glossary**
http://www.heraldsnet.org/saitou/parker/
This is a webbed version of *A Glossary of Terms Used in Heraldry* by James Parker. It is searchable and contains numerous graphics of heraldic art.

- **Academy of Saint Gabriel**
http://www.s-gabriel.org/
Provides research on period names and naming practices. Many names articles and an archive of client letters.

- **Catalogue Of Period Devices**
http://heraldry.griffin-dor.org/catalouge.html
A downloadable book (8mB) showing over 1600 SCA registerable period Arms in black and white, with blazons. Very good for showing clients period style.

C) Mailing Lists

There are several electronic mailing lists that can help you learn more about submissions or figure out specific problems. The heralds on the lists are there to discuss heraldry, so jump right in and ask questions – it's one of the fastest ways to learn. Here are three that might interest you:

Scahrlds@listserv.aol.com   To join, send e-mail to listserv@listserv.aol.com with "subscribe scahrlds yourfirstname yourlastname" in the body of the message. (Do not put quotes in the message.) List is high traffic, but has many Very Experienced Heralds to help. If you are a new herald, please mention that so the Very Experienced Heralds know what level of help you need.

Outlands-heralds@yahoogroups.com   Join this group from the yahoogroups website, http://groups.yahoo.com/ or send email to outlands-heralds-subscribe@yahoogroups.com. Low to medium traffic, a good way to get to know your fellow heralds in the Outlands. (You will need a yahoo ID to join this list)

sca_heralds@yahoogroups.com Join this group from the yahoogroups website, http://groups.yahoo.com/. Low traffic, and mostly new heralds at the time of this writing, which makes some very new heralds more comfortable. There is a small sprinkling of more experienced heralds to help you learn. (You will need a yahoo ID to join this list)

D) Resource People

If you have trouble finding the information you need, please contact other heralds for assistance! Nearby branch heralds may have more resources, or they might have experience with the problem you are having. At the kingdom level, you can always contact Rampart with questions regarding submissions, and you can contact Weel for help as well. If they can't help you, they may refer you to someone who can or offer to find the information for you. You should try the above options first, but if those don't help, you can contact White Stag directly for help with your question or problem. Even the Most Experienced Heralds occasionally have a sticky wicket and must ask for assistance, so please, never feel embarrassed about not knowing something. Your fellow heralds are happy to help.

VI) Glossary

CoA College of Arms of the SCA. This body includes Laurel, Pelican, Wreath, Laurel's staff, the Laurel-level commenters, and the Principal Heralds of the Laurel Kingdoms.

CoH College of Heralds. Each kingdom has its own CoH. Any rostered herald in the kingdom of the Outlands is considered to be part of the Outlands CoH.

LoP Letter of Presentation. This is the letter put out each month by Rampart for internal commentary. It is comprised of all submissions received by Rampart in the previous month. Outlands internal commentary is open to anyone who wishes to spend the time. Some kingdoms call this the Internal Letter of Intent (IloI).

LoR Letter of Response. This is the letter put out each month by Rampart that explains whether submissions are being returned from kingdom or passed on to Laurel. Some kingdoms call this the Letter of Notification.

LoI Letter of Intent. This is the letter Rampart sends to Laurel with the submissions that have passed kingdom.

LoAR Letter of Acceptances and Returns. This is the letter put out by Laurel (and co-sovereigns and staff) announcing what has been registered and what has been returned. If there are items which must be pended, they will also be announced in the LoAR, and separately in a LoPaD. They are dated by the month of the meeting, not the date they are published.

CL Cover Letter (of an LoAR). While the Cover Letter has the date of publication for the LoAR, it is generally referred to by the LoAR date (the month of the meeting). The Cover Letter contains information about when LoIs will be considered by Laurel, important general rulings, and any other general information that Laurel needs to distribute widely.

LoPaD Letter of Pends and Discussion. This is a letter sometimes issued by Laurel when there are items which cannot be immediately returned or accepted, because further information or further discussion is needed.

VII) Forms

The following pages show the currently accepted submissions forms for individuals and armory. There is a separate name form for branches, which can be obtained on the Rampart website. These samples are for REFERENCE ONLY as they are not necessarily the correct size and may have been superceded by later versions. Always obtain the latest versions of the forms from the Rampart web site.

Society Name |..

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

Legal name ....

Address ....

....

Branch Name .... Gender of Submitter ☐ M ☐ F

Phone Number .... Date of Birth .... _____

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

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

++ Name(s) previously submitted ....
but not registered (if any)..........................

++ Kingdom submitted from: .... **++** Date returned: .... _____

Name Type (pick one)
☐ **Primary**
☐ Alternate **+**
☐ Household **+**
☐ Other (specify) **+**

Action Type
☐ **New**
☐ Resubmission **++**
  ☐ Kingdom
  ☐ Laurel
☐ Change**+**, if registered:
  ☐ release old name
  ☐ retain as alternate
☐ Change of
   Holding Name **+**
☐ Appeal (attach
   justification)
☐ Other (specify) _____

Name processing criteria. <u>Read these carefully</u>. Laurel may need to make changes in order to register the name.

MAJOR changes include: adding/dropping a name element, changing an element's language, changing the order of elements.
MINOR changes include: accents, punctuation, hyphenation, addition or deletion of a letter, upper-lower case changes, etc..

☐ I will **NOT** accept **MAJOR** changes to my name, even if the name cannot be registered without such changes.

☐ I will **NOT** accept **MAJOR or MINOR** changes to my name, even if the name cannot be registered without such changes.

Note: Leaving both boxes blank indicates that you will accept both major and minor changes in order to register your name.

If my name must be changed, I care most about: ☐ meaning ☐ sound ☐ spelling ☐ language and/or culture
(Please specify "meaning", "sound", "spelling" or "language and/or culture" desired)..

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

[OPTIONAL] Please **CHANGE** my name to be authentic for:...

Please be specific, e.g. '12th-14th century' or 'Irish' or 'Welsh', rather than saying 'early' or 'late' or 'Celtic'. Please do not select this option if you do not wish changes to your name.
☐ language and/or culture
☐ time period

If you are, or will soon be, submitting another item (such as a device, badge, or household 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 other item can be registered. This holding name will be treated as your registered name until you register an 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 other submission(s) will be returned as well.

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

	Amount Received	Date Received	Action Taken	Amount Forwarded	Date Forwarded
Local					
Kingdom					
Laurel					

Society Name ....

Legal name ....

Address ....

....

Branch Name ....

Phone Number .... Date of Birth ....

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

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

This name is (pick one):
- ☐ already registered
- ☐ submitted with this device
- ☐ previously submitted from the Kingdom of

_____

Action Type
- ☐ **New**
- ☐ Resubmission
  - ☐ Kingdom
  - ☐ Laurel
- ☐ Change, if registered:
  - ☐ release old device
  - ☐ retain as badge
- ☐ Appeal (attach justification)
- ☐ Other (specify)

If using any restricted charges, please give Kingdom and date of eligibility for that charge.

....

Proposed Blazon (Consult a herald if possible. Use plain English if you don't know how to blazon.)

Blazon as submitted on LoI
(Kingdom Use Only)

I understand that with my submission I automatically ?
for Creative Anachronism to use my artwork and arm
and scribal purposes.
Instructions: Give 2 line only drawings and 4 color copies to your local herald. Make checks payable to your local branch and put "heraldic submission" in the Memo line.

	Amount Received	Date Received	Action Taken	Amount Forwarded	Date Forwarded
Local					
Kingdom					
Laurel					

Society Name ....

Legal name ....

Address ....

....

Branch Name ....

Phone Number .... Date of Birth ....

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

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

This name is (pick one):
- [ ] already registered
- [ ] submitted with this device
- [ ] previously submitted from the Kingdom of

_____

Action Type
- [ ] **New**
- [ ] Resubmission
  - [ ] Kingdom
  - [ ] Laurel
- [ ] Change, if registered:
  - [ ] release old device
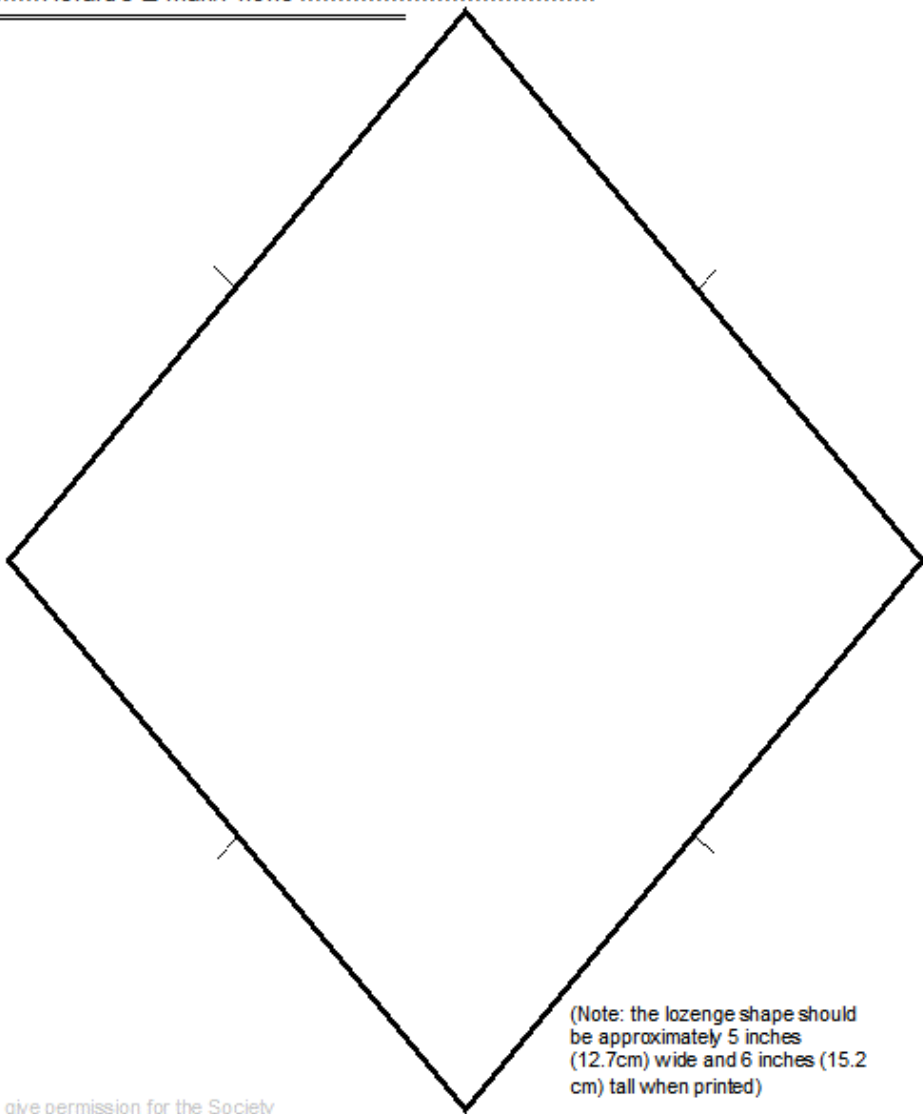 - [ ] retain as badge
- [ ] Appeal (attach justification)
- [ ] Other (specify)

_____

If using any restricted charges, please give Kingdom and date of eligibility for that charge.

....

Proposed Blazon (Consult a herald if possible. Use plain English if you don't know how to blazon.)

Blazon as submitted on LoI
(Kingdom Use Only)

(Note: the lozenge shape should be approximately 5 inches (12.7cm) wide and 6 inches (15.2 cm) tall when printed)

Instructions: Give 2 line only drawings and 4 color copies to your local herald. Make checks payable to your local branch and put "heraldic submission" in the Memo line.

	Amount Received	Date Received	Action Taken	Amount Forwarded	Date Forwarded
Local					
Kingdom					
Laurel					

Society Name

Name this badge is to be associated with ....

Legal name ....

Address ....

....

Branch Name ....

Phone Number .... Date of Birth ....

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

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

This name is (pick one):
- [ ] already registered
- [ ] submitted with this device
- [ ] previously submitted from the Kingdom of

Action Type
- [ ] **New**
- [ ] Resubmission
  - [ ] Kingdom
  - [ ] Laurel
- [ ] Change, if registered:
  - [ ] release old badge
  - ....
  - [ ] retain old badge(s)
- [ ] Appeal (attach justification)
- [ ] Other (specify)

If using any restricted charges, please give Kingdom and date of eligibility for that charge.

....

- [ ] Check here for a fieldless badge
  (no particular background)

Proposed Blazon (Consult a herald if possible. Use plain English if you don't know how to blazon.)

Is this badge jointly owned? [ ] Yes [ ] No

If Yes, co-owner's Society Name ....

(Note: the square below should be approximately 4.5 inches (11.4 cm) wide when printed)

Blazon as submitted on LoI
(Kingdom Use Only)

I understand that with my submission I automatically give permission for the Society for Creative Anachronism to use my artwork and armory for any and all internal heraldic and scribal purposes.

Instructions: Give 2 line only drawings and 4 color copies to your local herald. Make checks payable to your local branch and put "heraldic submission" in the Memo line.

	Amount Received	Date Received	Action Taken	Amount Forwarded	Date Forwarded
Local					
Kingdom					
Laurel					

Society Name ....

Name this badge is to be associated with ....

Legal name ....

Address ....

....

Branch Name ....

Phone Number .... Date of Birth .... _____

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

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

This name is (pick one):
☐ already registered
☐ submitted with this device
☐ previously submitted from the Kingdom of

Action Type
☐ **New**
☐ Resubmission
  ☐ Kingdom
  ☐ Laurel
☐ Change, if registered:
  ☐ release old badge
  ....
  ☐ retain old badge(s)
☐ Appeal (attach justification)
☐ Other (specify)

If using any restricted charges, please give Kingdom and date of eligibility for that charge.

Is this badge jointly owned? ☐ Yes ☐ No
If Yes, co-owner's Society Name ....

....
☐ Check here for a fieldless badge
   (no particular background)

Proposed Blazon (Consult a herald if possible. Use plain English if you don't know how to blazon.)

(Note: the square below should be approximately 4.5 inches (11.4 cm) wide when printed)

Blazon as submitted on LoL
(Kingdom Use Only)

I understand that with my submission I automatically give permission for the Society for Creative Anachronism to use my artwork and armory for any and all internal heraldic and scribal purposes.
Instructions: Give 2 line only drawings and 4 color copies to your local herald. Make checks payable to your local branch and put "heraldic submission" in the Memo line.

	Amount Received	Date Received	Action Taken	Amount Forwarded	Date Forwarded
Local					
Kingdom					
Laurel					