

The Passport Division is responsible for issuing passports to Canadian citizens. This is done in Canada through the Passport Office, 85 Sparks Street, Ottawa, and abroad through Canadian diplomatic missions, and consular and trade offices. The Passport Office also provides certificates of identity to non-Canadians legally landed and currently residing in Canada who are eligible to receive them. During 1967, 264,906 passports were either issued (218,064) or renewed (46,842) to citizens residing in Canada; in addition, some 1,551 certificates of identity were issued, and 1,077 were renewed. Fees received by the Passport Office during the year amounted to \$1,185,700.07. Growth in public demand for passport services has increased by 122.73 per cent in the past ten years.

The administrative work of the Department of External Affairs is performed by the Finance and Administration Branch, the Personnel Branch and the Communications and Information Systems Branch.

The Finance and Administration Branch consists of the Central Services, Finance, Materiel Management and Property Management Divisions and the Organization and Methods Unit.

The Central Services Division is responsible for the new headquarters building and for office accommodation, furnishings and equipment in Ottawa. It arranges for the printing and reproduction of documents, as well as departmental manuals and other administrative publications. The division co-ordinates the administrative and certain other functions concerned with the opening of new posts. Its responsibilities include departmental transportation and distribution requirements in Ottawa, the operation of a Data Processing Unit, and a number of special services in the field of administration.

The Finance Division is the focal point for financial management in the Department. Chief among its duties are the consolidation of the annual five-year-programme review submission to the Treasury Board, the preparation of the main and supplementary estimates for the Department, the general administration of departmental expenditures, the financing of missions and the auditing of mission accounts and travel and removal claims, payments to international organizations and administrative arrangements for Canadian participation in international conferences.

The Matériel Management Division is responsible for planning, organizing and controlling the provision of matériel support required by the Department. This includes determination of requirements, cataloguing, acquisition, distribution, storage, repair and maintenance, disposal of matériel when beyond further use, and the acquisition of related services. Matériel is defined as all moveable public property other than money. Included in these responsibilities is the procurement of furnishings and equipment for chanceries, official residences and staff accommodations, including major schemes of interior design for new premises. The division is also responsible for administering the procurement, operation and maintenance and replacement of all motor vehicles used in departmental operations and for the maintenance of third-party liability-insurance coverage on all Federal Government vehicles in use outside Canada except purely military vehicles. The division administers a Stores and Shipping Depot, which provides bulk requirements of office stationery, supplies and equipment for posts. It also administers the removal regulations on the transportation and/or storage of personal effects of staff on posting abroad.