

PROPOSED
PROCEDURAL BREAKDOWN
PASSPORT WRITING OPERATION
FOR SEPTEMBER, 1963

Step No.	Operation	Key Points or Notes
1.	Envelopes time stamped and opened.	When more than one application is received with a covering letter, the letter is time stamped and photocopied to provide a copy for each application. An electric time stamp and an automatic letter opener are used.
2.	Contents of envelopes extracted and assembled.	Photos and documents are placed in separate plastic bags and these are attached to the application, together with the envelope and any covering letter. The fee accompanying the application is also attached.
3.	Applications and mail passed to scanner who will classify as follows: (a) Urgent applications. (b) Ordinary and renewal applications. (c) Correspondence (general). (d) Attachments for applications previously received with file numbers.	Those attachments noted in (d) can be sent directly after a numerical sort, to the B.F. section for attachment to the appropriate files. Those noted in (e) must first be sorted in alphabetical order and then sent to the Index Section for file number insertion. After preparation of box lists (see step 6) files sent to Examining Section.
4.	Applications with fees validated on N.C.R. machine. Fees removed.	Applications validated in groups of 25. Machine list and fees passed to cashier.
5.	Applications given a file back bearing a preprinted file number and attachments without file number, are sorted in alphabetical order.	The attachments should be sorted separately since they normally do not need a clearance check. Once sorted they can be sent to the <u>temporary index</u> for the file number previously assigned to the applications, and then returned for boxing. (See item 6)