

Step No.	Operation	Key Points or Notes
7.	Applications sent to Index Section for clearance.	Withdrawal of any applications noted on box list by inserting letter R after names of applicants and name of person, if any, to whom referred for necessary action. These applications then sent to Admin. Section or C.P.O.
8.	Applications indexed on 3 x 5 cards and filed alphabetically.	Cards will contain: File No., Processing box No., name, address, date and place of birth of applicant.
9.	Applications sent to examining section where examiners check applications for completeness and accuracy.	Those applications held up by examiners noted on box list. If further information required from applicant, a form letter is prepared. Copy of this and any questionnaire sent out attached to file and sent to B.F. Section.
10.	Applications sent to passport writing section. Passports written and placed in boxes with applications.	
11.	Applications sent to pasting section. Photo and specimen signature pasted in passport. Gluing machine used to moisten backs of photo.	Renewal applications first go to typist where they are registered. This becomes permanent record of renewals issued.
12.	Dry seal and date stamp applied to passport.	
13.	Boxes with applications and passports sent to despatchers for preparation of envelope and dispatch slip. Passport and documents, if any, placed in envelope. Dispatch slip attached to file.	Dispatch slip will contain passport number and documents, if any, to be returned to applicant.
14.	Boxes sent to checkers. Check pages 1 and 2 of passport against information on application. Check address on envelope against mailing address on application or covering letter.	
	Check documents against dispatch slip and file.	For this checking operation a check list should be provided.