

1. NAME OF SYSTEM

Passport

2. PURPOSE OF THE SYSTEM

To ensure that members of the Canadian public are issued passports, travelling papers, etc. when they so request.

3. DESCRIPTION OF THE SYSTEM

Application kits to apply for passports are available at all Post Offices in Canada. The applications are processed through headquarters (by mail) or through one of sixteen regional offices. B-80 (Burroughs) computers are used as passport writers at headquarters and nine of the regional locations. The computers are not interconnected. A work-in-process system is also operated to track work flow in headquarters.

4. SCOPE OF THE SYSTEM

Around 750,000 passports domestically and 45,000 passports at our posts, are issued annually. The master file, containing over 6 million names, is maintained by updating it every week. The objective is to issue passports within 5 days of application if there are no complications.

5. KEY USERS AFFECTED

Members of the general public, CGOT, Airlines, travel agencies. Statistical information is also produced on demand. Generally regarded as one of the best passport services in the world.

6. OPERATED BY

The passport writing B-80 computers are operated by regional offices. In addition the main update of master file containing names of passport holders is carried out at a commercial service bureau (Data Crown) every week.

7. FREQUENCY

Continuous for passport issues and once a week for the master file update.

8. KEY INPUTS

Application for Passport available at Post Offices.

9. KEY OUTPUTS

Passports