

INTERIM

PROCEDURAL BREAKDOWN

PASSPORT WRITING OPERATION

FOR JANUARY 1, 1963

Step No.	Operation	Key Points or Notes
1.	Envelopes time stamped and opened. Covering letter for more than one application to be time stamped.	Automatic letter opener used.
2.	Contents of envelopes extracted and assembled.	Photos and documents placed in separate plastic bags and these are attached to the application together with the envelope and covering letter. The fee, if any, is also attached to the application.
3.	Applications and other mail passed to scanner who will classify as follows:  Urgent applications Ordinary applications Renewal applications Correspondence (general) Attachments for applications previously received.	Attachments for applications previously received, if they contain a file number, are sent directly to the B.F. Section for attachment. If received with no file number, must be sent first to Index Section for insertion of file number and then to B.F. Section. From there the files go to the Examining Section after preparation of box list.
4.	Applications 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 and sorted alphabetically. Attachments also sorted in alphabetical order.	Attachments should be sorted separately. A sorting rack or tray should be used for the applications.
6.	Box list for applications prepared by typist. Each box to contain 25 applications and a copy of the box list.	Each box will bear a number and the day's colour. The box list will contain the number of the box, date, surname, initials and locale of applicant. The second copy of the list will be sent to the telephone inquiry desk. The third copy will be retained by typist for reference purposes.