

Step No.	Operation	Key Points or Notes
16.	The applications with attached envelopes containing the passport and other documents to be returned to the applicants are sent to the mail section for the following operations:	
	(a) Envelopes are passed through a postage meter machine.	
	(b) Envelopes are classified by major city.	
	(c) Date and file storage stamp entered on file.	
	(d) Registration number entered on envelope and corresponding file.	
	(e) Addresses, his locale, and registration number entered in registration book.	Three copies prepared - (1) retained in book, (2) sent to Post Office of which one receipted and returned to Passport Office and filed chronologically.
		<u>Note:</u> If mail registration of passports is no longer deemed necessary the registration task will be eliminated.
	(f) Envelopes tied in bundles of 30 and placed in mail bag.	
	(g) Applicants' files sent to file storage room.	