

Step No.	Operation	Key Points or Notes
9.	Applications which are cleared by examiners sent to passport writing section for carding operation. Each card is checked by operator against application to ensure that the information transcribed is correct and complete and thereby reduce the risk of passport spoilage.	Carding operation consists of the preparation on a flexowriter of a multi-copy 3" x 5" form and the simultaneous production of a tape for each application. The form will contain: Processing box number, operator's initials, file number, name of applicant, his mailing address, place and date of birth, height, colour of eyes and hair. Also date of passport issue, expiration date and names of children, if any. All of the above information will be punched in passport tape except for box number, initials of operator, file number and mailing address.
10.	When a box of applications is completed, the forms are removed from the flexowriter and the appropriate set attached to each application. The applications are then placed back in the box, along with the tape prepared for them.	
11.	Boxes are taken to the passport issue desk and a passport assigned for each application.	
12.	Boxes are taken to a dual head numbering machine where numbers are assigned simultaneously to the application and two parts of the multi-part form.	A Simplex Dual Head Numbering machine is used. One of the numbered forms will be placed in the numeric file as the record of passports issued and the other in the alphabetical file. The first part of the form remains attached to the application. Sorting devices should be used for sorting index forms.
		<u>Note:</u> It must still be determined if the alpha index form should remain with application until the file storage stamp is applied.