

### **Box Listing (11 PYs including In Mail)**

Each application is assigned a W.I.P. (Work In Process) file number for future use in tracking the status and location of the application. Basic applicant information (name, birth date, place of birth) is entered into the W.I.P. file and is checked against the P.C.L. (Passport Control List) file. Any matches with the P.C.L. are flagged and the applications are routed to the Security section. Applications that have not been matched on the P.C.L. and any flagged applications returned from Security as OK are forwarded to Examination and W.I.P. is updated to reflect the new status.

### **Security (6 PYs)**

P.C.L. matches are checked further to determine if the match is correct (incorrect matches are possible due to similar names or other such similarities in information). Applications that are OK are marked as OK and returned to Box Listing for continued processing (security may instruct Examination regarding any action deemed necessary). For applications which Security determines should be rejected the applicant is notified and the documentation is forwarded to the security file.

Security also updates the P.C.L. from information received from various sources (police, External Affairs, other departments, court orders, etc.) This may include adding notational information to entries in the list, adding new names to the list, or deleting names.

### **Examination (26.6 PYs)**

Checks are performed on signatures on photographs, application forms, etc. Some guarantor names are checked on membership lists. All applications with P.C.L. flags are checked to ensure that they have successfully passed Security. Xerographic copies are made of identification documents and any other pertinent