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NATIONAL IDENTITY REGISTRATION PROJECT

PROCEDURE MANUAL



Public Safety Division

CIVIL OPERATIONS AND REVOLUTIONARY DEVELOPMENT SUPPORT

SAIGON, VIETNAM

1967

A.I.D.
Reference Center
Room 1656 NS



INTRODUCTION

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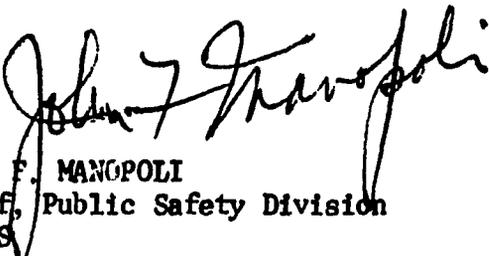
This manual explains in detail the process of registering citizens of the Republic of Vietnam, who have reached the age of fifteen years, for identification cards in accordance with Law Decree 007/67 dated March 17, 1967.

The responsibility for performing this task has been assigned to the National Police. Procedures necessary to perform this task are outlined in detail in this manual.

Special attention has been given to the safeguarding and control of identity card forms and the accounting of fees collected.

The manual has been printed in Vietnamese as a guide to participating personnel of the National Police and in English to serve for the information of Public Safety Advisors.

Any change in this manual will emanate from the Director General of National Police.


JOHN F. MANGOLI
Chief, Public Safety Division
CORDS

26 July 1967

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T H E T A S K

The National Police of the Republic of Vietnam have been assigned the responsibility for issuing a new type of identity card to some 9,000,000 of its citizens. The fundamental objectives of this program are as follows:

Register all persons 15 years of age and older.

Provide positive identification of all persons through the issue of one and only one ID Card to each person.

Determine prior to issue of identity card if registrant is wanted as a criminal, draft dodger, Viet Cong, etc.

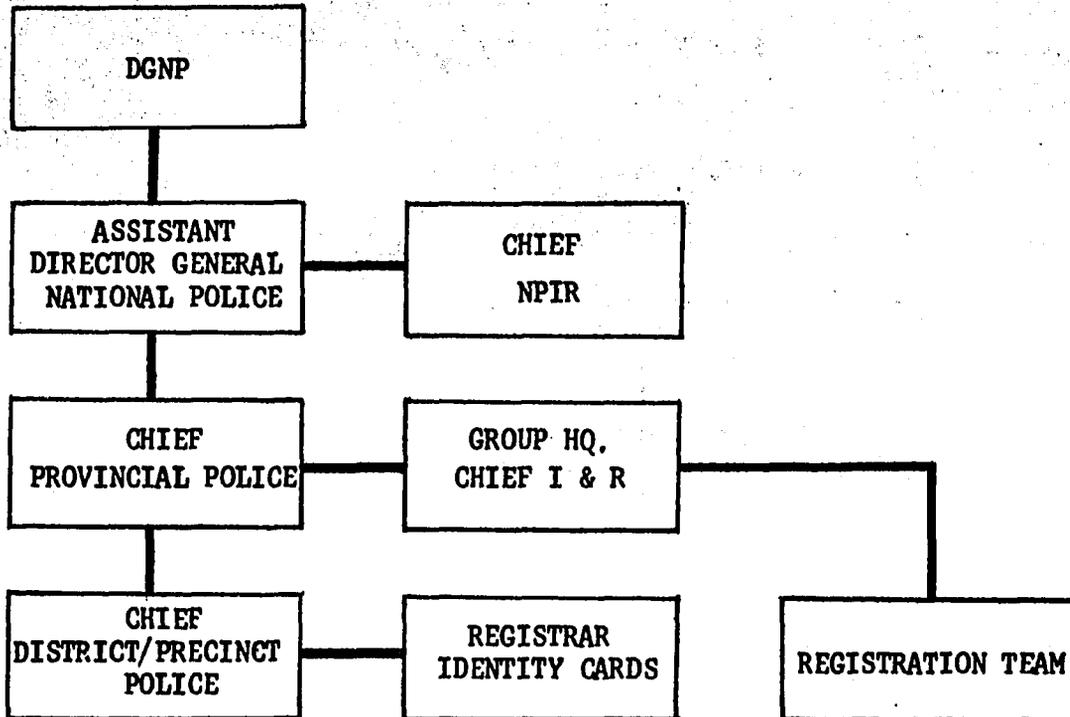
Establish a National Identity and Records Center to provide the capability for prompt and efficient search and retrieval of information concerning an individual's criminal activities.

Present plans are to complete the mass registration over a period of three (3) years and provide a follow-up program for the continuing registration of persons who become eligible for identity cards by virtue of age or due to loss of their identity card.

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ORGANIZATION AND RESPONSIBILITIES

The organization necessary to perform this task will be established at three (3) levels of management as shown on the following organization chart.



Although the Registration Team Chief will be responsible to the Chief of Police, Provincial level, he will coordinate his activities with the Chief of Police, district/precinct level to which he is assigned.

National Level

The responsibility, at the National level, for the Identity Card Program lies with the Chief of the National Identification and Records Service. The Chief of the National Identification and Records Service will be responsible for the following:

1. Drafting decrees, rules, regulations and publications concerning the Identity Card Program.
2. Establishing the chain of authority.
3. Preparing necessary courses of instruction and providing training classes for key personnel and personnel with specialized job requirements.
4. Regulating assignment of teams to Group Headquarters, monitoring work production and supervising the overall efficiency of the Groups.
5. Providing materials and supplies for use by Group Headquarters and registration teams.
6. Establishing a central identification and records center to process materials received from Group Headquarters.
7. Providing required transportation for delivery of equipment and supplies between Group Headquarters and National Headquarters.

Group Headquarters

The responsibility, at Group level, for the Identity Card Program lies with the Province Chief of Police. In this capacity the Province Chief of Police will be responsible for the following:

1. Preparing Identity Card Program directives and publications as required for lower headquarters.
2. Establishing personnel requirements necessary to provide for efficient operations at Group Headquarters.
3. Providing a chain of authority between Group and lower headquarters.
4. Providing necessary training (on the job and classroom) required for registration team personnel.
5. Assigning Registration Team movement within the Province.
6. Requisitioning supplies to support Group Headquarters and Registration Team activities.
7. Disbursing supplies to Registration Team as required.
8. Pick up of identity card forms from the Chief of the I&R Section, DGNP.
9. Supervision of Registration Teams assigned to Province.
10. Processing film received from the Registration Teams.

11. Maintaining files on name-index cards, name lists, Daily Report of Collections, and Report of Lost ID Cards.
12. Maintaining Cash Journal from Reports of Daily Collections.
13. Maintaining records account of identity card forms issued to the Chiefs of the Registration Teams.
14. Maintaining a numerical file of lost and stolen Identity Cards.
15. Investigating any misfeasance, malfeasance or nonfeasance in the handling of identity card forms or registration fees at team level and reporting his findings to National Police Headquarters.
16. Preparing the Monthly Report for DGNP Headquarters. (R&I form 7).
17. Re-issue of ID Cards reported lost or stolen.

District/Precinct Level

The responsibility, at the district/precinct level, for the Identity Card Program lies with the District/Precinct Chief of Police. In this capacity the District/Precinct Chief of Police will be responsible for the following:

1. Coordinating, with the Registration Team Chief, the activities of the Registration Team.
2. Providing facilities for applicants to complete the applications for Identity Cards and/or re-issue of Identity Cards.
3. Maintaining files of name lists and applications.
- *4. Receiving reports of lost or stolen identity cards from registrants. (Applies to Saigon only)
5. Distributing laminated identity cards to registrants.
6. Recovering and destroying old ID Cards upon issuance of new cards.
7. Pick up of identity card forms from the Group Headquarters.

* In Saigon only, precincts will be authorized to re-issue ID Cards. All other provinces must perform this task at Group Headquarters.

Registration Teams

The Registration Team will be supervised by the Province Police Chief but will coordinate its activities with the District/Precinct Police Chief in whose District/Precinct it is operating. The Registration Team will consist of eight (8) members as follows:

| | |
|--------------------|-----|
| Team Chief | (1) |
| Application Clerk | (1) |
| Fingerprint Clerks | (2) |
| Photographer | (1) |
| Typists | (3) |

Responsibility for immediate supervision of Registration Team Members will lie with the Team Chief. In this capacity the Team Chief will be responsible for the following:

1. Coordinating the teams activities with the District/Precinct Chief of Police in whose District/Precinct the team is working.
2. Supervising the activities of all members of his team.
3. Collecting the required fees from Identity Card registrants.
4. Preparing the Daily Report of Collections.
5. Requisitioning supplies from Group Headquarters as needed.

ISSUE OF ID CARDS

District/Precinct

Applicant: Obtain application for Identity Card (I & R Form 1) from the District/Precinct Chief Office.

Complete top section of application.

Furnish to the Chief the application and documents supporting birth (ID card, birth certificate or other official documents showing the data of birth, place of birth, father and mother name). Also furnish to the Chief the documents verifying residence (Family census book).

Chief (District/Precinct): Determine authenticity of applicants supporting documents.

Verify correctness of information on application by comparing with applicants supporting documents.

When the Chief is satisfied the application and supporting documents are in order, he will complete the District/Precinct section of the application.

Assign a date for applicant to report to the Registration Team on the basis of number of applicants a team can process per day.

Return the application and supporting documents to the applicant.

Registration Team

Application Clerk: Check application and supporting documents to insure no alterations are evident, and for Chief's validation.

Have applicant sign the ID/Index card and fingerprint card.

Stamp new ID Card No. on application in two places.

Cut off upper right hand corner of applicant's old ID Card.

Return application, old ID Card, and supporting documents to applicant and direct applicant to Fingerprint Clerk.

Fingerprint Clerk: Take plain impression of applicant's right index fingerprint on receipt portion of application.

Take plain impression of applicant's right and left index fingerprint on back of identity card and one index card.

Take full ten (10) finger set of fingerprints, plain and rolled impressions, of applicant on civilian fingerprint card (I&R Form 3).

Sign fingerprint card as person taking fingerprints.

Direct applicant to Photographer.

Photographer: Put applicant's ID Card number on the number board and take one photograph of applicant. (Front view - head and shoulders include number board).

NOTE: Photographer should watch to see that lighting apparatus works properly with each exposure and that applicant's eyes are open. If applicant is wearing sunglasses (dark lenses) they should be removed. Applicant wearing regular eyeglasses should be photographed with glasses on, however, glasses should be angled slightly downward to avoid direct reflection of light.

Typists: Take application, identity card, fingerprint card and supporting documents from applicant.

Verify information on application, identity card, fingerprint card with supporting documents.

Type required information on application, identity card, fingerprint card.

Return application and supporting documents to applicant and direct applicant to Team Chief.

Type name lists. (Name lists can be prepared at the end of the days work).

Team Chief:

Collect fees for identity card.

Verify information on application.

Complete team section of application and staple receipt portion to applicant's old ID Card.

Turn in all monies, daily report of collections and applications to District/Precinct Chief.

Forward ID/index cards, fingerprint cards, name lists, and film to District/Precinct dispatch section.

Dispatch Section:

Package documents for shipment to Group Headquarters.

ID Cards returned from Group Headquarters:

Receive laminated ID cards from Group Headquarters for issue to applicant. File ID cards by Registration number until issue to applicant.

Procedure for issuing ID Card to applicant is as follows:

When applicant reports to pick up ID Card, District/Precinct Chief will ask for name of applicant, get application, ID Card, and name list from file. Compare photograph on ID Card with applicant and issue ID Card to applicant. Have applicant initial name list next to corresponding registration number and name. Upon issuing the new ID Card the District/Precinct Chief will recover the applicant's old ID Card. He will thoroughly mutilate the old ID Card immediately and will burn the mutilated cards at the end of each day.



NATIONAL IDENTITY CARD PROJECT

LOCAL REGISTRATION TEAM

8 INDIVIDUALS ★ 85 TEAMS ★ 680 PERSONNEL



STATION 1
APPLICATION CLERK - REGISTRANT W/ APPLICATION

1. CHECKS APPLICATION, BIRTH CERTIFICATE OR SUPPORTING DOCUMENT AND OLD ID CARD OF APPLICANT.
2. HAS APPLICANT SIGN ID CARD, NAME INDEX CARD AND FP CARD.
3. STAMPS ID CARD NUMBER ON APPLICATION.
4. STAMPS ID NUMBER IN BLANK SPACE IF CARD IS A RE-ISSUE OR REPLACEMENT.
5. CUTS UPPER LEFT HAND CORNER OFF OLD IDENTITY CARD.
6. GIVES APPLICATION FORM, BIRTH CERTIFICATE OR SUPPORTING DOCUMENT, OLD ID CARD, SIGNED ID CARD AND FP CARD TO APPLICANT AND PASSES HIM ON TO FP CLERK.
7. CONTROLS FLOW OF REGISTRANTS.

STATION 2
FINGER PRINT CLERK (2)

1. TAKES DOCUMENTS FROM REGISTRANT
2. TAKES LEGIBLE SET OF FP ON FP CARD.
3. MAKES PLAIN IMPRESSIONS OF INDEX FINGERS ON ID, 1 INDEX CARD AND THE RECEIPT PORTION OF THE APPLICATION.
4. SIGNS FP CARD AS PERSON TAKING FP.
5. RETURNS ALL DOCUMENTS TO THE REGISTRANT AND PASSES HIM ON TO THE PHOTOGRAPHER.



STATION 4
TYPIST (3)

1. TAKES DOCUMENTS FROM REGISTRANT
2. INTERVIEWS REGISTRANT AND TYPES INFORMATION ON FP CARD REFERRING TO DOCUMENTS FOR VERIFICATION.
3. RETURNS APPLICATION, BIRTH CERTIFICATE OR SUPPORTING DOCUMENT, OLD ID CARD AND PASSES HIM TO TEAM CHIEF.

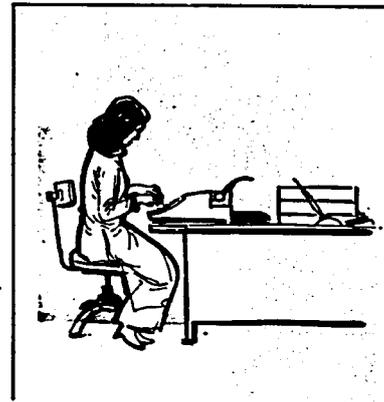


STATION 5
TEAM CHIEF

1. TAKES APPLICATION FROM REGISTRANT.
2. RECEIVES FEE FROM REGISTRANT
3. COMPLETES TEAM SECTION OF APPLICATION RECEIPT AND SIGNS SAME.
4. DETACHES RECEIPT FROM APPLICATION AND GIVES TO REGISTRANT
5. PREPARES DAILY REPORT OF COLLECTIONS
6. ASSIGNS DUTIES AND SUPERVISES TEAM ACTIVITIES.

STATION 3
PHOTOGRAPHER (1)

1. TAKES DOCUMENTS FROM REGISTRANT
2. SETS UP ID CARD NUMBER ON NUMBER BOARD.
3. PHOTOGRAPHS EACH REGISTRANT
4. RETURNS ALL DOCUMENTS TO REGISTRANT AND PASSES HIM TO TYPIST.



Group Headquarters:

Receiving Section: Checks ID Cards and related documents from Registration Teams to insure nothing is missing.

Forwards exposed film, identity card and first index card to Photo Section.

Forwards one (1) copy of name list to filing section.

Forwards one (1) copy of name list, 2nd index card and fingerprint card to dispatch section.

Photo Section:

Develop exposed film

Make two (2) contact prints of each exposure

Glue one (1) photo to identity card and one photo to index card

Forward index card to filing section

Forward identity card to dispatch section

File negatives.

Filing Section:

Name list: will be filed in letter size manila folders containing 50 name lists (4,000 numbers) per folder in numerical sequence.

Index Cards: will be searched and filed in the index card files.

Dispatch Section:

Prepare transmittal document on items to be sent to NIRC.

Package identity cards, name lists, fingerprint cards and index cards for shipment to NIRC.

Receive ID Card and Personal History Sheets (I&R Form 13) from NIRC.

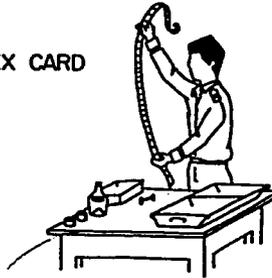
Prepare letter of transmittal to District/Precinct on ID Card.

Filing Section: File or record information received on Personal History record (I&R Form 13), from NIRC.

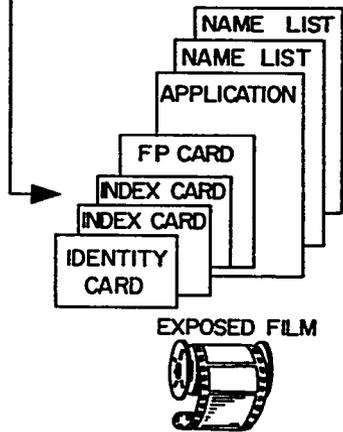
NATIONAL IDENTITY CARD PROCESS PROVINCE / AUTONOMOUS CITY GROUP HEADQUARTERS



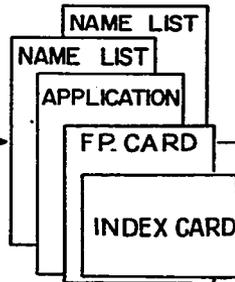
- PHOTO SECTION:**
1. PROCESS FILM
 2. PRINTS 2 PHOTOS
 3. AFFIX PHOTO TO 1 INDEX CARD & IDENTITY CARD
 4. FILE FILM



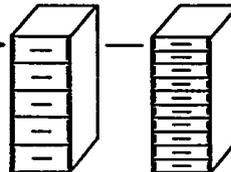
FROM
REGISTRATION TEAM



RECEIVING SECTION



FILING SECTION

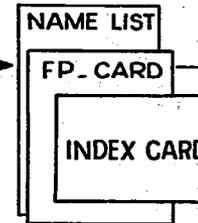


- MASTER INDEX
- APPLICATION
NUMERICAL LIST OF REGISTR.

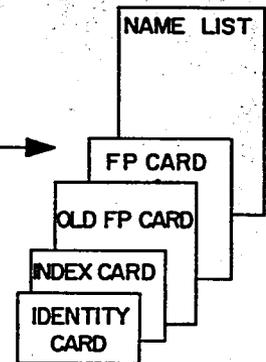
ID CARD
W/PHOTO

INDEX CARD
W/PHOTO

DISPATCHING SECTION



TO NATIONAL POLICE
HEADQUARTERS

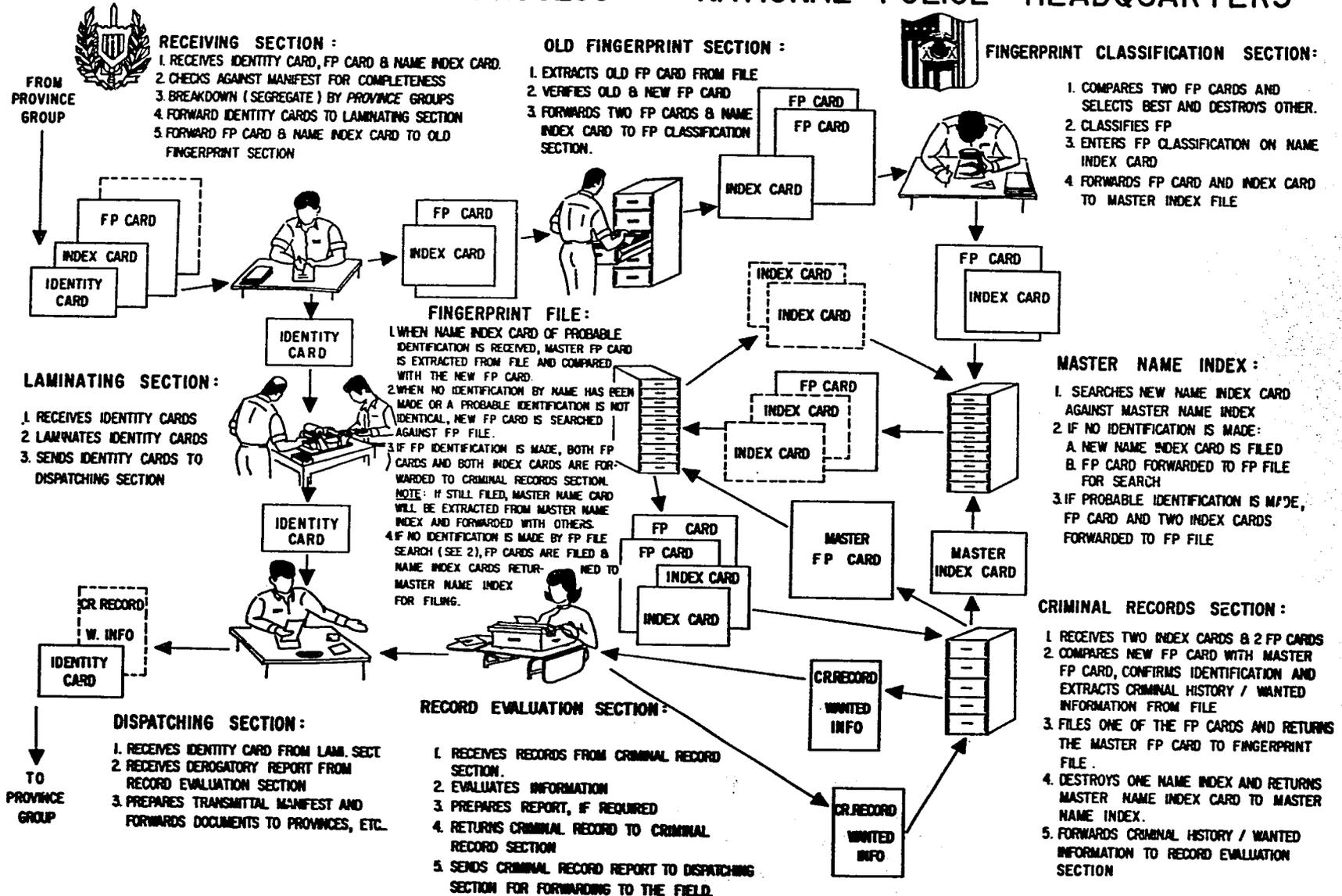


NATIONAL IDENTIFICATION AND RECORDS CENTER

All materials received at the National Identification and Records Center will be processed in strict accordance with a specific set of procedures too complex to mention in this manual. The procedures are detailed, however, in a separate manual which pertains to the NIRC.

After the ID Cards and other related documents have been processed by the National Identification and Records Center, the identity cards and any information collected at NIRC concerning applicant will be dispatched to the sending agency Group Headquarters.

NATIONAL IDENTITY CARD PROCESS — NATIONAL POLICE HEADQUARTERS



Re-Issue of Individual's Identity Card Reported Lost/Stolen:

When an individual's identity card becomes lost, it must be reported on I&R Form 6, Report of Lost ID Card, at Group Headquarters (Province Headquarters) except in Saigon where it can be reported at the precinct level.

Individual reporting loss will prepare I&R Form 6 in duplicate by filling in the required information. Group Chief will sign the form and give the individual a copy as evidence that the loss was reported.

The Chief will next have the individual fill in the applicant portion of the application. Chief will check name list and compare ID Card number and name to see if application correspond. Should the applicant forget his registration number or should applicant have originally registered in another province and not be on registrars name list this information will be checked at NIRC where the correct registration number will be entered on the appropriate documents.

Applicant will next proceed through Registration Team process, just as is done for an original issue except that he will be issued an unnumbered ID card and the application clerk will stamp his original registration number of the re-issue card (In the

event a person does not know his registration number and his number cannot be determined at Group Headquarters, the application must be forwarded to NIRC for verification of registration number and returned to Group prior to completing registration process for re-issue card).

Group Headquarters will verify the information on the index cards with the previous ID Card on file at Group. If the information is verified photo will be glued to ID Card and re-issue Index Card will be filed in personal history jacket. ID Card, index card and fingerprint card will be forwarded to NIRC for processing. If discrepancies are noted by Group or NIRC which indicate the applicant is trying to get an ID Card under an alias all items will be returned to Group Headquarters, where an investigation can be conducted.

Group Headquarters will give the re-issue card to applicant and have applicant sign the report of loss statement indicating receipt of card. Report of loss, will be filed in personal history jacket.

Replacement of ID Cards Missing Prior to Issue:

Discovery of a card or several cards missing from a block of unissued identity cards at any headquarters, will be reported immediately to the official responsible for accountability of identity cards for that headquarters.

If after a reasonable search of the area, the missing cards are not located, the official accountable for identity card forms will prepare an Affidavit of Lost ID Cards and Equipment (I&R Form 11) with enough copies for each higher headquarters, reporting loss of identity cards listing registration numbers, an¹/or serial numbers of cards that are missing and any information regarding circumstances of loss that may be available.

He may then issue unnumbered cards to replace those reported missing.

The serial number of the unnumbered identity card will be recorded on the Daily Report of Collections (I&R Form 5) with the corresponding registration number it is replacing. A notation will also be made on the name list opposite the appropriate registration number that this is a replacement card and not a re-issue card.

The Chief of the next highest headquarters will be responsible for investigating any misfeasance, malfeasance or nonfeasance in the security and handling of identity card forms. Copies of any investigation will be forwarded to all higher headquarters.

ID Cards damaged during process:

Registration Team:

If an ID card is damaged beyond use, by a member of the registration team, the team chief may authorize the use of an unnumbered ID Card to replace the damaged ID Card.

The damaged ID Card must be attached to the replacement ID Card and forwarded to Group Headquarters.

Team Chief need NOT prepare an Affidavit (I&R Form 11), for higher headquarters in this instance. He will, however, record the serial number of the re-issue card on the index cards, and next to the registration number of damaged card on name list and both numbers will be recorded on the daily report of collections.

Group Headquarters/NIRC:

When an ID Card is damaged at this level the Chief of Service must issue an Authority to Issue Identity Card Free of Charge (I&R Form 10) and forward to Registration Team Chief. All other procedures are the same as previously stated for the Registration Team.

ID Cards Lost in Transit or by Higher Headquarters:

Identity cards which have been filled out by Registration Team and are lost either in transit to or at a higher headquarters, the following procedures will apply:

1. When it is determined such a condition exists the loss shall be reported to the official accountable for the identity cards at that headquarters. Official will prepare an authority to issue identity card free of charge (I&R Form 10) for each missing card and forward, through channels, to district/precinct headquarters. This form will authorize the Registration Team Chief to issue a replacement card (free of charge) to the individual whose identity card was lost.

2. An Affidavit (I&R Form 11) must be prepared in enough copies for each higher headquarters, reporting registration numbers and/or serial numbers of ID cards which were lost and explaining the circumstances surrounding such loss.

3. Registration Team Chief will record serial number of replacement ID Card and corresponding registration number of ID card it is replacing on daily report of collections.

Group Headquarters will record serial number of replacement card on name list next to registration number of lost card and on both index cards. A notation must be made on both index cards that this is a replacement card and not a re-issue.

The same procedures for reporting the loss of one or several cards will apply when a large quantity, (complete box or more) of ID cards are discovered missing, with the exception that the missing cards will not be replaced with unnumbered cards.

FORM TO BE USED IN REGISTRATION

Application Form: (I&R Form 1)

USE: This form is to be used when a person is applying for a new ID Card in accordance with Law Decree 007/67 dated March 17, 1967.

The application form is not intended to be a permanent record as all the information appearing on it also appears on the fingerprint card. It is intended to serve as a preliminary form to the registration process.

The bottom section of the form, when properly completed, will be detached and given to the applicant as a receipt showing fees (when applicable) have been paid and will be proof that a person has applied for an ID Card when accompanied by old ID Card with corner cut off.

Section I: To be completed by applicant indicating NAME, Alias, Date of Birth, Place of Birth, Father's NAME, Mother's NAME, Residence Address, Profession, Old ID Card number or other document supporting birth, place of issue, date of issue, signature of applicant, and date of application.

Section II: To be completed by District/Precinct Headquarters or Village Council.

This section will be filled in by the registration official verifying he has seen documents supporting the information listed in applicant Section I.

Section III: To be completed by Registration Team contains registration number assigned to applicant ID Card, date of issue, place of issue. If applicant is being issued an ID Card free of charge, the box which applies must be checked. If reason is other than military, disabled or Montagnard the reason must be explained in box marked "Other _____".

Section IV: Receipt to be completed by Team Chief. Contains fee paid, ID Card number, date of issue, place of issue, old ID Card number, date and signature of Team Chief. The receipt portion of application will be detached from application by Team Chief and given to applicant.

Filing Procedure: Applications will remain at the appropriate district headquarters and will be filed alphabetically for a period of 90 days after applicant receives laminated ID Card.

Applications should be filed in two (2) groups active (awaiting processing at Group Headquarters and NIRC). Inactive (ID Cards which have been issued to applicant) after a person has received his ID Card, his application should be filed for 90 days and may then be destroyed.

APPLICATION FOR IDENTITY CARD

To: (Province) (Precinct) Chief of Police

I alias born in
..... Father Mother Residence
address Profession do hereby apply for
an identity card.

I herewith attach (1) # issued at
..... on
Date

Signature of applicant

(1) Old Identity Card, birth Certificate and/or other supporting documents

(To be completed by District Police Headquarters or Village Council)

The above applicant has been certified to have had his name listed on his family census booklet and his bio-data claimed above has been verified against documents presented to the undersigned,

District Police Headquarters
(or Village Council)

Date

(Signature & Stamp)

(to be completed by Registration Team)

The above applicant has registered for Identity Card # on
..... at and has paid 20 piasters or
has registered free of charge as:

Military Disabled Montagnard Other Specify _____

Date

(Chief of Team No.....)

RECEIPT

A fee of 20 piasters has been received or no fee is required from ...
.....for Identity Card # on at

This receipt is valid for a period of SIXTY DAYS and by the end of that period must be turned in to District Police Headquarters to obtain your Identity Card or have this receipt re-validated.

Date

Old Identity Card No.

R. Index

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Team Chief

REPORT LOSS OF IDENTITY CARD (I&R Form 6)

USE: This report will be used to report loss of individual's Identity Card. This must be done, at Group Headquarters, prior to making application for Re-issue of Identity Card.

This individual reporting loss will fill in the required information and make a written statement outlining the circumstances contributing to loss of his ID Card.

The Group Chief will be required to review the report and authorize re-issue by signing the report.

This report will be made in duplicate. A copy will be given to the person reporting loss as proof that the loss of his ID Card has been reported and the original will be filed in a personal history jacket, prepared by Group Headquarters, for that individual.

When the person receives his re-issue ID Card from Group Headquarters, he will receipt for the ID Card on the lower portion of this form and the form will be permanently filed in that individual's personal history jacket.

Date _____

REPORT LOSS OF IDENTITY CARD

TO: Chief, Province/Precinct Police

I, alias
born on at Father
Mother Occupation address
..... do hereby report the
loss of my identity card No. issued at on
..... in the circumstance stated below:

CIRCUMSTANCE:

Signature of applicant

Received report on

Signature of Police Official

Date

Received Re-issue ID Card
numbered as above

(Signature of applicant)

APPLICATION FOR RE-ISSUE (I&R Form 1R)

USE: Whenever replacement of ID Card is necessary Application for Re-issue will be prepared at Group Headquarters. (Application must be accompanied by Report of Lost I&R Form 6).

Section I: To be completed by Applicant.

Contains Name, Alias, Date of Birth, Place of Birth, Father's Name, Mother's Name, Occupation, Address, ID Card number, Date of issue, Place of issue, Date and Signature of Applicant.

Section II: To be completed by Group Headquarters or NIRC (whichever is applicable).

Contains verification of applicant's bio-data or lists discrepancies, Date and Signature of certifying official.

Section III: Completed by Group Chief.

Date and Signature of Group Chief verifying receipt of payment for re-issue card.

Section IV: Same as Section IV of Application (I&R Form 1).

Filing Procedure: Same as Application (I&R Form 1).

APPLICATION FOR RE-ISSUE

0: Provincial Police Chief of
(Group Headquarters)

I, alias born on
at father's name mother's name
occupation address
do hereby apply for a re-issue of ID Card No. issued on at
..... Date
Applicant's signature

RESULTS OF THE RECORDS' SEARCHING

Biography and fingerprint of the applicant is exact different with records
Different details

Date _____
(1)

(1) Searching agency

(To be completed by Group Headquarters)

The above applicant has applied for a re-issue of Identity Card # _____ and
has paid _____ piasters for the Re-Issue

Date _____
Group Chief

RECEIPT

A fee of _____ piasters has been received from _____ for
the re-issue of Identity Card # _____ on _____
Date

This receipt is valid within forty days and be only used for the obtaining of the
issue card

R. Index

Group Chief

FORM 2 - IDENTITY/INDEX CARD SNAP-OUT

A. Format

This will be a form containing three parts; one 2-3/8" x 3-5/8" identity card and two 3 x 5 index cards separated by one use carbon.

(1) Identity Card will contain registration number, name and alias of registrant, date and place of birth, name of parents, residence address, signature, space for photo, height, weight, prints of right and left index fingers, peculiarities and space for authentication.

a. Index Card for Group use contained spaces for photo and signature of registrant.

b. Index Card for National Police Headquarters contains space for fingerprint classification in place of signature of registrant. If a card is issued free of charge the appropriate symbol will be noted on this card.

(i.e. ML - Military, CH - Chieu Hoi, etc.)

B. Use

This form provides for a simultaneous typing of the identity card and two index cards. One index card will contain the photograph and signature of the registrant and will be filed at Group Headquarters. The other index card will be filed in the master name index files at National Police Headquarters.

FORM 2R - IDENTITY/INDEX CARD (Un-numbered)

A. Format

Same as Form 2 with two exceptions.

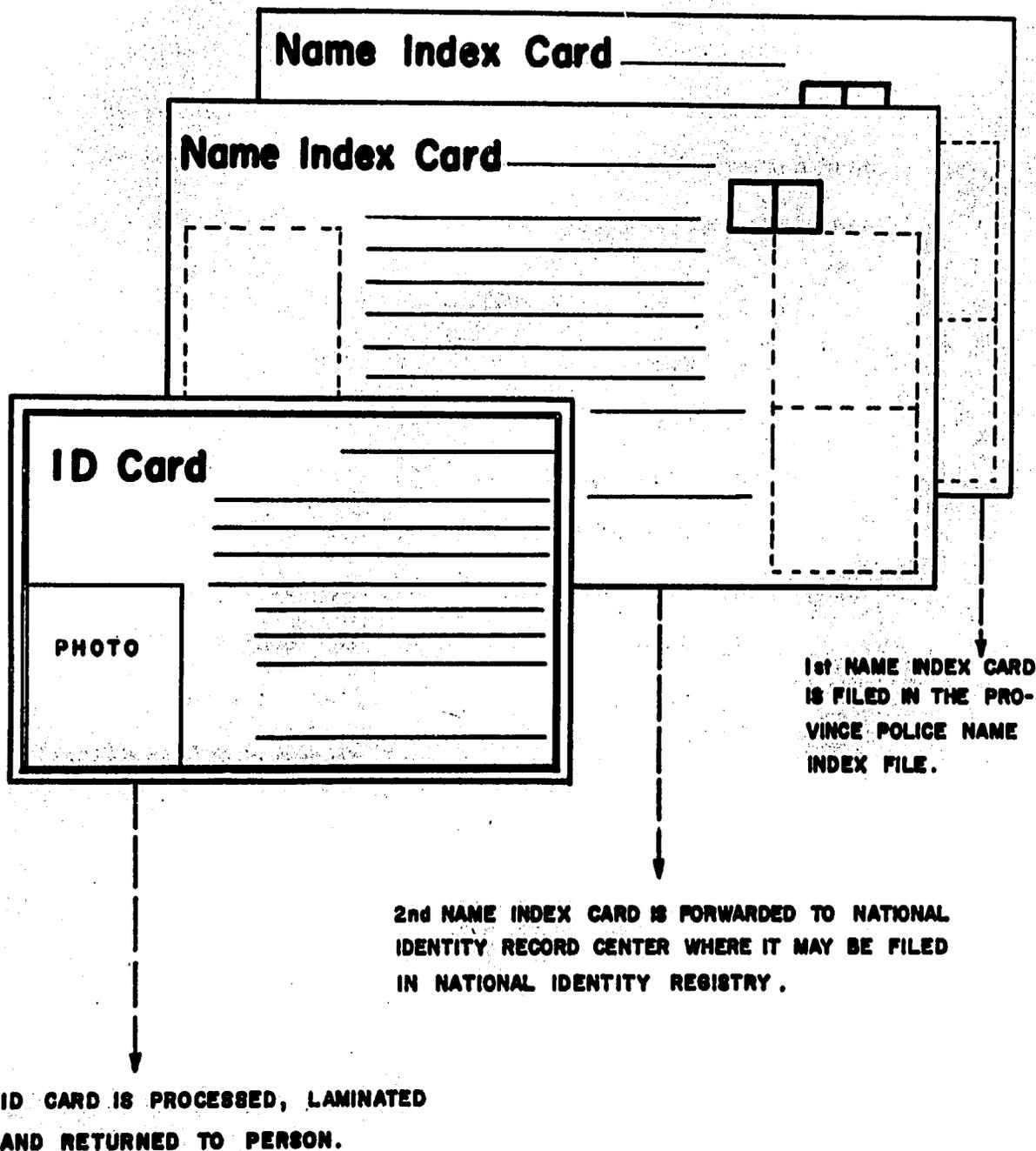
- (1) Will not have Registration Number pre stamped on card.
- (2) Will have a serial number printed in space where photo is to be attached. Serial number can be seen from the back of the card with use of ultra-violet light, after the photo is in place.

B. Use

- (1) Re-issue of individual's card reported lost, stolen or damaged.
- (2) Replacement of numbered cards spoiled or damaged prior to issue.
- (3) Replacement of numbered cards found to be missing prior to issue.



ILLUSTRATION ID NAME INDEX CARD FORM



FORM 3 - FINGERPRINT CARD

A. Format

The fingerprint card will be an 8" form printed on one side. Sixteen items to be coded for computer use will occupy the upper right 3" x 5" section. Other items of information will occupy the 3" x 3" space in the upper left hand corner. The remainder of the form being used for rolled and plain impressions of the registrant's fingerprints.

(1) 3 x 5 section contains:

- | | |
|----------------------|-------------------------------|
| a. Name | h. Weight |
| b. Sex | i. Date of Birth |
| c. Identity Card No. | j. Place of Birth |
| d. Date of Issue | k. Name of Father |
| e. Place of Issue | l. Name of Mother |
| f. Race | m. Old Identity Card No. |
| g. Height | n. Place of Issue |
| | o. Fingerprint Classification |

(2) 3 x 3 section contains:

- a. Signature of registrant
- b. Date of Issue (Birth Certificate)
- c. Place of Issue (Birth Certificate)
- d. Present address
- e. Permanent address
- f. Marital status
- g. Name and address

(3) The fingerprint section of the 8 x 8 card will also indicate:

- a. The person taking the fingerprint
- b. The team number

Note: If ID Card is issued free of charge the appropriate symbol will be placed on top of Card (i.e. ML - Military; CH - Chieu Hoi etc).

B. Use

The fingerprint card will be the basic identification document; from which coding for computer use will be accomplished and fingerprint identifications will be made, based on classification by Henry System.

Any person applying for issue of identity card or re-issue will be fingerprinted each time application is made.

CIVILIAN IDENTIFICATION

| | | | | | |
|--|-------------------|-----------------|--------|-----------------|---------------|
| | | ① Name | ② Male | Fem | ③ Number |
| | | | | | ④ Date/Issue |
| | | | | | ⑤ Place/Issue |
| Signature | Birth certif. No. | ⑥ Date/Birth | | | |
| Date/Issue | Place/Issue | ⑦ Place/Birth | | | |
| Present Address | | ⑧ Father | | ⑨ Race | ⑩ HT l th. |
| Permanent Address | | ⑪ Mother | | ⑫ WT k. | |
| Occupation | | ⑬ Old ID Card # | | ⑭ Place/Issue | |
| Marital Status Name and Address of Spouse | | Peculiarities | | FP Class _____ | |
| | | ⑮ | | Classified by : | |

| | | | | |
|-------------|-------------|--------------|------------|---------------|
| 1. R. Thumb | 2. R. Index | 3. R. Middle | 4. R. Ring | 5. R. Little |
| 6. L. Thumb | 7. L. Index | 8. L. Middle | 9. L. Ring | 10. L. Little |

| | | | |
|--|------------|----------|---|
| Left four fingers taken simultaneously | Taken by : | | Right four fingers taken simultaneously |
| | Team No. | | |
| | L. Thumb | R. Thumb | |

c36-

NAME LIST: (I&R Form 4)

USE: Prepared by Registration Teams in triplicate and will be filed at District/Precinct Headquarters, Group Headquarters, and NIRC.

Column 1 + 2 marked (R) (D) are for NIRC use. Column 3 marked (C) is to be used by Registration Team to indicate type of application using coded symbols at bottom of page. (i.e. disabled (d) paid - (P) Military (ML) etc). Column 4, is for the registration number and column 5 is for name of applicant this procedure is duplicated on the second half of the page.

Filing Procedure:

District/Precinct

Filed in manila folders, 50 lists (4,000 names) per folder. The folder will be marked 1 - 4,000 on the index tab. When District/Precinct Headquarters, issues ID Card to applicant, applicant will put his initials adjacent to his name and Registration number on the name list indicating receipt of ID Card.

Group/National/Headquarters

Same as District/Precinct except initials of applicant are not required.

DAILY REPORT OF COLLECTIONS (I&R Form 5)

A. Use

To be filled out by Team Chief in triplicate. Team Chief will give original and one copy to District Chief. District Chief will keep file copy and forward original to Group Headquarters with monies and ID Card documents.

B. Format

Heading with date of registration, team number and District and Province of Operation.

(1) Quantity of numbered cards issued, indicating beginning and ending numbers.

(2) Quantity of free registrations, indicating breakdown by category.

(3) Quantity of numbered registrations, indicating amount of fees collected.

(4) Total quantity of replacement cards used (no fees collected).

(5) Quantity of registrations @40 dong indicating total cash collected.

(6) Total cash collected from new registrations and paid re-issues (column 3 plus column 5).

(7) Quantity of unnumbered identity cards used, indicating beginning and ending serial numbers.

(8) Registration numbers and corresponding serial numbers assigned to un-numbered forms.

(9) Total registrations (column 1 and column 5).

Receipt section with place for signature of Group Chief or District Chief of Police and signature of Team Chief.

C. Filing Procedure:

To be filed in manila folders in chronological order. This form should be kept for a period of one (1) year then destroyed.

Team No. _____

DAILY REPORT OF COLLECTION

District _____

DATE _____

Province _____

NUMBERED

1. _____ Registrations from _____ thru _____

2. Less _____ Registrations-Free of charge

Disabled Montagnard Military Other _____
(Specify)

3. _____ Registration @ 20 dong _____ dong

UN-NUMBERED

4. _____ Replacement Cards (for cards, lost, stolen or damaged)

5. _____ Re-issue cards @ 40 dong _____ dong

6. _____ Total Cash Receipts (item 3 plus item 5) _____ dong

7. _____ Un-Numbered Cards used from _____ through _____

8. Registration numbers stamped on un-numbered cards:

9. _____ Total Registrations (Item 1 plus Item 5)

Received full amount and documents
listed on this report

TEAM CHIEF

DISTRICT CHIEF OF POLICE-GROUP CHIEF

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CASH JOURNAL OF DAILY COLLECTIONS (I&R Form 7)

USE: The cash journal will be maintained by Group Headquarters for the purpose of preparing monthly reports required by NPIR.

The information required on the Cash Journal will be taken from Daily Report of Collections submitted by Registration Team Chiefs.

The cash journal contains ten (10) columns:

Date - will be the date which appears on the daily report of collections.

Team No. - number of team submitting Daily Report of Collections.

The next four (4) columns apply to New Registrations.

Total - number of free and paid registrations.

Free - number of free registrations.

Quan - number of paid registrations at 20 dong.

Cash - money collected from paid New Registrations.

The next two (2) columns apply only to re-issue cards.

Quan - number of re-issue cards.

Cash - money collected from re-issues at 40 dong (cash will not necessarily equal quantity of re-issue cards as re-issue cards which are damaged in process are issued free of charge. This fact will be noted on the Daily Report of Collections.

Total Registrations would be obtained by adding column 3 (total

New Registrations) and column 7 (number of Re-issue Registrations) Total cash would be obtained by adding column 6 (cash received from New Registrations) and column 8 (cash received from Re-issue Registrations).

Column 3 through 10 are sub-divided to enable Group Chief to keep running totals:

e.g.:

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|---------|----------|------------------|------|-------|--------|----------|-------|-----------------------|---------------------|
| Date | Team No. | New Registration | | | | Re-issue | | Total Regis. 3 + 7 | Total Cash 6 + 8 |
| | | Total | Free | Paid | | Quan. | Cash | | |
| | | | | Quan. | Cash | | | | |
| 11-1-67 | 54 | 140 | 5 | 135 | 2700VN | 5 | 200VN | 145 | 2600VN |
| 11-2-67 | 54 | 130 | 0 | | 2600VN | 0 | 0 | 130 | 2600VN |
| | | 270 | 5 | 130 | 5300VN | 5 | 200VN | 270VN | 5500VN |

Work done on 11-1-67 Work done on 11-2-67 Combined Total of work done 11-1-67 and 11-2-67

The Cash Journal will be maintained in a Loose Leaf Binder and pages will be added as required so that all the reports will be in chronological order.

The Cash Journal will be referred to when preparing the monthly report form for NIRC.

TRANSMITTAL DOCUMENTS (I&R Form 8) (I&R Form 9)

USE: Transmittal documents will be prepared for each box containing ID Card packets being sent from Group Headquarters to National Identification Record Center to Group Headquarters.

There are two (2) transmittal documents:

1) Prepared by Group Headquarters for shipments to National Identification Record Center.

2) Prepared by National Identification Record Center for shipments to Group Headquarters.

1. Group Headquarters to National Identification Record Center
(I&R Form 8)

_____ Arrest Fingerprint Cards numbered _____: List quantity of Arrest FP Cards and the local arrest number of each card.

_____ Wanted/Cancellation Notices: Quantity of W/C Notices.

_____ Identity Card packets (packet: is all the documents being forwarded pertaining to one (1) applicant).

Quantity of packets and the registration numbers used (e.g.: 80 packets)

45 from #00910 thru 00954

35 from #01101 thru 01135

5 Re-issue cards numbered 00101, 01101, etc. list quantity of re-issue cards and the registration number which they were assigned.

2. National Identification Record Center to Group Headquarters
(I&R Form 9)

Will contain quantity of personal history sheets, quantity of laminated ID Cards and registration number in blocks. Quantity of Re-issue ID Cards and registration numbers.

Quantity of packets returned for correction should include registration numbers of ID Cards being returned.

REPUBLIC OF VIETNAM

Commissariat General for Security
Directorate General National Police

Date

Chief of the Provincial Police of
Group Headquarters

TO: Chief, Identification and Records Service
Directorate General, National Police
Saigon

We are forwarding the following documents for processing at the
National Identity Records Center:

_____ Arrest Fingerprint Cards numbered _____

_____ Wanted/Cancellation Notices

_____ Identity Card Packets:

_____ from # _____ thru _____

_____ Re-issue Cards numbered _____

CC: 1 file

GROUP CHIEF

47'

REPUBLIC OF VIETNAM
Commissariat General for Security
Directorate General National Police

Saigon _____

No. _____ TCSQG/HCVK

Administrative-block
Identification and Records Service

Chief of Identification and Records Service
Directorate General National Police

TO : Chief of Provincial Police of
Group Headquarters

We are forwarding the following documents which have been processed
at the National Identity Records Center:

_____ Personal History Records

_____ Laminated Identity Cards

_____ from # _____ thru # _____

_____ Reissue Identity Cards numbered _____

_____ Fingerprint cards with associated name index cards and
identity cards returned for reasons shown on attached
memoranda.

Chief, Identification & Records Service

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AUTHORITY TO ISSUE UNNUMBERED IDENTITY CARD (I&R Form 10)

USE: This form is to be used by a headquarters when a card is lost in transit between headquarters or at a higher headquarters, or if a card is damaged by a higher headquarters.

A. Size: 5-1/2" x 8"

B. Format

Date: Date form is prepared

Thru: NAME of Headquarters which document will be forwarded through.

i.e. If Form 10 is prepared by NICP it will be forwarded through the applicable Province Group and District/Precinct Headquarters. If form is prepared by Province Group it must be forwarded through applicable District/Precinct Headquarters.

ID Card Numbers: Registration number of lost or damaged ID Card (Serial No. of re-issue card)

Date: Date ID Card was applied for.

Lost: damaged-attached damaged-not-attached

Check appropriate box i.e.: If ID Card is lost check lost, if damaged and being returned to Registration Team check damaged and attached, if damaged and not returned to Registration Team check damaged not attached.

Date: _____

AUTHORITY TO ISSUE UNNUMBERED ID CARD

TO : Chief of Registration Team No. _____

THROUGH :

You are authorized to use an unnumbered ID Card to
replace ID Card No. _____ issued on _____ which has
been lost damaged attached damaged not attached

Signature and Title

AFFIDAVIT OF LOST ID CARDS AND EQUIPMENT (I&R Form 11)

USE:

This form will be used by officials accountable for Identity Cards and non-expendable items for the purpose of reporting loss, theft, or damage of these items.

The form will be prepared in enough copies to provide one file copy for person preparing form and one copy for each higher headquarters.

The official reporting the loss must describe in detail the circumstances surrounding such loss. If there is not sufficient room on this form a separate sheet of plain white paper will be used as a continuation sheet.

AFFIDAVIT OF LOST ID CARD AND EQUIPMENT

TO: _____

This is to inform you that the following Identity Cards and/or
 equipment is missing from our headquarters.

1. Identity Cards:

_____ from # _____ through # _____

_____ from # _____ through # _____

(If more space is required use a separate sheet of paper)

2. Equipment:

Circumstances:

Date: _____

Signature and Name of Official
Reporting Loss

cc to:

Chief of I&R Service

DGNP - Saigon

ARREST NEGATIVE REPLY SLIP (I&R Form 12)

USE: The Arrest Negative Reply Slip is used by the NIRC to inform a contributing agency that the fingerprints submitted did not reveal any previous record. If fingerprints submitted reveal a previous record a copy of the individual's personal history record will be forwarded to the contributor in lieu of Arrest Negative Reply.

The Arrest Negative Reply form should be filed with the individual's Arrest records.

ARREST NEGATIVE REPLY FORM

IDENTIFICATION AND RECORDS SERVICE
DIRECTORATE GENERAL
NATIONAL POLICE

TO: _____ DATE _____

A Search of the fingerprint files at the National Identity Record Center fails to reveal a prior record of the following subject:

_____ NAME _____ B of I No. _____ Date of Birth _____

FPC:

PERSONAL HISTORY SHEET (I&R Form 13)

USE:

The personal history sheet is a record of activities concerning an individual and will be maintained at the National Identity Records Center.

The personal history sheet is for use by agencies of the National Police and serves only to notify a police agency of an individual's background and activities as reported to this headquarters by other police agencies.

Upon receipt of a fingerprint record the National Identity Records Center will search their files and if a previous record exists on that individual a copy of the personal history sheet will be forwarded to the agency from which the new fingerprints were received.

REPUBLIC OF VIETNAM

PERSONAL HISTORY RECORD

-----***-----

COMMISSARIAT GENERAL FOR SECURITY
Directorate General National Police

Saigon, date, month, year.....

-----***-----

Administrative Block
Identification and Records Service

TO: _____

The following is a copy of information which appears in the files of the
Identification and Records Service:

Name: _____

Central Identification File No: _____

Chief of
Identification & Records Servi

ID Card No: _____

| Contributor | Name & Number on the FP Card forwarded to the DGNP | Date received or arrest | Offense | Dispositio |
|-------------|---|----------------------------|---------|------------|
| | | | | |

FOR OFFICIAL USE ONLY

56.

MONTHLY REPORT (I&R Form 14)

USE:

The monthly report will be completed by the Group Chief on the month and forwarded to Chief, NIRC to arrive no later than five (5) working days the last day of the month for which the report pertains.

Information required on the report can be obtained from the Daily Cash Journal, Daily Report of Collections, Reports of Loss and Supply Records.

**SUPPLEMENT A
MONTHLY REPORT
NATIONAL IDENTITY CARD PROGRAM**

Group Headquarters No. _____

(Month) (Year)

| TEAM No. | LOCATION | REGISTRATIONS | | | |
|-------------|----------|---------------|------|----------|-------|
| | | NEW | | RE-ISSUE | TOTAL |
| | | FREE | PAID | | |
| | | | | | |

INCIDENTS

1. No. of ID Cards reported taken by VC _____

2. No. of violations detected at time of registration: _____

- a. VC _____
- b. Deserter - Draft Dodger _____
- c. False Documents _____

GROUP CHIEF

TRANSPORTING AND RECEIVING
IDENTITY CARDS AND DOCUMENTS

I. PACKAGING

Identity cards and accompanying documents will be transported in sealed and secure envelopes or boxes. They will be forwarded to the higher headquarters in accordance with regulation, prescribed by logistics.

II. TRANSMITTAL DOCUMENTATION

A. From Registration Team to Group Headquarters (Thru District/Precinct Chief)

The transport package will contain two copies of the applicable name list(s), (I&R Form 4), and two copies of the applicable Daily Report of Collections, (I&R Form 5). No other documentation is necessary.

B. From Group Headquarters to National Records Center

A letter of transmittal (I&R Form 8) listing the numbers of the enclosed identity cards will accompany the transport package. Name lists will be included in the packages and will correspond with the enclosed identity cards. Group Headquarters will retain a copy of the letter of transmittal and name list.

III. LOGGING IN

Both Group Headquarters and National Records Center will maintain a Receiving Log, (I&R Form 11) to record the documents received. This log will show the date received, unit received from, number of fingerprint cards, number of new identity cards, number of re-issued identity cards, their total and a column for "REMARKS".

IV. TRANSMITTAL DOCUMENTATION - OUTPUT PHASE

A letter of transmittal (I&R Form 9) will be the control document to accompany laminated identity cards dispatched from the National Records Center to Group Headquarters to District/Precinct. This will be prepared in duplicate and the duplicate copy will be retained by the forwarding unit.

SUPPLIES AND EQUIPMENT

Listed below are the supplies and equipment that will be furnished the Registration Teams and Group Headquarters with the basic of their issue.

| <u>ITEM NO.</u> | <u>DESCRIPTION</u> | <u>BASIC OF ISSUE</u> |
|-----------------|--------------------------------------|---------------------------------|
| 1 | Camera, Rolleicord w/34mm Adapter | 2 per team |
| 2 | Table fingerprint | 1 per team |
| 3 | Card Holder, fingerprint | 2 per team |
| 4 | Glass, fingerprint inking, for table | 2 per team |
| 5 | Rollers, fingerprint inking, 3" | 3 per team |
| 6 | Ink, fingerprint, 4 oz tube | 3 per team |
| 7 | Alcohol, bottle, 1 liter | 2 per month per tm |
| 8 | Film, 35 mm | As needed - tm |
| 9 | Application, Form 1 | As needed-dist/prec |
| 10 | Application, Form 1R | As needed-dist/prec |
| 11 | Fingerprint Cards, Form 3 | As needed - tm |
| 12 | Identity Card, Form 1 (numbered) | As needed - tm |
| 13 | Identity Card, Form 1 (un-numbered) | As needed - tm |
| 14 | Typewriter, 16" Carriage, VN | 3 per team |
| 15 | Daily Report of Collections, Form 5 | As needed for tm & Gp |
| 16 | Numbering Machine, 7 wheel | 2 per team |
| 17 | Cabinet, 5 dwr. ltr. size | 1 per 150M name cards per Gp |

| <u>ITEM NO.</u> | <u>DESCRIPTION</u> | <u>BASIC OF ISSUE</u> |
|-----------------|---|---|
| 18 | Cabinet, 10 dwr. 3 x 5, dbl capacity | 1 per 35M name cards per Gp |
| 19 | Chemicals, photo processing | As needed-Group |
| 20 | Printer, contact, photo | 1 per Group |
| 21 | Photographic paper | As needed-Gp |
| 22 | Cash Journal of Daily Collections, Form 7 | 1 per Gp |
| 23 | Record Account of Identity Card, Forms, Form 8 | 1 per Gp, 1 per Reg. 1 per Nat'l hq. |
| 24 | Receipt - Identity Card Forms | 1 per Gp, 1 per Reg. 1 per Nat'l hq. |
| 25 | Report of Lost Identity Card, Form 6 | As needed-dist/prec |

*Initial issue - re-supply as needed

LIST OF RACES IN VIETNAM WITH

CODING NUMBER FOR ADP USE

1. Vietnamese
2. Chinese
3. Montagnard
4. Indian
5. Cambodian
6. Malayan
7. Campa
8. Caucasian
9. Other

