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NATIONAL IDENTITY REGISTRATION PROJECT

(ID CARD)



Public Safety Division

OFFICE OF CIVIL OPERATION

SAIGON, VIETNAM

1967

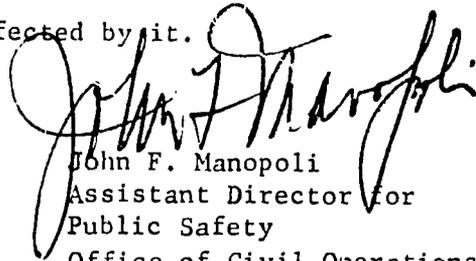
1967
Assistance Center
Room 1656 NS

INTRODUCTION

This pamphlet explains the purpose and scope of the USAID supported Government of Vietnam NATIONAL IDENTITY REGISTRATION PROJECT as managed by the Public Safety Division of the Office of Civil Operations.

The project envisages the registration of all Vietnamese 15 years of age and over, the issuance of identification cards and the establishment of a NATIONAL IDENTITY RECORD CENTER in Saigon. The CENTER would have the capability of rapid cross reference and retrieval of identity, fingerprint and wanted person information.

This pamphlet is also a preliminary document explaining the initial concept and plan of operation and developments in support of the project. Some portions are subject to change; however, the present information will serve to inform various interested personnel who will eventually be required to assist in this effort and be affected by it.


John F. Manopoli
Assistant Director for
Public Safety
Office of Civil Operations

1 April 1967

SECTION I

GENERAL

OBJECTIVE:

The following are the fundamental objectives of the GVN National Identity Registration Project:

1. To register all persons 15 years of age and over.
2. To provide positive identification of all persons through the issue of one, and only one, ID card to each person.
3. Through this registration and the issue of appropriate ID cards to provide a documentary means which will assist in restricting, controlling and where necessary preventing the free movement of persons both in and out of VC contested areas as well as along other restricted routes.
4. Before the issue of each new ID card to determine if the person is a known or suspect wanted person such as a VC, criminal, draft dodger or deserter.
5. Establish a National Identity Record Center with the capability of prompt search and retrieval of civilian, criminal and wanted persons data.

NOTE: It is essential to the internal security of Vietnam to assure that one and only one ID card is issued to any individual based on the establishment

of positive identity. This can only be accomplished by the classification and search of the complete fingerprints for all individuals. Consequently, the U.S. policy will insist that a functioning National Record Center be established prior to the issue of any new ID cards.

IMPLEMENTATION:

The National Police has been delegated the responsibility by the Government of Vietnam for the implementation of the project (see attachment 1) and the Public Safety Division, OCO has been designated as the US activity responsible for its support.

Mid 1967 has been established as a target date for initial registration of individuals. This is subject to change depending on arrival of commodities, availability of building and recruiting and training of personnel. Positive and aggressive actions on the part of the National Police and the Public Safety Division will be necessary to meet this deadline.

SERIAL NUMBERS:

One short-coming of previous National Identity Registration and ID card programs was the fact that repetitive registration numbers were issued inasmuch as more than one individual (in some cases as many as 40 persons in 40 different provinces) had the same number. The blank ID cards were not serially

REPUBLIC OF VIETNAM
Chairman Office
of the Central Executive
Committee

Saigon 8 June 1966

ASSISTANCE AT THE CENTRAL EXECUTIVE COMMITTEE

To : Colonel General Director of National Police
Saigon

Subject : Management of Laminated ID Card Changed
Program

Reference : Your memo No. 18221/TCSQG/HCVK/ dated
6-6-1966

By reference memo, you requested General Chairman of the Central Executive Committee to entrust the National Police to take charge the program of change laminated ID Card.

It is respectfully informed:

General Chairman of the Central Executive Committee has approved to entrust you to start hurriedly the preparation and achievement of the above program.

s/s Colonel DUONG HONG TUAN

cc: Ministry of Interior
"for information"

ATTACHMENT I

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numbered, therefore printing, distribution, storage and issue could not be controlled. It was relatively easy for unauthorized persons to obtain blank cards.

This situation will be corrected with the new ID cards which will be printed with serial numbers so that only one serial number will be issued to any person and the cards will be controlled and accounted for by serial numbers throughout the entire storage, distribution and issue process.

This serial number will become an individual's National Registration number and remain with the individual his entire life.

ILLEGAL ID CARDS:

Another reason for the re-issue of ID cards is the fact that unknown numbers of illegal ID cards are in the possession of people other than the police. These illegally held cards fall into the following categories:

Falsified: This is a card which a person obtains through legal processes (legally issued by Field Registration Team) but the issuance is based on such falsified personal identity documents as birth certificates. The practice is common among individuals who wish to evade the draft, persons desiring two or more identities for illegal purposes and VC couriers. The problem can be reduced by more stringent investigations on the part of

the Registration Teams and National Identity Registry.

Forgeries: This is an "official" card which a person obtains through theft or illegal purchase, and which probably includes false identity information. This has been possible in the past because blank ID cards were not numbered for control purposes. Consequently, little or no effort was made to protect and control them and their theft was relatively easy and not noticed. The problem should be reduced with the proposed new ID card, each of which is serially numbered and must be accounted for throughout the system.

Counterfeits: This card has actually been counterfeited by VC or criminal elements and completed with false identity information. This was relatively easy with the original white ID card and cold process laminating. Counterfeiting became more difficult with the card presently in use. The proposed new ID card, with its plastic laminating process will make counterfeiting even more difficult. It is recognized that it will ultimately be possible to duplicate any document; however, it is expected that the security measures introduced into the new card will eliminate all but the most sophisticated attempts.

Duplicates or Seconds: This applies to the several cards obtained by one person through legal methods with duplicate identity documents; actually another type of falsified card. This can only be prevented by the full fingerprint classification and comparison of records. Consequently, an essential part of the project is the establishment and operation of the National Fingerprint Registry and the fact that no ID cards will be issued until the N.I.R.C. is in operation and its processes working.

Altered: These are cards that have been tampered with in order to replace the original photograph or identity data with that of a person wishing to assume false identity. With the oldest type of cold laminated cards this could be done by "lifting" the plastic or by cutting through the plastic around the edge of the photo, removing it and inserting a new photo covered with a piece of plastic. The new ID card will be laminated under heat and pressure, so that the plastic cannot be split and "lifted". Also, if an attempt was made to remove the photo, the top layer and photo would adhere to the plastic. In addition, several other special features are provided to detect attempts at tampering.

It is believed that most illegal cards now in existence are either forged or falsified. The new serially numbered cards will tend to eliminate forged, counterfeited and other illegal cards; however, falsified cards can only be prevented by appropriate and careful investigation by the registration teams. On a long-range basis the registration and issue of ID cards to the 15-18 year old groups may also gradually tend to reduce the number of falsified cards, providing the Police Field Registration Teams take appropriate measures to verify every individual's personal data.

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SECTION II

REGISTRATION PLAN

It was originally proposed to attempt the complete registration of about 9,000,000 persons and establish the National Identity Record Center in one year (1967). This would have required the processing of 30,000 ID cards, name-index cards and fingerprint cards (10 finger classification with full search) per day. It was recognized that this was an impossible workload and far beyond National Police present or potential management capabilities.

The present revised plan is to spread the registration of the population over the three year period from August 1967 through July 1970. In such a program the major workload is the classification and searching fingerprint records to assure that the objective of positive identification is realized. If after the program is underway it is determined that this work can progress at a faster pace, the schedule will be accelerated.

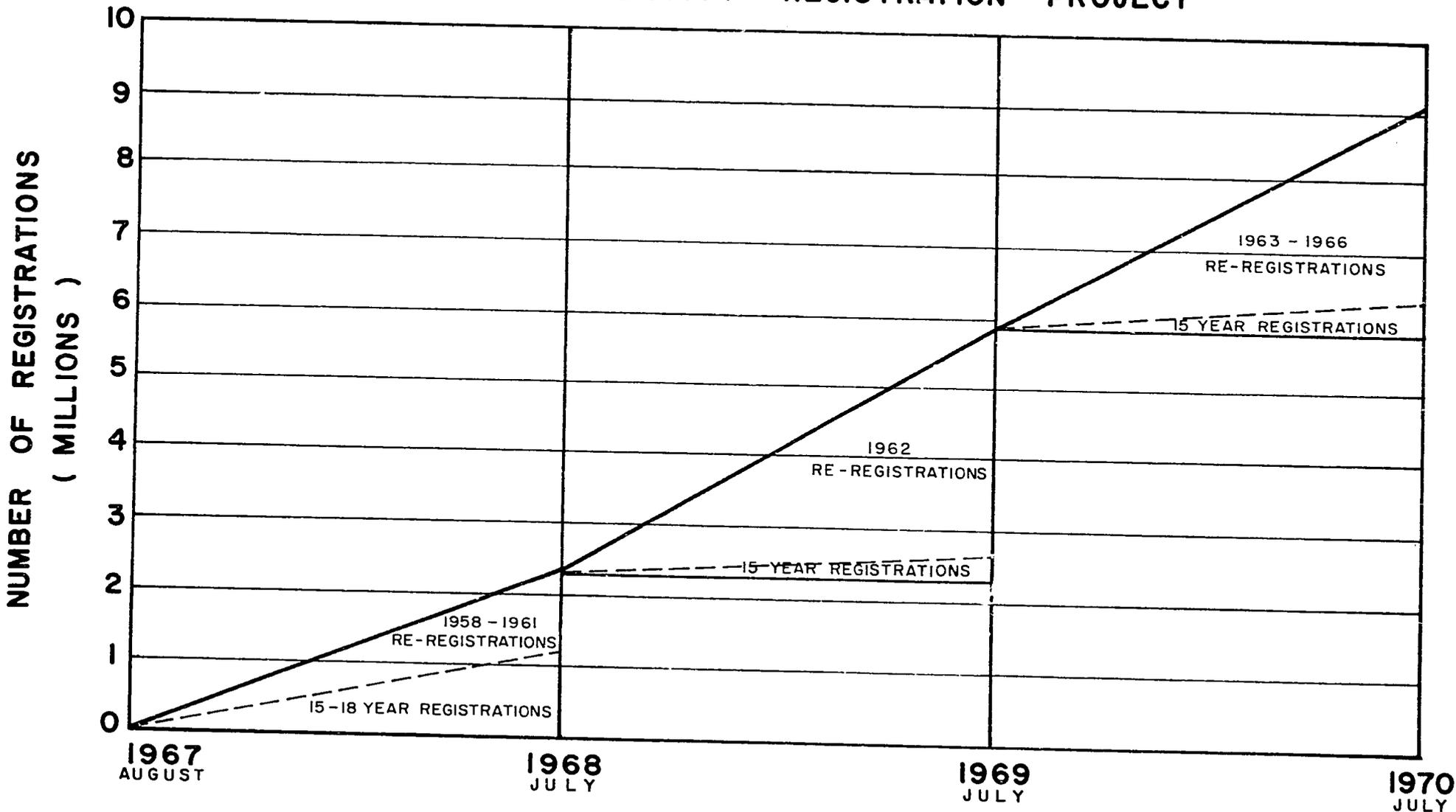
The plans provide for the registration of the populace to begin in the Saigon-Gia Dinh area and then extend out to other provinces. The 15 to 18 age group will be registered first followed by those individuals whose old ID card was issued within certain progressive dates.

The following shows the type and number of persons to be registered each year (see accompanying schedule).

<u>Year</u>	<u>Type</u>	<u>Number</u>	<u>Cumulative sub-total</u>
August 1967 thru July 1968	(a) 15-18 year olds	1,100,000	
	(b) Re-registration of those originally registered 1959-1961 (Saigon & Gia Dinh)	1,260,000	
	(c) Total 1967	2,360,000	2,360,000
August 1968 thru July 1969	(a) 15 year olds	275,000	
	(b) Part of those originally registered 1962	3,200,000	
	(c) Total 1968	3,475,000	5,835,000
August 1969 thru July 1970	(a) 15 year olds	285,000	
	(b) Remaining 1962	1,600,000	
	(c) 1963-66 registrants	1,233,000	
	(d) Total 1970	3,118,000	<u>8,953,000</u>
GRAND TOTAL:			8,953,000

The yearly division and rate of registration shown above has been projected on the basis of reasonable workload and availability of resources. To actually start the registration the CVN will issue appropriate decrees and regulations setting forth data and procedures for registration. The Public Safety Division provided the National Police a draft of a suitable decree. The police considered this and on March 17, 1967 the decree-law was signed by General Thieu, Chief of State. This decree-law authorized the registration of all persons 15-17 years of age and the re-registration of all persons in the Republic 18 years of age or over.

PUBLIC SAFETY NATIONAL IDENTITY REGISTRATION PROJECT



————— CUMULATIVE TOTAL ALL REGISTRATION
 - - - - - 15 - 18 YEAR REGISTRATIONS
 YEARLY BASE LINE

SUGGESTED REGISTRATION PROCEDURE

Field Registration Teams

Registration of eligible persons will be conducted at a local level. At a specified time persons to be registered will report to one of approximately 85 Field Registration Teams, which will be assigned to district, precinct and/or autonomous cities. These teams will consist of eight (8) individuals as follows: (see accompanying illustrations)

- 1 Team Chief
- 1 Registration Clerk
- 3 Typists
- 2 Fingerprint Technicians
- 1 Photographer

Persons reporting to the Registration Team will present completed application form along with their old ID card, Family Census book and other necessary identity documents.

The appropriate information will be recorded on the new ID card-name-index forms and the person will be fingerprinted as follows:

Two index fingers on ID and one name-index card.

Ten prints on standard fingerprint card.

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NATIONAL IDENTITY CARD PROJECT

LOCAL REGISTRATION TEAM



8 INDIVIDUALS ★ 85 TEAMS ★ 680 PERSONNEL



STATION 1

APPLICATION CLERK - REGISTRANT WITH 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

FINGERPRINT 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, 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 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.

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.

At the time of registration for the new ID card the upper left-hand corner of the old ID card will be cut off to indicate that the citizen has been registered for a new ID card and the old card will be returned to the registrant.

The person will then be photographed and interviewed, after which the registration procedure will be completed. When the laminated ID card is received from the National Identity Record Center the individual will have to return to pick it up and turn in his old ID card.

The Field Registration Team will send the ID-name-index form, fingerprint card and photograph film to the Province Police who will accomplish the second phase in the registration process (see below).

In previous registration procedures the registration teams were composed of temporary employees under general government rather than Police jurisdiction, consequently they were not subject to discipline. With the new program it is proposed the registration teams will be staffed by Police personnel, who receive Police supervision and are subject to Police discipline. Also, it is expected that this will be a continuing program and that the employees will have a greater sense of responsibility.

A fee of approximately VN\$20.00 per person will be collected for the first new ID card. If this and subsequent cards are lost, a charge of VN\$40.00 will be made for each replacement card. The increase in fee is made to discourage persons from losing cards.

Province Police Action - (Province Group)

Upon receipt of the ID-name-index form, fingerprint card and photograph film the Province Police will: (see Chart)

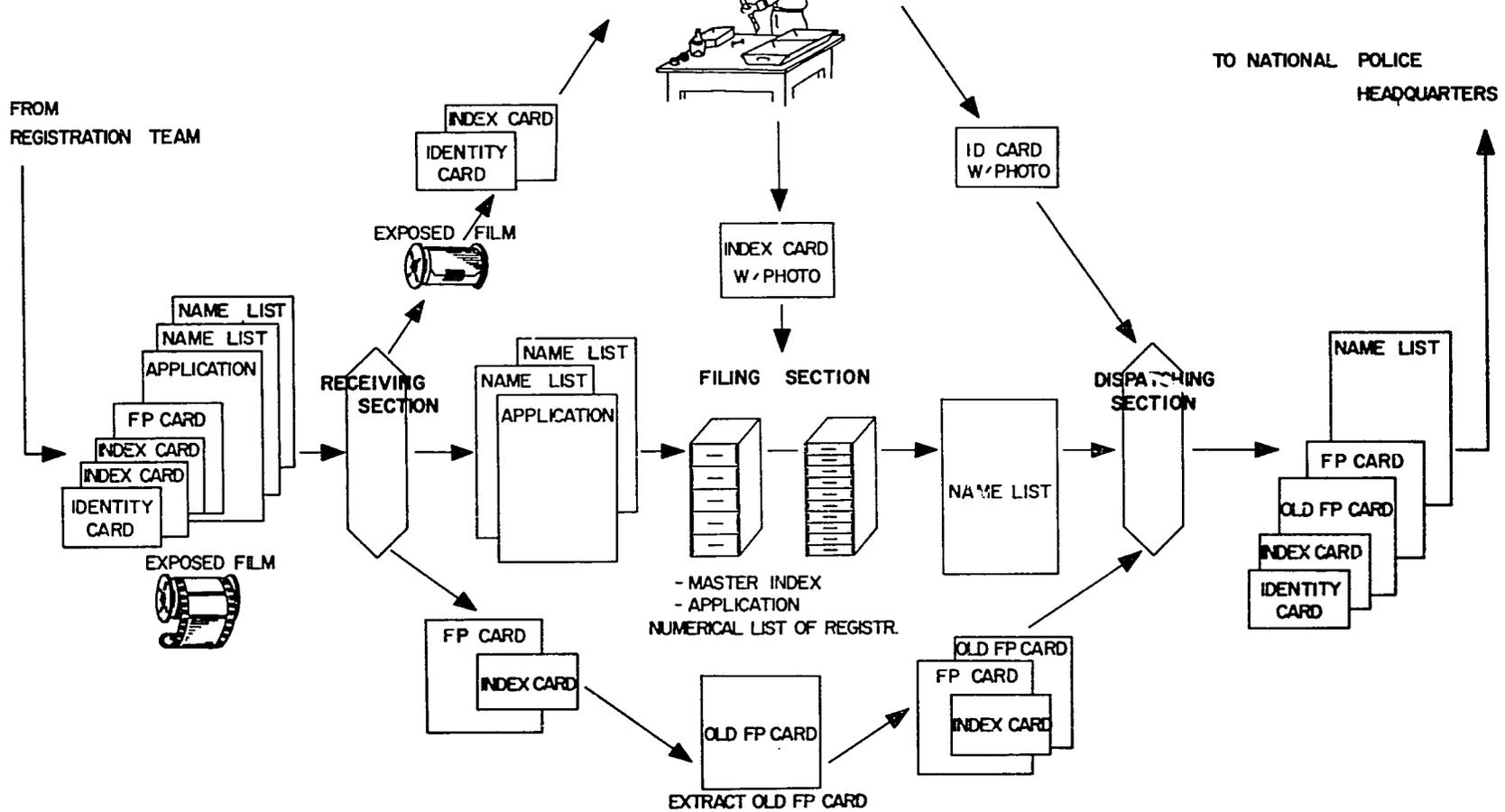
1. Check Province files to see if person is "wanted."
2. Process the identity film and attach one photo to the ID card, and the province name-index card.
3. File the province name-index card in province name-index file.
4. Send the ID card, national name-index card, and fingerprint card to the National Identity Record Center (see below).
5. A final action is taken when the N.I.R.C. returns the processed ID card for issue. If, at this time, there is accompanying derogatory information developed from the National Records, the Province Police will take appropriate action prior to releasing the ID card for issue to the individual.

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NATIONAL IDENTITY CARD PROCESS PROVINCE / AUTONOMOUS CITY GROUP HEADQUARTERS



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



Record Center Procedure:

At the National Identity Record Center the following will be received from each province:

ID Card

Name-index Card

Fingerprint Card

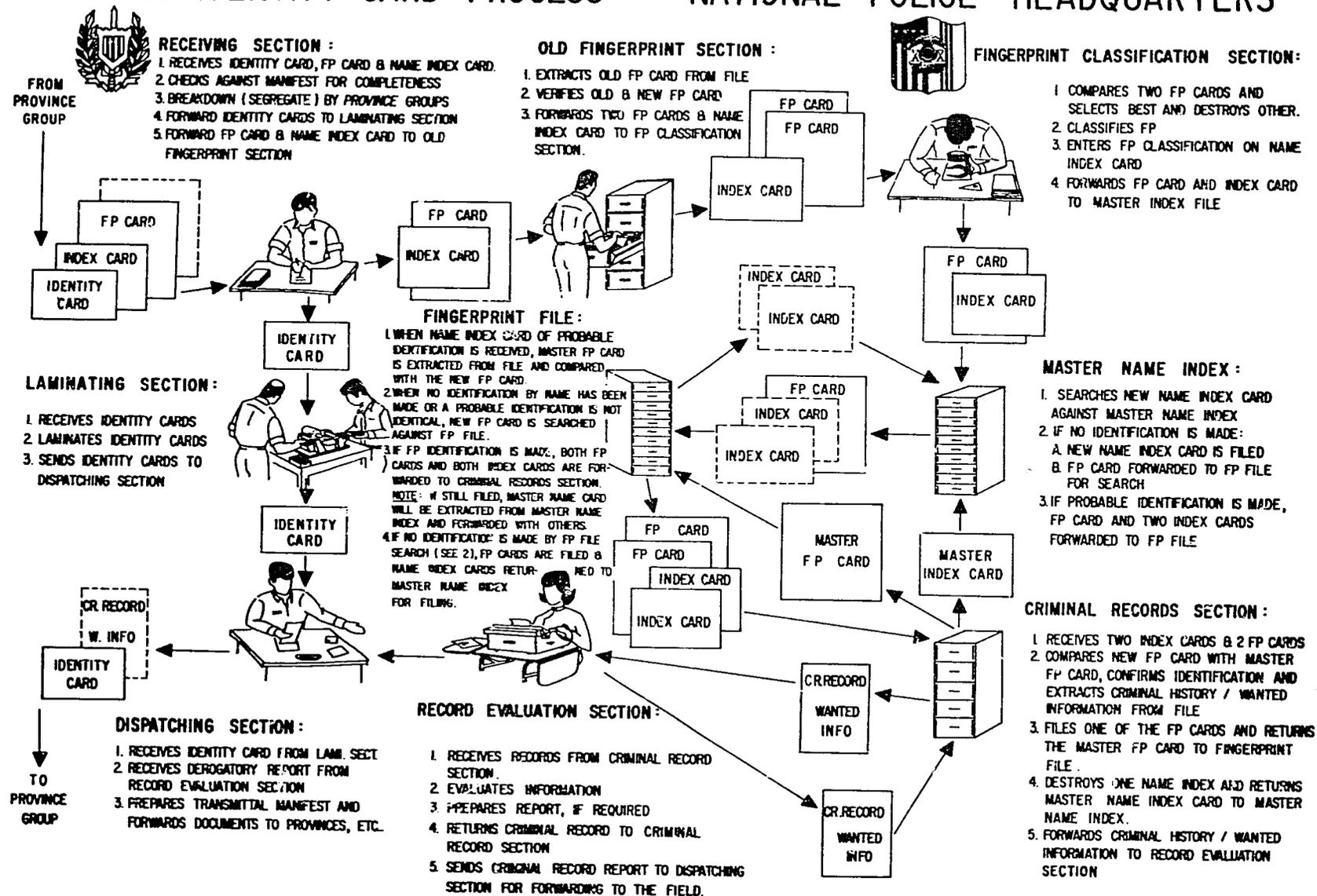
Upon receipt at the Center the incoming material is checked against the accompanying document manifest and then separated and distributed as follows (see accompanying chart):

ID card - to laminating section and onto the dispatching section.

Name-index card - to the National Identity Criminal Records and Wanted Person Registries for name identity check and file.

Fingerprint card - to fingerprint classification and file sections. Here a search is made to determine if the individual is "wanted" and that only one ID card has been or is being issued to one person.

NATIONAL IDENTITY CARD PROCESS — NATIONAL POLICE HEADQUARTERS



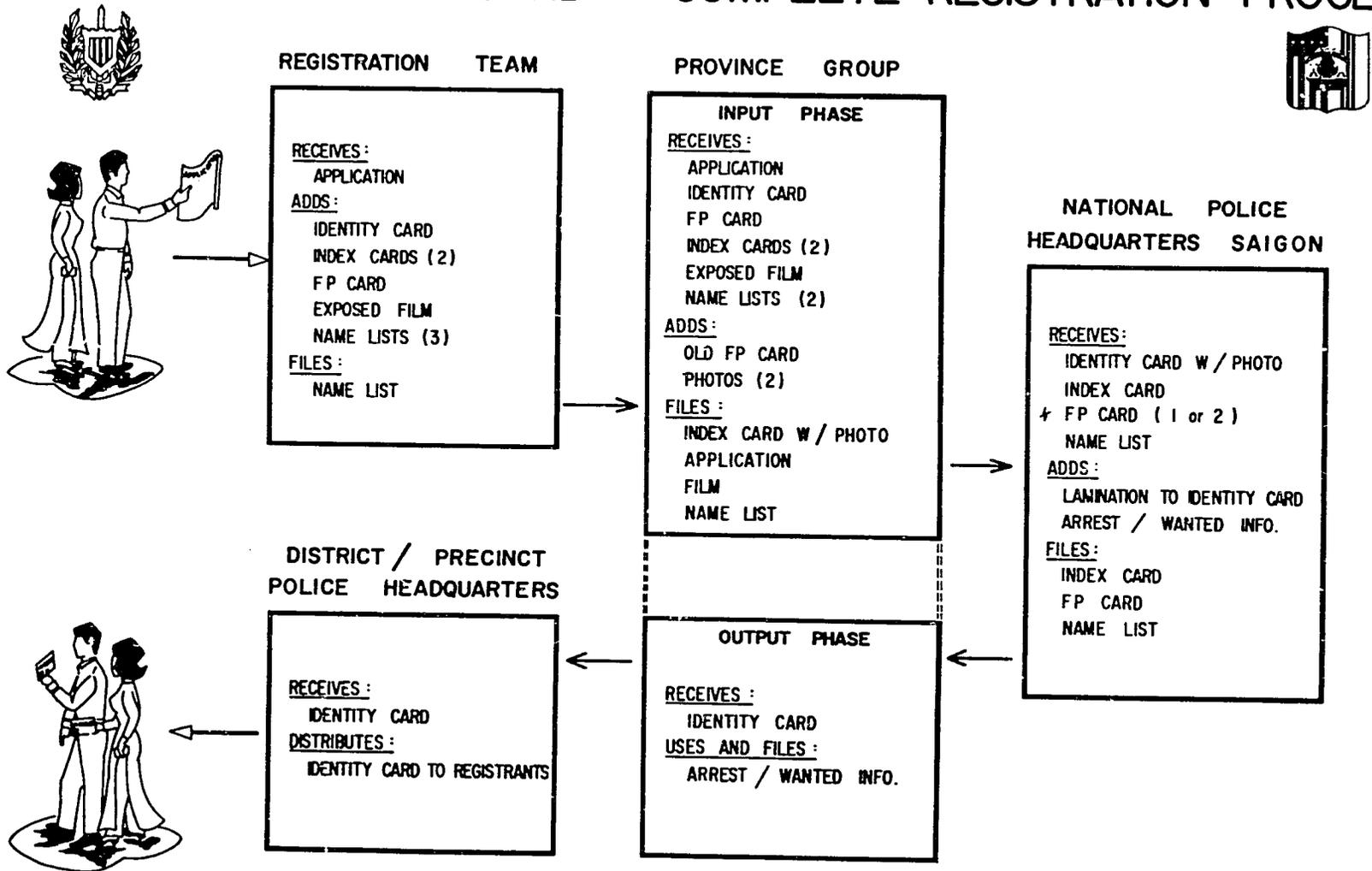
If during the above process questionable information develops concerning an individual it is forwarded to the evaluation and dispatch section. Here it is associated with the person's ID card and returned to the province for determination of what action should be taken prior to issue of ID card to an individual. It is this process which should preclude the issue of more than one ID card to one person and possibly enable the police to apprehend wanted and suspect persons. If no questionable information develops then the dispatching section is instructed to return ID cards to the province for issue to individuals. (see illustration of complete registration process).

WORK STANDARDS OF PROFICIENCY:

The effectiveness of the National Identity Record Project in accomplishing its objectives depends upon the performance of individual registration clerks, fingerprint technicians, photographers, fingerprint classifiers, file clerks, file searchers, and supervisors.

In the field Registration Teams registration clerks must conduct effective document investigation; fingerprint technicians must take good legible and clear fingerprints and photographers must take high quality photographs. Poor workmanship by these personnel will not only delay the issuance of ID cards to individuals but introduce into the system poor quality records that will require correcting.

NATIONAL IDENTITY CARD — COMPLETE REGISTRATION PROCESS



+ --- SOME OLD FINGERPRINT CARDS ARE PRESENTLY RETAINED AT PROVINCE POLICE HEADQUARTERS AND SOME AT NATIONAL POLICE HEADQUARTERS SAIGON

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In the National Identity Record Center fingerprints must be classified quickly and correctly and the information recorded and filed accurately. Information incorrectly recorded or misfiled cannot be retrieved for search and comparison.

At all stages of the system, ID card, name-index forms and fingerprint cards must be promptly processed and forwarded to the next activity. Delays by the Registration Teams, Province Groups or sections of the National Identity Record Center will cause further delays in the entire operation and disrupt the system.

To attempt to maintain an effectively operating system and assure accurate workmanship and reasonably high standards, daily workload and performance records will be established and maintained for all Registration Teams, Province Groups and Record Center Sections and individuals. Records will show the volume of registration documents processed, as well as the number of fingerprints and photographs rejected. If the number is excessive the team chiefs, other supervisors and individual clerk or technician will be disciplined.

Field Public Safety Advisors will have an important role in this phase of the program to insure that appropriate records are maintained by the teams and Province groups and that workloads and performance standards are maintained.

SECTION III

DESCRIPTION OF ID NAME-INDEX CARD FORM

GENERAL:

A special three (3) part snap-out form with two carbon interleaves comprising one (1) Identity Card and two (2) Name-Index Cards has been designed and is being procured for this project. (See accompanying illustration)

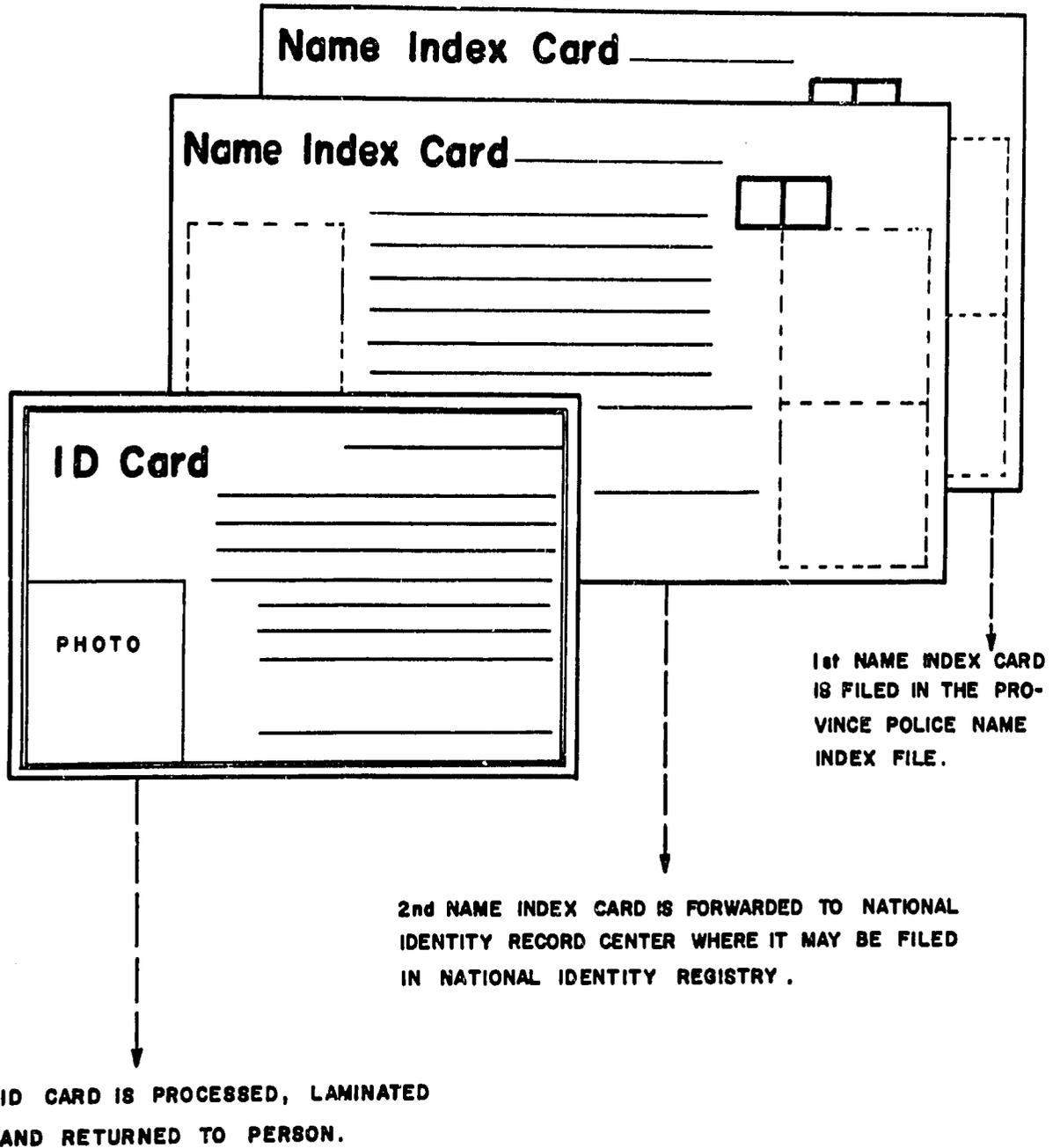
A three (3) part form is being provided to assist in reducing the typing workload of the Field Registration Team and to assure that the information recorded on the ID card is identical with that on the name-index cards.

The following is the disposition of the three cards of the three-part form: (see accompanying illustration)

1. ID card to be processed, laminated and returned to person.
2. 1st name-index card to be filed in the province police name file.
3. 2nd name-index card to be filed in the National Identity Record Center.



ILLUSTRATION ID NAME INDEX CARD FORM



ID Card

The ID card will be of "tamper-proof" design using special ink and markings. They will be pre-numbered serially for control purposes and to insure that duplicate numbers are not issued to another person anywhere else throughout the country.

The ID card will be 3-5/8" X 2-3/8", replacing the larger sized card presently in use.

The card-forms will be packed in sealed packages until time of issuance. Full accounting, by serial number, of all cards will be required at all levels.

The plastic between which the card will be laminated will be durable, heat resistant and generally tamper-proof. Once the card is laminated, any effort to remove the lamination will deface the card. The top plastic will have translucent printed emblems bracketing the ID card photo, as a further precaution against tampering.

Blank ID Cards

A group of identical "blank cards" but with control serial numbers printed in the photoblock will be provided for issue as replacements for lost original cards.

The old ID number will be typed in the space reserved for that number. When the person's photograph is affixed to the card, it will cover up the visible "blank" card serial number.

SECTION IV

NATIONAL IDENTITY RECORD CENTER

PHYSICAL FACILITIES:

The National Identity Record Center will be located in the National Police Headquarters area, Saigon.

From an analysis of estimated workload a building about 24,000 square feet (7,000 sq. meters) is required to house the record system and personnel. A prefabricated building 120 X 192 feet complete with windows, doors, suspended ceiling, electric fixtures and ventilating system has been purchased for this purpose.

Arrangements were made for a local U.S. contract Architect/Engineer firm to prepare the necessary foundation, floor slab and erection plans, construction specifications and supervise construction. The erection plans have been completed and a local contract will be awarded for the construction of a foundation and the erection of the building.

NATIONAL REGISTRIES:

Three sets of records will be established and maintained at the National Identity Record Center. These are:

1. National Identity Registry: The national depository containing identity data for all persons registered.

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2. National Wanted Person Registry: The identity data of all "wanted persons" including but not limited to known and/or suspect VCs, criminals, draft dodgers, and deserters, etc. All civil and military security agencies will be required to provide standardized "wanted" persons identity information. Those participating agencies include but are not limited to the following:

Police Criminal Records Service

Special Police

Military Security Service

GVN Military

Customs Service

Rehabilitation Service

Immigration Service

3. National Fingerprint Registry: A national depository of fingerprints classified and filed according to the Henry System of fingerprint classification.

SECTION V

SUPPORT BY PUBLIC SAFETY FIELD ADVISORS

Public Safety Region, Province, Municipal and Precinct Advisors will have an important role in the successful operation and implementation of this project. This will assume the following character:

1. Monitoring the control, distribution and release of blocks of ID cards to assure that they are correctly protected, etc.
2. Check records of registration teams to determine that cards have not been misplaced or stolen, etc. and that their issue can be accounted for on a one-by-one basis.
3. Monitor registration team and province group work performance and quality to assume highest possible standards - especially in the taking of fingerprints and photographs.