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REGISTRATION REGULATIONS

**PRESCRIBED BY THE PRESIDENT UNDER
AUTHORITY OF THE ACT OF CONGRESS**

APPROVED MAY 18, 1917



**WASHINGTON
GOVERNMENT PRINTING OFFICE**

1917

REGISTRATION REGULATIONS

WAR DEPARTMENT
WASHINGTON, D. C.
MAY 18, 1917

WAR DEPARTMENT,
Washington, May 18, 1917.

Under authority vested in him by the Act of May 18, 1917, the PRESIDENT OF THE UNITED STATES prescribes the following Registration Regulations and directs that they be published for the government of all concerned, and that they be strictly observed.

NEWTON D. BAKER,
Secretary of War.

REGISTRATION REGULATIONS.

[Prescribed by the President under the act of Congress approved May 18, 1917.]

1. *Prescribed by the President.*—These regulations are prescribed by the President under the authority vested in him by the act of Congress authorizing the President to increase temporarily the military establishment of the United States, approved May 18, 1917, and may by him be modified at any time.

2. *Scope of the regulations.*—These regulations pertain only to the registration of all male persons in the United States, the Territories, and the District of Columbia between the ages of 21 and 30, both inclusive, and are published for the direction and guidance of all concerned. These regulations do not cover the process of the selective draft, which is entirely separate from the registration and will be governed by regulations to be promulgated hereafter. However, the registration boards under designation by the President will be made to constitute the local boards for the execution of the selective draft. While changes in the general plan may be necessary in some States and Territories in order to accommodate peculiarities of local organization, the idea of national supervision and State execution will be followed throughout the raising of our new armies by selective draft. It is believed that this method best expresses the American genius for self-government and affords a just and effective execution of the law.

3. *Persons required by the act to present themselves for registration.*—Section 5 of the act of Congress approved May 18, 1917, provides—

That all male persons between the ages of twenty-one and thirty, both inclusive, shall be subject to registration in accordance with regulations to be prescribed by the President; and upon proclamation by the President or other public notice given by him or by his direction stating the time and place of such registration it shall be the duty, of all persons of the designated ages, except officers and enlisted men of the Regular Army, the Navy, and the National Guard and Naval Militia while in the service of the United States, to present themselves for and submit to registration under the provisions of this Act; and every such person shall be deemed to have notice of the requirements of this Act upon the publication of said proclamation or other notice as aforesaid given by the President or by his direction; and any person who shall willfully fail or refuse to present himself for registration or to submit thereto as herein provided, shall be guilty of a misdemeanor and shall, upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, and shall thereupon be duly registered: *Provided*, That in the call of the docket precedence shall be given, in courts trying the same, to the trial of criminal proceedings under this Act: *Provided further*, That persons shall be subject to registration as herein provided who shall have attained their twenty-first birthday and who shall not have attained their thirty-first birthday on or before the day set for the registration, and all persons so registered shall be and remain subject to draft into the forces hereby authorized, unless exempted or excused therefrom as in this Act provided: *Provided further*, That in the case of temporary absence from actual place of legal residence of any person liable to registration as provided herein such registration may be made by mail under regulations to be prescribed by the President.

4. *Persons required to register.*—Male persons who shall have attained their twenty-first birthday and shall not have attained their thirty-first birthday on or before the day set for registration by the President must register. The only exceptions are persons in the military or naval service of the United States, which includes all officers and enlisted men of the Regular Army, the Navy, the Marine Corps, and the National Guard and Naval Militia while in the service of the United States, and officers in the Officers' Reserve Corps and enlisted men in Enlisted Reserve Corps while in active service. All male civil officers of the United States, of the several States, Territories, and the District of Columbia within the designated ages must register. All male persons within the designated ages engaged in making the present registration must register.

5. *Agencies authorized to be employed.*—Section 6 of the act of Congress of May 18, 1917, provides—

That the President is hereby authorized to utilize the service of any or all departments and any or all officers or agents of the United States and of the several States, Territories, and the District of Columbia, and subdivisions thereof, in the execution of this Act, and all officers and agents of the United States and of the several States, Territories, and subdivisions thereof, and of the District of Columbia, and all persons designated or appointed under regulations prescribed by the President whether such appointments are made by the President himself or by the governor or other officer of any State or Territory, to perform any duty in the execution of this Act, are hereby required to perform such duty as the President shall order or direct; and all such officers and agents and persons so designated or appointed shall hereby have full authority for all acts done by them in the execution of this Act by the direction of the President. Correspondence in the execution of this Act may be carried in penalty envelopes bearing the frank of the War Department. Any person charged as herein provided with the duty of carrying into effect any of the provisions of this Act or the regulations made or directions given thereunder who shall fail or neglect to perform such duty; and any person charged with such duty or having and exercising any authority under said Act, regulations, or directions, who shall knowingly make or be a party to the making of any false or incorrect registration, physical examination, exemption, enlistment, enrollment, or muster; and any person who shall make or be a party to the making of any false statement or certificate as to the fitness or liability of himself or any other person for service under the provisions of this Act, or regulations made by the President thereunder, or otherwise evades or aids another to evade the requirements of this Act or of said regulations, or who, in any manner, shall fail or neglect fully to perform any duty required of him in the execution of this Act, shall, if not subject to military law, be guilty of a misdemeanor, and upon conviction in the district court of the United States having jurisdiction thereof, be punished by imprisonment for not more than one year, or, if subject to military law, shall be tried by court-martial and suffer such punishment as a court-martial may direct.

It will be found by an examination of these regulations which contain the President's directions to officers of the Nation, State, counties, and municipalities, and to other persons designated to perform duties in connection with the registration, that the President has directed specific duties to be performed by certain of such officers and that he has authorized the governors of States and officers of counties and municipalities to employ certain persons as agencies in the execution of this act. Since the act prescribes the penalty of imprisonment (with no alternative of fine) for the failure or neglect of such officers and agencies to perform duties so prescribed by the President, every person charged with duties should carefully study the instructions in general, and in particular so much thereof as pertains to his own peculiar duties.

PART I.—ADMINISTRATIVE SYSTEM.

6. *Provost Marshal General.*—Under the Secretary of War, the administrative office of the Federal Government for the execution of the registration and the selective draft, provisions of said act, is the office of the Provost Marshal General. This office shall consist of the Provost Marshal General and such assistants and departments as may be necessary. All correspondence relating to the execution of said act shall be addressed to the said office.

7. *State governors and adjutants general.*—In the execution of the law in each State, the governor thereof, through the Adjutant General of the State, is requested to act under the regulations and rules prescribed by the President or under his direction. The office of the Adjutant General shall be the central administrative office of the system in the State. In this office shall be kept all data as to the registration and draft in the State. One copy of all registration cards will be sent there by the clerks of all registration boards in counties or similar subdivisions and by the mayors of cities of 30,000 population or over.

8. *Disbursing officer.*—The President will designate a disbursing officer for each State and Territory and for the District of Columbia. It shall be the duty of this officer to obtain funds from the War Department and to make disbursements to meet expenses incurred within his jurisdiction in connection with the registration and draft. Before funds are placed to the credit of a disbursing officer he will furnish a bond as required by law. Unless the service is rendered gratuitously, the disbursing officer will receive compensation at a rate to be determined by the Secretary of War, with due regard for the amount of work required. The Provost Marshal General will furnish each disbursing officer with detailed instructions concerning his duties.

9. As far as possible, the execution of the law in each State will be accomplished by State, county, and municipal officers and agencies.

The following is essential to the preservation of uniformity in the national system:

(a) That the grand subdivisions for administration shall be the States under the direction of the governors.

(b) That each State shall be divided into a number of districts corresponding normally to the county, and where there is a county administrative organization, the county unit must be used.

In the New England States and elsewhere where there is no county administrative organization, the town, township, or parish unit should be used; that is, the unit corresponding to a county in States having county organizations. All cities of 30,000 population or over and the independent cities in the State of Virginia will be excluded from the jurisdiction of the including counties, towns, townships, or parishes of similar subdivisions. Counties that have no administrative organization will be within the jurisdiction of the county to which they pertain under State law for judicial purposes. Since the county is the normal subdivision, the word "county" as used herein will be taken to indicate the New England "town" and other similar subdivisions existing in other States where there is no county organization. The execution of the law in each county or similar subdivision shall, in respect of registration, be intrusted to a Board

of Registration consisting of at least three members to be named by the governor and composed of local authorities or other citizens residing in such county or other subdivision. No member thereof shall be connected with the Military Establishment.

Normally the county board or board of a similar subdivision should consist of the sheriff, the county clerk, and the county physician. Where it is not practicable so to constitute the board, the governor may name other local authorities, or, in his discretion, other citizens residing in such subdivision. But these regulations are written in terminology that contemplates the normal board. Therefore, wherever the word "sheriff" is used it shall be taken to intend the executive officer of the board, and wherever the words "county clerk" are used they shall be taken to intend the recorder of the board and the custodian of its records, and wherever the words "county physician" are used, they shall be taken to intend the surgeon of the board. If there is no medical officer in the county or other similar subdivision, or where the medical or health officer of such subdivision is not a licensed physician, or where the governor or the mayor in the case of cities of 30,000 population or over deem it advisable not to constitute a local medical officer surgeon of the board, the governor or mayor, as the case may be, may name a licensed physician to act as surgeon of the board.

(c) The actual registration in each county or similar subdivision and in cities of 30,000 population or over must be made in the voting precincts, and there must be at least one place for registration in each voting precinct. The executive officer of the board of registration having jurisdiction in the area shall select a registrar or registrars for each precinct within the jurisdiction of such board. Where there is more than one registrar, one of them will be designated by the executive officer of the board as chief registrar as hereinafter provided.

The President or governor may remove any person from registration boards while such boards are acting as registration boards and may substitute another in his place whenever it is found that the interests of the Nation demand it. After such registration boards are appointed as the local boards to execute the selective draft, the governor or mayor should recommend such removal to the President when such removal is deemed to be in the public interest.

10. *In cities of over 30,000 population.*—Cities of 30,000 population or over shall not be in the jurisdiction of the county board of registration but shall be under the jurisdiction of the mayor or other officer or officers corresponding to a mayor. In such cities the mayor shall, subject to the right of the President or the governor to remove and substitute, appoint one registration board consisting of three members, one of whom shall be a licensed physician, for approximately each 30,000 of population in such city according to the last census or last estimate. The members of such boards shall be chosen from citizens residing in the respective areas in which such boards will respectively have jurisdiction. No member thereof shall be connected with the Military Establishment. Where, by reason of the division of the city into wards or boroughs, it is advisable to appoint registration boards for fractions of the population less or greater than 30,000, but of approximately that number, the mayor is hereby given authority to do so.

The duties of such city registration boards shall be analogous to the duties of the county registration boards provided for herein, except that such boards of registration in cities shall, instead of forwarding the copies of the original registration cards hereinafter required to be done and other returns to the office of the Adjutant General of the State, forward such returns to the mayor of their respective cities, who shall collect and receive and forward all such copies and reports from such city and shall conduct all correspondence for the boards of registration in such cities with the office of the Adjutant General.

In all cases each board of registration in the counties or similar subdivisions and in cities of 30,000 population or over shall maintain an office of record in which will be kept the original of the registration cards of all persons registering within the jurisdiction of the board and copies of all reports and returns made by such board.

The independent cities in Virginia of less than 30,000 population will be considered and treated as cities in other States of 30,000 population or over, and rules and regulations herein prescribed for such cities shall apply to the independent cities in Virginia.

11. One registration board shall be appointed by the President, or by his direction, in the District of Columbia, and the registration therein shall be made in the various police precincts thereof or such other subdivisions thereof as may be prescribed by the Commissioners of the District of Columbia, who are hereby authorized to make such exceptions to the general plan of precinct registration as seem to be required by the peculiar character of the government of the District of Columbia.

12. *Jurisdiction of county and city officials.*—When a county or similar subdivision contains a city of 30,000 population or over, the county registration board, as provided herein, shall have jurisdiction of the county or similar subdivisions, exclusive of the city. The jurisdiction of the registration board in cities of 30,000 population or over, as provided herein, shall be independent of the board of registration in the county or similar subdivision.

13. *Registration districts shall consist of customary voting precincts.*—The registration in each county or similar subdivision in any State and in cities of 30,000 population or over shall be made in the customary voting precincts thereof in the places and in the manner ordinarily employed in the registration of voters so far as the same is not inconsistent with said Act, and these rules and regulations.

14. *Appointment of registrars.*—For the purpose of making the registration, the sheriff, or other executive officer of the several registration boards in counties or similar subdivisions, and in the case of cities of 30,000 population or over, the executive officer of each board of registration appointed by the mayor to have jurisdiction over subdivisions of the city, each having approximately 30,000 population, shall appoint one or more registrars for each voting precinct in the jurisdiction of such board, in accordance with the following rules:

(a) For each precinct of a total population of less than 800, one registrar shall be appointed.

(b) For approximately each additional 800 of population in any voting precinct, an additional registrar shall be appointed.

(c) Registrars should be competent clerks, whose handwriting is legible and neat.

(d) Registrars should be selected with due regard to their qualifications for the duties prescribed, and must be citizens of the United States and residents of the precincts for which they are appointed, and should be persons who have lived long enough in those precincts to be well acquainted with the inhabitants thereof.

(e) If more than one registrar is appointed for a precinct because of its population, one registrar shall be designated chief registrar, who shall be responsible for the custody of all registration cards, reports, and records in that precinct.

(f) The compensation to be paid for the services of registrars is \$4. Volunteer registrars who offer their services free of charge may be appointed and sworn in such numbers as may be conveniently used in any precinct. If the regularly appointed registrars serve without compensation, their names, together with the names of all such volunteers, should be reported on Form 2 to the Board of Registration having jurisdiction of the precinct, who will consolidate such lists and report them to the office of the Adjutant General or to the mayor in the case of cities of 30,000 population or over.

15. *County and city attorneys.*—Prosecuting attorneys and city attorneys or city counsel shall act as legal advisers of registration boards and registrars, and shall aid and advise in all matters touching the registration. All officers of the State and Federal Governments are hereby enjoined to render such assistance as may be required in the execution of the law and of these regulations.

16. *Police officers.*—Police officers of any grade or class, of town, township, county, or State, and all officers or agents of the Federal Government are required to render every assistance in the execution of this law. It is especially made the duty of such police officers to see that all male persons within the designated ages have registered and to report those who have not registered to the proper registration board for such action as may be necessary. Police officers may require any person subject to registration to exhibit his registration certificate.

17. *Agents of publicity.*—For the purpose of giving the widest possible publicity to the President's proclamation, that the public may understand the true intent and purpose of the act of Congress requiring registration and these rules and regulations, the great news-gathering and disseminating agencies are called upon to lend their utmost efforts in giving publicity to the President's proclamation and these rules and regulations prescribed by him in every newspaper and periodical of every class, character, and purpose in the United States.

18. *Post Office Department and postmasters.*—The Postmaster General will cause copies of the President's proclamation to be mailed with the utmost dispatch to every postmaster in the United States with instructions to such postmasters to post copies of the proclamation in at least three public and conspicuous places in the vicinity of each post office.

PART II.—DUTIES OF OFFICERS.

A. DUTIES OF GOVERNORS AND MAYORS.

19. *Notification to boards of registration in counties or similar subdivisions.*—It shall be the duty of the governor of each State, Territory, and the Commissioners of the District of Columbia to supervise the execution of the registration and draft in their respective States, Territories, and in the District of Columbia. Immediately upon receiving notice, by telegram or otherwise, of the President's proclamation calling upon all male persons of the designated ages to present themselves at their accustomed voting places for registration, the governor shall, by telegram, appoint registration boards in all counties or similar subdivisions, but not in cities of 30,000 population or over, within his jurisdiction, where such appointments have not already been made, and shall notify such registration boards of the designated date for registration and of their duties, and shall direct the sheriff or other executive officer of each board in every county or similar subdivision to appoint suitable persons as registrars in each voting precinct in the respective counties or similar subdivisions, in case such appointments shall not previously have been made.

20. *Notification in the case of cities of 30,000 population or over.*—In the case of a city of 30,000 population or over, a similar notification and direction shall be transmitted by the governor to the mayor, or other officer or officers holding similar office, directing him to appoint boards of registration as hereinbefore provided—that is, one for approximately each 30,000 of population in such city, unless such boards shall previously have been appointed. The governor shall satisfy himself that all such appointments shall have been made and the fact of such appointments reported to him by the sixth day after the day of the President's proclamation. The governor shall also notify the wardens of penitentiaries and other penal institutions located within the boundaries of his State that they are charged with the registration on the day set for registration of the inmates of such institutions who are required to register.

21. *Shall provide for registration booths.*—The governor shall request the sheriff or other executive officer of each county board of registration, or boards of similar subdivisions, in his State to provide a suitable place for registration in each voting precinct in his jurisdiction. Normally, the regular voting booths or places for voting in each precinct shall be used.

In the case of cities of 30,000 population or over the governor should make such request to the mayor or other officer or officers holding a similar position. It will thereupon become the duty of the mayor to instruct the executive officer of each board of registration within such city to see that a suitable place for registration is provided in each voting precinct in the jurisdiction of the board of which he is a member. To this end the governor and the mayor should obtain the cooperation of the proper election commissioners or other custodians or officers in charge of election booths or public buildings ordinarily charged with obtaining places to be used as election booths at the time of elections. All expenses incurred in connection with providing such booths will be compensated for by the Federal Government.

22. *Telegraphic correspondence with Provost Marshal General.*—Any matter that requires the attention of the War Department will be reported to the Provost Marshal General. The telegraph will be used for matters that do not admit of delay.

23. *Blank forms.*—Blank forms and copies of these instructions for registration will be mailed from the office of the Provost Marshal General in installments in time for the last installment to reach the sheriff of each county, or similar subdivision, and the mayor of each city of 30,000 population or over in the United States on the fifth day after the date of the President's proclamation. The number of such forms to be sent to each county will be computed from estimates made by the Census Bureau. The computation will, in many cases, be inexact, and a sufficient number of copies to supply deficiencies will be mailed to the governor of each State and Territory. It is contemplated that this surplus supply will also be sufficient for the registration of the inmates of penal institutions, and the governor is charged with the distribution of forms for that purpose. At the time the last installment is sent to each sheriff and each mayor of cities of 30,000 population or over there will be mailed a statement of the total number of forms which should have been received. The sheriff or mayor will immediately verify this number and, on the sixth day after the President's proclamation, notify the governor by telegram that he has received all cards and forms and all is in readiness in his county or city. This telegraphic report will be made on Form 10. In case of deficiencies in the supply of forms received, the sheriff or mayor will add to the telegraphic report to the governor a request for a number of copies sufficient to supply such deficiencies. These supplies will be sent out by the governor with the least possible delay, under labels (to be furnished with the governor's supply of blank forms) requiring postmasters to handle the form as first-class mail.

24. *Expedition required.*—The governors are earnestly requested to use their best efforts to speed the work of preparation for the registration. On the sixth day after the proclamation all forms will be in the hands of sheriffs and mayors of cities of 30,000 population or over, and all registrars should be appointed. On the eighth day all registrars must be instructed in their duties, all blank forms and copies of these regulations must be in the hands of the registrars for each voting precinct, and copies of the President's proclamation should have been posted in every post office in the United States, and all the registration places should have been prepared; in short, the entire machinery of registration in the continental United States should be in readiness.

25. *Reports of readiness.*—On the sixth day after the President's proclamation sheriffs and executive officers of all boards of registration in counties or similar subdivisions, and mayors of cities of 30,000 population or over, will report to the governors by telegram concerning the state of the supply of forms and appointment of registrars. Upon receipt of these reports, governors will report to the Provost Marshal General by telegram calling attention to any matters that need attention and, in case there are no such matters, confirming the receipt of complete supplies of forms and indicating whether the organization is in readiness in their States.

26. *Returns of registrations.*—In accordance with the instructions herein, summaries of the county and city returns will be telegraphed by boards of registration in counties or similar subdivisions and by mayors of cities of 30,000 population or over to the governor on Form 3 on the day after registration. These telegraphic summaries will be uniform in each county of each State and in such cities and will contain the column numbers on Form 2, and immediately upon the receipt of these telegraphic reports the governor shall cause the telegraphic returns for his State to be consolidated on Form 4 and telegraphed to the provost marshal general in Washington.

27. If the governor should be of the opinion that the law can not be executed fully, faithfully, and effectively in any city or county, or similar subdivision, by the means thus provided, either because officers have refused to act or because, although no refusal has been indicated, the governor has reason to believe that the law will not be executed, he will report the same by telegraph to the provost marshal general without delay.

28. *Summarizations.*—In addition to the telegraphic return mentioned in the preceding paragraph each board of registration in each county or similar subdivision and mayor of each city of 30,000 population or over shall report to the governor by mail on blank Form No. 2 a complete summarization of the registration in his county or city. These summarizations must be consolidated by the governor on form No. 2 and forwarded to the office of the provost marshal general by mail without delay. A list of persons in each county who have rendered uncompensated service should be obtained from county officials, and from the mayors of cities of 30,000 population or over. These lists will be consolidated by the governor in a roll, showing names and addresses, and forwarded to the office of the Provost Marshal General without delay.

29. *Employment of clerical force.*—The foregoing are only the immediate duties of the governor and mayors of cities of 30,000 population or over in connection with the registration. For the further purposes of supervising the draft, the office and duties of the State organization are of ever-increasing importance, and it is the intention to decentralize the execution of the law and place its execution in each State in the hands of the governor and others named to perform certain duties. For this purpose any necessary office rent and hire of clerical force will be paid for by the Federal Government under these regulations.

30. *Expenses of correspondence.*—State authorities are empowered to use the official franking privilege of the War Department in correspondence mailed in the execution of the law. Telegraphic correspondence that is necessary in execution of the law will be marked "War Department, Official Business," and sent at Government rates and charged to the Federal Government.

31. *Disbursements.*—All disbursements in connection with the registration will be made on Forms 330 and 335, War Department. The former is for payment of drayage, rent of offices and furniture for the day, and the like. The latter will be used for compensation of boards of registration and registrars and clerks who desire and claim compensation. A disbursing officer will be appointed in each State to pay these accounts. For the present the vouchers should be made out by the persons concerned, certified to by the executive officer of the

proper registration board or by the Adjutant General of the State, and in the case of boards of registration and registrars and clerks employed in the various counties or similar subdivisions in the several States, all such vouchers should be forwarded to the Adjutant General of the State for transmission to the disbursing officer in the State.

In the case of expenses incurred by boards of registration and registrars and clerks in the precincts of cities of 30,000 population or over such vouchers so certified should be forwarded to the mayor who, in turn, will forward them to the Adjutant General of the State for transmission to the disbursing officer in the State.

Copies of the above forms will be found in the supplies.

32. *Duties of county and city clerks.*—The duties of the regularly elected county clerk, or clerk of similar subdivisions, or of the regularly elected city clerk in cities of 30,000 population or over, will become active upon receipt of registration cards by the sheriff and by the mayor. From the date of the receipt of supply of registration cards from the sheriffs or mayors, as the case may be, the county clerk and the city clerk in cities of 30,000 population or over must be prepared to furnish cards to the sick and to nonresident persons temporarily in such counties, or similar subdivisions and in such cities, and absent from their home counties or cities, and to certify to the registration cards of such nonresidents. For this purpose such clerks will familiarize themselves with the duties of registrars and with the instructions for answering questions. Such nonresidents must be instructed that such clerk is not *registering* them and that the duty is incumbent upon such nonresident to see that his card when certified to by such clerk is mailed to the registrar of his home precinct in time to reach such registrar on or before registration day. Nonresidents will not be given registration certificates by the county clerk or clerk of similar subdivision, or by city clerks of cities of 30,000 population or over, but these must be issued by the registrars in their home precincts upon receipt of such registration cards so certified by the clerk of the county or similar subdivision or city in which such nonresident was temporarily located.

B. DUTIES OF REGISTRATION BOARDS AND OF THE MEMBERS THEREOF.

32½. *Oaths of members of registration boards.*—It shall be the duty of all persons acting as members of registration boards whether with or without compensation to take the following oath:

I, A. B., having been appointed a member of the board of registration for _____ (county or city), State of _____, under the terms of the act of Congress approved May —, 1917, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office upon which I am about to enter; So help me God.

Sworn to and subscribed before me, at _____, this _____ day of _____, 191—.

No form for this oath will be supplied by the War Department. The oath should be typewritten, sworn to and subscribed before a notary public or other officer having authority to administer oaths. When sworn to and subscribed it will be forwarded to the office of The Adjutant General for file.

33. *Appointment of registrars.*—Immediately upon receipt of telegraphic notice from the governor, transmitted through the mayor in the cases of cities of 30,000 population or over, the executive officer of each board of registration shall appoint a registrar or registrars in each voting precinct in his jurisdiction. All registrars should be appointed and the fact of their appointment reported to the governor within six days after the date of the President's proclamation and shall take the prescribed oath before entering upon their duties.

In certain voting precincts interpreters will be necessary to facilitate the registration of those lacking familiarity with the English language. In these exceptional cases local initiative will be depended upon to a large extent to supply the necessary service, and schools, colleges, commercial clubs, and other similar institutions should be encouraged to assist in furnishing interpreters. However, where uncompensated service is not available, the necessary interpreters will be employed by registrars, under the direction of the executive officer of the registration board. The compensation of an interpreter will in no case exceed that allowed to an interpreter employed by the Federal court of the district.

34. *Blank forms.*—In each county and city supply of forms will be found the following:

Form 1. Registration card. One copy for each registration to be made. Sheriffs should furnish registrars with a number of these forms, to be computed as follows: 10 per cent of the population of a precinct will be the number of registration cards to be furnished the registrars. To this number add a reasonable excess to replace soiled cards.

Registration certificate. For each registration card furnish one registration certificate.

Form 2. Summarization blank. Furnish two to each precinct. Use three for the triplicate county reports.

Form 3. Telegraphic report of board of registration to governor. Three copies.

Placard of instructions, "How to answer questions." Three to a precinct.

Regulations. Two to a precinct; remainder for use at registration board.

Form 5. Label for mailing cards to precinct. Use one whenever you send out a bundle of forms.

Registrar's oath. One for each registrar.

Statement of total cards sent. One in final package to each person to whom cards are mailed.

Form 10. Telegraphic report of readiness. One to each sheriff and mayor.

Form 330, W. D. Three to each precinct; remainder to registration board.

Form 335, D. W.: Three to each registrar.

Instructions No. 1: One to each precinct.

Instructions No. 2: One to each precinct; remainder to registration board.

Instructions No. 3: Two copies.

All these forms except 330 and 335, War Department, and instructions, 1, 2, and 3 will be sent directly to registration boards from Washington. The excepted forms will be supplied from State headquarters.

35. *Distribution of registration cards and blank forms.*—One copy of Form 1, the registration card, will be required for each person registered. On an average, throughout the United States one-tenth of the entire population will be registered. The sheriff or executive officer of each board of registration or mayor of a city having a population of 30,000 or over, will estimate as accurately as possible the number of cards required for his jurisdiction by dividing the present total population of the jurisdiction by 10, and estimating additions made necessary by peculiar local conditions. The supply of blank forms for registration will be sent direct from Washington, and should reach him on or before the fifth day after the date of the President's proclamation. With the last installment he will receive a statement of the number of cards and forms that have been mailed, whereupon he will immediately verify the number of cards received. With the last installment of forms he will also receive a form of telegraphic report to the governor, Form 10, to be used in notifying the governor that all registrars have been appointed and that all forms have been received or, if all forms have not been received, what forms are necessary to supply deficiencies. This telegraphic report should be sent to the governor on the sixth day after the date of the President's proclamation. The sheriff will then proceed to furnish the registrars with cards from the supply received from Washington, supplying the most remote precincts first and leaving precincts in or near the county seat to be supplied on receipt of additional forms from the governor; and similar action will be taken by the mayor of a city having a population of 30,000 or over. Registrars should be required to receipt and account for the number of cards and certificates intrusted to them.

All cards should be in the hands of the registrars on the eighth day after the date of the President's proclamation, even if it is necessary to send those for remote districts by special messengers. The use of special messengers will be necessary in an exceedingly small number of cases. Where the mail service is employed to supply cards to registrars, the printed labels (Form 6), which will be found with the county supply of cards, will be used, as it requires postmasters to handle the cards as first-class letter mail.

The sheriff will furnish the county clerk and the mayor of a city with a population of 30,000 or more will furnish the city clerk a sufficient supply of cards to register the sick and persons temporarily within their respective jurisdictions.

The executive officer of the registration board will afford training camps, universities, and other similar institutions within the jurisdiction, facilities for registering nonresident students, and for this purpose he may swear special registrars and furnish registration cards. If the furnishing of such cards reduces his supply below necessary requirements, he will telegraph to the governor for additional cards. Cards for penitentiaries, jails, etc., will be supplied from State headquarters. The sick and persons who are temporarily absent from the precincts of their residence on registration day are authorized to

send their registration cards to the registrars of their home precincts, in care of the sheriff of their home county or the mayor of their home city. The sheriff or mayor will hold such cards until registrars are appointed, and then turn the cards over to the proper registrars in time to have them entered with other registration cards.

For facility in effecting prompt distribution of blank forms, regulations, and registration cards to the various counties in the United States, these forms will be addressed to the sheriffs. Should the governor constitute local boards which do not include sheriffs, he will request such boards to procure blank forms from the sheriff. In the case of cities of 30,000 population or over, such blank forms, regulations, and registration cards will be forwarded to the mayors, who will distribute them to the various registration boards in the respective cities.

36. *Preparation of places of registration.*—Executive officers of registration boards will see to it that a place for registration is provided in each voting precinct, and that notice of the place of registration in each precinct be given by publication in newspapers and by posting of notices in at least three public places in such precinct as long a time as practicable before the day of registration. Where voting booths are available they should be used, together with such equipment as is usually supplied for use in registering voters. The same procedure for providing places of registration will be followed as is followed in providing voting or registration places for county or city elections. The place for registration shall be the usual voting or registration place of the precinct or as near the usual voting or registration place of the precinct as is practicable. Custodians or officers in control of public buildings or of the usual voting or registration material of the State, county, municipality, or township should lend their assistance in providing registrars and registration boards with the use of such buildings and of the booths and other equipment ordinarily employed in connection with registration or voting in the several precincts within their jurisdiction. Where such customary voting places are in private buildings proprietors are requested to afford assistance to the local authorities by permitting the use of such places for the purposes of this registration. Such public officers and agencies as are ordinarily used in transporting or setting up portable voting booths and other voting and registration material are hereby required to render their assistance in transporting and setting up booths for the purposes of this registration. Where expense is customarily incurred in the preparation of places and equipment for registration, such expense may be incurred in connection with this registration by the officers and agencies whose duty it is to make such preparation, and compensation therefor will be paid, upon proper vouchers, by the disbursing officer in the State, from Federal funds to be deposited to his credit. For this purpose Form 330 will be used. It is believed that the use of registration places will generally be offered free for this patriotic purpose. If compensation is claimed, it shall in no case exceed the compensation customarily allowed for like services in the county, city, or State in which it is rendered.

37. *Preparation of returns.*—Immediately upon receipt of registration cards and precinct reports from registrars, the registration

board will be convened and will check the total number of cards received from each precinct against the total number of cards called for by the precinct summary. The clerk will then receipt to each registrar for the number of cards received from him, and will enter a signed memorandum of the number received on the precinct summary, which will be retained with the records of the board. The board will then consolidate the precinct summarization reports on Form 2.

Each county board will prepare the consolidated report in triplicate. One copy will be retained in the records of the board; one copy will be mailed to the Adjutant General of the State direct; and one copy will be mailed to the Provost Marshal General at Washington. As soon as the county report to be filed and mailed is completed, the executive officer of the board will prepare a telegraphic excerpt report from it on Form 3, showing totals of columns 5, 7, 12, 14, 15, and 16, and immediately telegraph the same to the Governor.

City registration boards will also consolidate their precinct reports on Form 2, preparing the consolidated report in duplicate, one copy of which will be retained by the board and one delivered to the mayor, who will consolidate the reports of all boards in his city and render the telegraphic excerpt report and the consolidated reports by mail for his city as prescribed for county boards.

Registration boards will require registrars to return all unused cards and other forms.

38. *Arrangement and disposition of cards.*—At the meeting of the registration board held for the purpose of complying with the requirements of the preceding section, the clerk will receive all the registration cards pertaining to the area under the jurisdiction of the board. He is charged thenceforth with the faithful custody of these cards and will cause them to be properly secured. He will cause the cards to be arranged in alphabetical order of surnames and will assign to each card a serial number, which will be entered in red ink between the words "Form 1" and "Registration" on the face of the registration card, such numbers being consecutive, beginning with the number 1. He will promptly make one set of exact copies of all cards, including the red-ink entries thereon, upon blank forms to be furnished him from the office of the Provost Marshal General. When this set of copies is complete, the clerk of the board for a county or similar subdivision will forward such copies direct to the Adjutant General of the State, who will hold them until further orders. In the case of cities of 30,000 population or over the clerk of each registration board will forward the copies to the mayor of the city, who will in turn forward them to the Adjutant General of the State, to be held as in the case of cards received from county boards.

Where compensated clerical service is necessary in making these copies, it will be procured in accordance with instructions herein.

39. *Publication of lists.*—The clerk of each registration board will cause to be prepared lists in triplicate in alphabetical order of all persons who have submitted themselves to registration. One copy will be filed with the records of the board; and within five days after registration day one copy will be posted in a conspicuous place accessible to the public at the office of the registration board, and one copy will be made accessible to the press with a request for publication.

40. *Registration by registration boards.*—It shall be the duty of registration boards to register persons liable to registration within their jurisdiction who for any reason shall not have been registered on registration day and thereupon to make the necessary additional entries on all filed, posted, and other copies of lists of persons registered.

As persons who have failed to register on registration day are reported and registered their cards shall be assigned proper serial numbers and filed in their proper places, and copies of such cards shall be promptly forwarded to the adjutant general.

41. *Compensation.*—Services rendered in connection with the registration will be compensated entirely separate from service in connection with the further execution of the law. It is intended to convert boards of registration into local boards for the execution of the selective draft. The services of members in connection with the registration are preliminary to the further execution of the law.

Where uncompensated service is not volunteered, the services rendered by registrars and members of boards of registration will be compensated in a lump sum for such services, as follows: Registrars, \$4; and each member of the registration board, \$7.50.

Regulations concerning the compensation of members of boards for their services in connection with the further execution of the law will be published at the proper time.

42. *Reporting uncompensated services.*—Registrars who serve without compensation will record their names in the space provided for that purpose on Form 2. Registration boards for counties or similar subdivisions will report on one list to the governor the names of members of registration boards, registrars, and all other persons who have served without compensation. Registration boards in cities of 30,000 population or over will make similar reports to the mayor, who will consolidate such reports in one list for the city and forward it to the governor. Governors will cause these lists to be consolidated for their States and forwarded to the office of the provost marshal general.

C. DUTIES OF REGISTRARS.

43. Registrars are charged in the first instance with preparing places of registration. This duty is to be performed under the direction of the executive officer of the registration board. Registrars are also charged with the duty of making the actual registration of persons within the voting precincts to which they are appointed and finally with the duty of making the reports and summarizations prescribed herein.

44. *Oath.*—It shall be the duty of all registrars, whether working with or without compensation, to take the following oath of office, which oath will be required by the sheriff or executive officer of the registration board having jurisdiction before the registrars shall assume their functions:

I, _____, do swear that I will faithfully perform the duty of registrar of precinct _____, city or county of _____, State of _____; that I will correctly record the answers given me by persons registered; that I will indicate upon every registration card answers that I know to be untrue; and that I will truthfully answer and record matters charged to my own observation.

The foregoing oath shall be taken and subscribed before a notary public or other officer authorized to administer oaths and filed with the clerk of the registration board, who shall preserve the same.

Registrars will be furnished by registration boards with blank forms for reports and registration, and with printed instructions. It shall be the duty of registrars to verify the number of blank forms so received and to be sure that they have been furnished enough forms to make the registration in voting precincts. Roughly the registration will include one-tenth of the population. In case of a deficiency in the supply received, registrars will procure additional cards in advance of the time for registration.

Before beginning registration registrars will familiarize themselves thoroughly with the questions asked on the cards and the character of answers required. Information on this subject is contained in the rules for the information of persons to be registered. Registrars should make themselves letter-perfect in these rules.

45. *Prior to the time of registration.*—See that your booth is prepared to be opened at 7 a. m. on the day of registration. Three copies of the placard of instructions “How to answer questions on registration cards” will be posted in conspicuous places where people to be registered can see and read them before they come to the table. These placards should be posted before the booth opens. Provide a table, two chairs (one for yourself and one for the person to be registered), and pens, ink, blotters, *a knife, or a pair of scissors, or a ruler.* Have at your hand a copy of these regulations. Verify the number of cards for registration and certificates of registration to see that you have a sufficient number. Study these regulations, and especially the placard instructions for answering questions.

46. *On day of registration.*—Booths are to be open from 7 a. m. to 9 p. m. If the booth is small and you can conveniently do so, require that only the person to be registered is in the booth at any one time. At all events permit only one person to approach the registration table at a time. As persons approach to be registered, place one card before you. The following instructions supplement the placard of instructions.

47. *Asking questions.*—Ask the questions as they are on the card. If the answer does not come readily or properly, explain and ask again. Be patient in explanation, but in no event enter into any discussion. If the person is sullen or inclined to falsify, evade, or refuse to answer, call his attention to the law on page 2 of these instructions which imposes a penalty of imprisonment for such conduct. If he is still refractory, do not delay the registration, but call witnesses, take the refractory person’s name, make a note of the witnesses to the occurrence, and, after explaining the penalty of the law and giving him full opportunity to reconsider, as soon as practicable report the case to the county registration board. This is your sworn duty for the neglect of which you yourself become liable as a misdemeanor. Arrests will infrequently be necessary, and proper forbearance should be shown, but the registration must not be obstructed or delayed and persons obstructing it must be dealt with promptly and firmly.

48. *Specific questions.*—To supplement “Instructions on how to make out registration cards” the following is important: Before asking numbered questions ask, “How old are you to-day?” Enter

the answer in the space provided in the upper right-hand corner in large, clear figures (not letters).

First question.—Write or print the name clearly.

Second question.—No special instruction.

Third question.—Persons are not expected to have in mind the year of their birth. Ask "When is your birthday?" Then say "How old will you be or how old were you on your 1917 birthday?" Subtract the answer from 1917 for the year of birth.

Fourth question.—This question requires care because some people will not understand it. Familiarize yourself very perfectly with the rules. Do not write down the answer until you are sure the person registered understands what is being asked.

Fifth question.—This question will become important in deciding exemptions. Be sure you get the nation of birth clearly and beyond doubt.

Sixth question.—This question is especially important because it is desired to know the number of alien enemies of military age in the United States. All "aliens" from countries with which we are at war, including "declarants" who are citizens of a country with which we are at war, are alike alien enemies.

Seventh question.—The Nation is much interested in knowing the occupational classes accurately. It is especially important to get the answers of persons described in 7 of the instructions recorded in the terms there described.

Eighth question.—No special instructions other than those in "Instructions how to answer questions."

Ninth question.—Same as 8.

Tenth question.—In specifying race, remember you are not specifying nation. Do not say "Chinese," say "Mongolian"; do not say "Filipino," say "Malayan"; do not say "German," say "Caucasian."

Eleventh and twelfth questions.—Study carefully the instructions; no other instructions to registrars.

49. *Making registrar's report.*—As soon as the twelfth question is answered and before the person has signed, turn the card over and fill out the registrar's report on the back of the card while the person is still before you.

Question 1.—Tall, medium, or short (specify which)? Slender, medium, or stout (which)?

The answer in each case should be a single word, as "Tall," "Medium," or "Short." Do not try to give additional information.

Question 2.—Color of eyes? Color of hair? Bald?

State whether eyes are gray, light blue, dark blue, light brown, dark brown, or black. Color of hair should be given as light, light brown, dark brown, black, or red. Whether bald or not should be answered simply as "Yes," "No," or "Slightly." Do not add anything else.

Question 3.—Has person lost arm, leg, hand, foot, or both eyes, or is he otherwise disabled (specify)?

Note no other than the named disabilities unless the man is a hunchback, or has a withered limb, or has a glaring and complete disability that could not possibly be simulated. It should be stated briefly. In no other case are you to pass on questions of physical disability.

50. *Verification of signature of person registered.*—When you have finished the registrar's report turn the card over and cause the person to verify his answers, to state to you that he affirms their truth, and then cause him to sign it. If he can not sign, let him make his mark.

51. *Tearing off corner.*—Now, if the person is of African descent, detach the marked corner. *This must be done carefully without tearing or roughening the card. Lay a ruler across the corner and cut along the line with a knife or scissors or else break the corner back along the line of the perforation and the ruler until it comes off.* In no case try to tear this corner off with the fingers.

52. *Authentication.*—Now turn the card over to the registrar's report. If you think any of the person's answers are incorrect or false, note which and in what respect on the blank spaces left after your certificate and then, whether you make such entries or not, sign the card. *Last of all, number the card in the upper right-hand corner in one series for your precinct.*

NOTE.—If desired, cards and certificates may be numbered before registration, but the card and certificate of any person must bear the same precinct number. Where more than one registrar is employed care will be taken to leave no gap in the precinct series of numbers.

53. *Certificate.*—Now prepare the registration certificate. *Give it the number you have just written on the registration card, and hand it to the person registered.* This must in no case be done until all steps just described have been taken.

54. *Keeping completed cards in three piles.*—It will be helpful to you if you will put your completed cards as you make them in one of the three separate piles described below and always keep them so separated.

1. (a) Citizens not of African descent; and (b) declarants not of African descent from countries with which the United States *is not* at war. (At present, May 15, 1917, we are at war with Germany only.)

2. (a) Citizens of African descent; and (b) declarants of African descent from countries with which the United States *is not* at war.

3. (a) All aliens, not declarants, from countries with which the United States *is not* at war; and (b) all aliens from countries with which the United States *is* at war, irrespective of whether or not such persons have declared their intention to become citizens.

55. *Duties during the day—meal hours.*—The day extends from 7 a. m. to 9 p. m. Where there is only one registrar he should arrange to have his meals in the booth. Bring his own lunch. Voluntary assistance may be accepted, but all voluntary registrars must be sworn. When there is more than one registrar at least one registrar will remain on duty at all times.

56. *Registration of absentees.*—Absentees and the sick are authorized to mail their cards addressed to the registrar of their home precinct in care of the sheriff of their home county. Sheriffs will hold these cards until the day of registration, on which day they shall all be delivered to the proper registrar. The registrar will file these cards with the other cards of the precinct, and in case an addressed stamped envelope has been inclosed, mail a certificate of registration to the person registered.

57. *Precinct summarization report.*—Registration booths close at 9 p. m. Immediately the precinct summary should be made out. This is Form 2. Study the following instructions carefully and you can make no mistake. If you have not kept the groups separated as suggested in section 54, deal the cards out in three groups, A, B, and C, indicated by the following classification of persons registered.

Group A: (1) Citizens not of African descent, and (2) declarants not of African descent from countries with which the United States *is not* at war. (At present, May 15, 1917, we are at war with Germany only.)

Group B: (1) Citizens of African descent; and (2) declarants of African descent from countries with which the United States *is not* at war. Group indicated by cards one corner of which has been cut off.

Group C: (a) All aliens, not declarants, from countries with which the United States *is not* at war; and (b) all aliens from countries with which the United States *is* at war, irrespective of whether or not such persons have declared their intention to become citizens.

Entering group A on summary—Column 1.—Put groups B and C a little to one side. Take up group A and deal out those cards in which the answers to questions 7 and 8 show that the person registered is an executive, legislative, or judicial officer of the State or of the United States. It makes no difference whether the card also shows an occupational exemption or a disability or dependent relatives; *if it shows an executive, legislative, or judicial officer of State or Nation, put it in this pile.* Now, when you have dealt out all the cards that belong to this pile, put the rest of group A aside for a moment and take up this pile. Arrange the cards in it according to ages (as shown by the upper right-hand corner), all twenty-ones together, all twenty-tvos together, etc. Now count the cards in each age so arranged, and enter the proper number in column 1 of your summary on the proper age line. You have no further entries to make from this pile. Put it aside.

Column 2.—Take up the remaining cards in group A and deal out all those cards upon which the registrar's report shows a total disability. Deal the card into this pile, no matter if it also shows an occupational exemption or dependent relatives. When you have dealt out all the physical-disability cards, put the remaining cards in group A aside and take up the cards you have just dealt out. Arrange them according to ages, all the twenty-ones together, all the twenty-tvos together, etc. Now count the cards of each age and enter on the proper age line in column 2. Now put the physical-disability cards aside with the cards you have already entered in column 1. You have no further entries to make from them.

Column 3.—Now take up the remaining cards in group A. Deal out all the cards in which the answer to question 9 indicates dependent relatives and regardless of whether the card also indicates an occupational exemption. When you have dealt out all dependent-relatives cards, set remaining cards in group A aside and take up your "dependent-relative" cards. Arrange them according to ages as before and enter the number in each age group on the proper age line in column 3. Put the "dependent-relative" cards with the "executive, judicial, and legislative officer" and the "occupational-exemption" cards. You have no further entries to make from them.

Column 4.—Take up the remaining cards in group A. Deal out all the cards in which the answer to question 7 indicates an occupational exemption. When all are dealt out put remaining cards in group A aside and take up the occupational-exemption cards you have dealt out. Arrange according to ages as before and enter in proper age line in column 4. Now put these occupational-exemption cards with the other entered cards. You have no more entries to make from these cards.

Column 5.—Total the age lines in columns 1, 2, 3, and 4 and enter on proper age lines, column 5.

Column 6.—Take up remaining cards in group A. Arrange them according to ages and enter in proper age line in column 6. Put them with cards already entered. You have no further entries to make in group A.

Column 7.—Total the age lines in columns 5 and 6. Enter on proper lines in column 7.

Entering group B on the summary.—Group B consists of cards showing colored citizens and colored declarants from countries not at war with the United States.

Treat exactly as you did group A, except that the executive, legislative, etc., cards go in column 8, the physical disability cards in column 9, the dependent relative cards in column 10, and occupational exemptions in column 11, totals of age lines in columns 8, 9, 10, and 11 in column 12, and all others in column 13, and total of 12 and 13 in column 14. When group B is entered set it aside with group A. You have no further entries to make from groups A and B.

Entering group C on the summary.—Group C, as indicated in section 57, includes (a) all aliens, not declarants, from countries with which the United States *is not* at war; and (b) all aliens from countries with which the United States *is* at war, irrespective of whether or not such persons have declared their intention to become citizens. Deal out those cards in which the answers to questions 4 and 6 indicate an alien from a country with which the United States *is* at war, irrespective of whether or not such person has declared his intention to become a citizen of the United States. When these cards are dealt out, put down all remaining cards and take up the cards you have just dealt out. They are the "alien-enemy" cards. Arrange according to ages and enter the number of cards for each age in proper age lines in column 15. When entered put this group with other cards already entered and take up remaining cards, which show aliens, *not* declarants, who are *not* enemies. Arrange according to ages and enter on proper age lines in column 16. Add age lines in columns 15 and 16 and enter on proper age lines in column 17.

Completing summarization report.—Now total up your columns and enter the name of your precinct, county, and State. Then note in the place provided the names of those registrars who served without compensation and sign the summarization report (Form 2).

58. *What to do with cards.*—Count the cards and see that the number corresponds with the highest number you have issued. Tie all the cards in a neat package, mark it "_____ registration cards, Precinct No. —, county (or city) of _____, State of _____." Then carefully collect and bundle up all unused cards. Together with the summarization report, these two bundles of cards must be delivered by the chief registrar *in person* to the executive officer of

your registration board. The cards and the report must be in the hands of the executive officer at the earliest possible moment, and in any event not later than noon on the day following the registration, and they must be delivered by the chief registrar in person. He is responsible for the custody of the cards from the moment of registration until they reach the executive officer's own hands. He should insist on a receipt for the number of cards delivered.

59. *Enforcement of the law.*—On the day set for registration all Federal marshals and deputy marshals and all police officers, State, county, township, and municipal, of whatever grade or class, shall hold themselves in readiness to render whatever assistance may be necessary in preserving order at places of registration and in assisting in bringing about a complete registration.

All such marshals, deputy marshals, police officers, and all registrars will report without delay to the proper registration boards the names of any persons known by them to have failed to register themselves when liable to registration; and it shall be the duty of registration boards to report to the proper United States attorney all cases coming to their attention of persons who have failed to present themselves for registration as required by law.

In every case in which a duly designated officer or agent refuses or fails to act, the governor, mayor, or any executive officer of any board of registration making the designation will proceed at once to name another officer or agent for such duty, and will bring the fact of such refusal or failure and the circumstances connected therewith to the attention of the proper United States district attorney, with a view to the institution of prosecution of such officer or agent as provided in section 6 of the act approved May 18, 1917; and mayors and executive officers also will bring all such cases promptly to the attention of the governor.

60. *Compensation of registrars and payment of expenses.*—The registration board will receive from the governor a supply of War Department Form No. 330, which is the voucher which must be used for payment of such service as drayage, rental of furniture or buildings, etc. All persons are expected to offer such services and material as they can afford in this patriotic duty without compensation, but where compensation is claimed the registrar should require the person to whom it is due to sign this form, and the registrar should then send it to the board of registration, who will examine and approve it and forward it to the adjutant general of the State for transmission to the disbursing officer in the State, who will pay it by check, as soon as Federal funds have been placed to his credit. Boards in cities of 30,000 population or over will forward such forms through the mayor.

For compensation of registrars Form 335, War Department, should be made out and signed by the registrar, certified by the executive officer of the board of registration, and forwarded to the adjutant general of the State as above.

RULES FOR THE INFORMATION OF PERSONS TO BE REGISTERED.

61. *Caution.*—All males who shall have attained their twenty-first birthday and who shall not have attained their thirty-first birthday on or before the day set for registration must register. The only exceptions are persons in the military or naval service of the United

States, which includes all officers and enlisted men of the Regular Army, the Navy, the Marine Corps, and the National Guard and Naval Militia while in the service of the United States, and officers in the Officers' Reserve Corps and enlisted men in the Enlisted Reserve Corps while in active service. If you are a male between the designated ages and are not in the military or naval service of the United States, you are subject to registration on the day fixed by the President, and if you fail to present yourself, or, presenting yourself, you give false, misleading, or incorrect answers, you are a misdemeanant and subject to punishment by imprisonment in jail, to which punishment there is no alternative of fine. Persons who, for any reason, have failed to register on the day set by the President must register themselves without delay with the registration board of the subdivision in which they have their permanent homes.

62. *Registration certificate.*—All persons registered will be furnished a registration certificate. Since all police officers of the Nation, States, and municipalities are required to examine the registration lists and make sure that all persons liable to registration have registered themselves, much inconvenience will be spared to those who are registered if they will keep these certificates always in their possession. All persons of the designated ages must exhibit their certificates when called upon by any police officer to do so.

63. *Place of registration.*—The place of registration is the voting precinct at your domicile. Your domicile is your *permanent* home.

64. *Registration of absentees.*—Although registrations must be in the precinct of domicile, and although the burden is on you to see that your registration is entered at your domiciliary precinct on the prescribed day, yet, for your convenience and to obviate the necessity of your going home for the purpose of registration, the following is provided for the registration of absentees:

(a) Immediately after the publication of the President's proclamation there will be a supply of registration blanks at the office of the county clerk of every county in the United States and at the office of the city clerk of every city of 30,000 population or over.

(b) The county clerk, or in the case of cities of 30,000 or over the city clerk, is authorized to record the answers of persons absent from their domiciliary county and to certify to their registration cards.

(c) Upon application by you your card will be made out by the clerk, turned over to you, and by you it *must be mailed in time to reach your domiciliary precinct by the day set for registration.*

(d) Therefore, as soon as practicable after the President's proclamation is published, go to the office of the sheriff (or city clerk) in the county (or city over 30,000) in which you may be and have your registration card filled and certified. Then mail the same addressed to:

The Registrar,

----- Precinct.
(Your home precinct.)

Care of Sheriff, ----- County,

----- State.

If your permanent home is in a city of 30,000 or over, send the card in care of the mayor. If you do not know the number or name

of your home precinct, address the card as above, and write *also* on the envelope which you have so addressed:

Registration card of _____
 Street and number _____
 Post office or R. F. D. _____

Inclose a self-addressed stamped envelope with your registration card for your registration certificate. Failure to get this certificate may cause you serious inconvenience.

65. *Registration of persons at sea and abroad.*—Male persons within the designated ages who, on account of absence at sea or on account of absence without the territorial limits of the United States, may be unable to comply with the regulations herein pertaining to absentees will, within five days after reaching the first United States port, register with the proper registration board or as herein provided for other absentees.

Before completing the registration cards of such persons the proper county or city clerk will require of them an affidavit stating the cause of their absence, which affidavit will be forwarded to the registration board of the persons' domiciliary precinct to be filed with the registration card.

66. *Training Camps, Schools, Colleges, and other similar institutions.*—Persons absent from their homes at training camps, schools, colleges, or other similar institutions will be treated as absentees and should register as prescribed for absentees. However, for their convenience, the county clerk or clerks of cities of 30,000 or over are authorized to depute a competent person to certify to the registration cards of non-residents in such institutions (but not to furnish registration certificates or to register such persons) and to furnish a sufficient supply of cards to do so. It must be borne in mind that such registration must be made a sufficient length of time before the date set by the President for registration to enable such student to mail the cards as stated in section 64; that the burden of registration in his own domiciliary precinct is on every man; and that persons in this class must see to it at their peril that their registration cards are in the hands of the registrar of their domiciliary precinct at the time prescribed in the President's proclamation.

67. *Jails, reformatories, and penitentiaries.*—While felons will be considered morally unfit for military service and will not be drafted, those within the designated ages will, in every case, be registered. Inmates of penitentiaries will be registered by the warden thereof on the day set for registration, and the required reports will be rendered to the Adjutant General, but will not by him be entered on the consolidated State report. The registration cards will be kept by the warden and not consolidated with county records. The copies thereof will be forwarded to the adjutant general and will not be consolidated with the cards of the State, but will be kept in a separate file.

Persons awaiting trial and misdemeanants are not to be treated as felons. The inmates of jails and reformatories who are not felons will be treated as absentees and will be registered and their cards forwarded to their domiciliary precinct as provided in sections 56 and 64, except that the warden or jailer will obtain the necessary cards from the sheriff or other executive officer and certify to the registration and assist prisoners in forwarding the cards to their

domiciliary precincts. Cards for such registration in jails, penitentiaries, and reformatories will be supplied by the governor from the State surplus supply. In forwarding prisoners' cards to the proper registration precincts, wardens and jailers may mark the inclosing envelope "Official business, War Department," and send them without affixing a stamp.

68. *The sick.*—Persons who, on account of sickness, are unable to present themselves for registration on the day set by the President will cause some competent person to apply to the county or city clerk for a copy of the card and for authority to fill it out (including the registrar's report on the back thereof). If satisfied that the case is bona fide, the clerk will deputize the person applying for the card to make out the card and the registrar's report, first carefully explaining the card. The card will then be mailed by the sick person, or delivered by his agent, to the registrar of the sick person's voting precinct as described for cards of absentees. The sick person will inclose a self-addressed stamped envelope for a registration certificate.

69. *Registration booth.*—Registration booths will be open from 7 a. m. to 9 p. m.

70. *Instructions for registration.*—At each booth will be posted a placard giving information of the character of the questions asked and the answers expected. Familiarize yourself with this placard and have answers responsive to the questions to be asked ready in your mind.

SPECIAL CASES OF REGISTRATION.

71. *Registration of Indians.*—The registration of Indians and other persons residing on Indian reservations shall be under the direction of the Commissioner of Indian Affairs, whose duties in connection therewith will approximate as closely as practicable those prescribed for the governors of the several States.

The registration board for each reservation shall consist of the superintendent of the agency, the chief clerk, and the physician. Should the superintendent and the physician be the same person, a third member will be appointed by the Commissioner of Indian Affairs to make the board complete.

Should it be impracticable to divide the reservation into precincts, the board will appoint a sufficient number of registrars from among the farmers or other Government employees residing at various points on the reservation, and will apportion the territory among them in such manner as may be necessary to accomplish and complete the registration on the date fixed by the President's proclamation.

The telegraphic report of the board will be made direct to the Commissioner of Indian Affairs, Washington, D. C.

The Commissioner of Indian Affairs will make the report to the Provost Marshal General that is ordinarily required of the governors of the several States.

All persons liable to registration and residing on a reservation will be charged with the responsibility of submitting themselves for registration at the designated time and place. Every effort will be made to reach and warn Indians of the date on which they are to appear for registration, but should it be considered doubtful that they will present themselves on the prescribed date, registration may, in

the discretion of the Commissioner of Indian Affairs, be begun such number of days before the date fixed by the President as will insure the completion of the registration by that date.

All portions of unorganized counties included within the boundaries of an Indian reservation will be excluded from any county jurisdiction and considered as a part of the reservation for the purposes of this registration. Inhabitants of portions of organized counties so included will be registered by the county authorities.

Students at nonreservation Indian schools will be registered in accordance with instructions governing the registration of absentees, but with such modifications as the Commissioner of Indian Affairs may consider necessary to accomplish the desired result.

72. *Registration of persons on military reservations, navy yards, arsenals, naval training stations, etc.*—Persons subject to registration who reside in military reservations, navy yards, arsenals, naval training stations, etc., will submit themselves to registration at the registration place in the nearest voting precinct.

73. *Registration of persons on forest reserves.*—Persons residing in forest reserves will be registered by the registration machinery of the counties in which such reserves are located.

74. *Registration of residents of national parks.*—The registration of persons residing in Yellowstone, Glacier, and Mount Rainier National Parks shall be under the direction of the Director of National Park Service, whose duties in connection therewith will approximate as closely as practicable those prescribed for the governors of the several States.

The registration board for each of the national parks named will consist of the supervisor, the commissioner, and a third member to be named by the Director of National Park Service, which member should, if practicable, be a licensed physician.

Should it be impracticable to divide these parks into precincts, the board will appoint registrars in such number and will apportion the territory among them in such manner as will insure the completion of the registration on the date fixed by the President's proclamation.

The telegraphic report of the board will in this case be made direct to the Director of National Park Service, Washington, D. C.

The Director of National Park Service will make the report to the Provost Marshal General that is ordinarily required of the governors of the several States.

The registration of persons residing in national monuments, and in national parks other than those above named, will be accomplished by the registration machinery of the counties in which such parks or monuments are located. If not located in any county, persons subject to registration residing therein will be directed by the Director of National Park Service to present themselves to a neighboring county precinct for registration. The registration cards of persons so registered will not be included in the county summarization, but will be mailed by the registrar direct to the Director of National Park Service, Washington, D. C.

75. *Registration of persons in outlying territories.*—Persons of the designated ages in Alaska, Porto Rico, and Hawaii will be registered on a day to be named by the President as soon as machinery of registration can be erected in those Territories and in accordance with so much of these regulations as is applicable to those Territories.

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