

CHAPTER 1

DISPLACED PERSONS REGISTRATION INSTRUCTIONS

(SECTION I)

REGISTRATION IN GENERAL

1. GENERAL PURPOSE OF REGISTRATION These instructions are an integral part of a co-operative program for the handling of displaced persons. The instructions have been developed and approved for use by the military authorities, the United Nations Relief and Rehabilitation Administration and the Allied Governments of Europe.
  
2. FORMS Three registration forms are basic to this program. These forms will provide information required for: an orderly return of displaced persons; securing temporary employment for displaced persons willing to work until final arrangements can be made for their home return; planning permanent re-employment of displaced persons returned to their homes, and assisting in re-establishing contact between displaced persons and relatives from whom they have been separated.  

These forms are:-

  - a. A.E.F. D.P. Index Card
  - b. A.E.F. D.P. Registration Record
  - c. A.E.F. D.P. Assembly Center Registration Card.
  
3. GENERAL RESPONSIBILITY
  - a. The Director of an Assembly Center, hereinafter referred to as the Center Director, is responsible for the over-all supervision of the Registration procedure and the administrative control of medical activities.
  - b. The Registrar of an Assembly Center, hereinafter referred to as the Center Registrar, is in accordance with administrative orders of competent authority, charged under the Center Director with the general supervision and performance of the registration of all displaced persons.
  - c. The Assembly Center Medical Supervisor, hereinafter referred to as the Center Medical Supervisor, is in accordance with administrative orders of competent authority, charged under the Center Director with the general supervision and performance of medical activities.

4. GENERAL INSTRUCTIONS TO CENTER REGISTRAR AND CENTER MEDICAL SUPERVISOR

- a. The Center Registrar shall prepare in the case of each displaced person the three forms referred to in paragraph 2 of these instructions:-
- (1) A.E.F. D.P. Index Card (prepare one only)
  - (2) A.E.F. D.P. Registration Record (prepare in duplicate covering entries 1-22 inclusive and 24)
  - (3) A.E.F. D.P. Assembly Center Registration Card (prepare one only - entries must be made in English)
- b. The Center Registrar shall be held responsible for the completeness and legibility of all entries which are made on the registration forms.
- c. All entries must be made with pen and ink, or be typewritten.
- d. The Center Medical Supervisor shall be held responsible for:-
- (1) The entries made in A.E.F. D.P. Registration Record - Items (25), (26), (27) and (28) (Medical Clearance Certificate).
  - (2) For such supplementary summary medical records as may be required for each Registrant. (The term Registrant refers to the individual displaced person being registered).

SECTION II

INSTRUCTIONS IN DETAIL

5. A.E.F. D.P. INDEX CARD

- a. Index cards will be assigned by higher authority to the Center Director in blocks of numbers. One card only will be prepared and given to each Registrant. The cards of children will be given to parents or guardians.
- b. Each Center Registrar shall maintain an accurate record of all numbers assigned. All Index cards accidentally mutilated or otherwise rendered unfit for use shall be returned to the Center Director, who will cancel them and retain them subject to recall.

- c. The Registrar shall explain to the Registrant the importance of keeping the Index Card at all times; that the card links the individual Registrant with all of his or her registration records; and that should the Registrant become lost en route to his or her destination, military police or other military personnel will render assistance upon presentation of the card.
- d. The Registrar shall explain to the Registrant that the Index Card is "Not a Pass", as stated by the overprint, and that the card cannot be used as a passport or as a substitute for a National Identity Certificate.
- e. It is important that family groups be registered in consecutive order.
- f. Specific Instructions

Item (1) - Registration Number

The capital letter of the registration number identifies the country in which the registration took place. The next eight digits provide the number identifying the Registrant.

Item (2) - Family Name, Other Given Names

The Registrar must print the full name of the Registrant in English BLOCK letters in this space. In the case of a married woman, the full married name must be entered.

Item (3) - Signature of the Holder

The Registrant must affix his or her signature in his or her own language to the card in the presence of the Registrar. If the Registrant cannot execute a signature, an identifying mark will be substituted, which mark shall be initialled by the Registrar. In the case of a child, the parent or guardian will sign and indicate their relationship to the child.

6. A.E.F. D.P. REGISTRATION RECORD

- a. The A.E.F. D.P. Registration Record will be prepared by the Registrar during a personal interview with the Registrant. A duplicate copy will also be prepared but not usually completed at the time of the interview. Its preparation at a later time shall be the responsibility of the Registrar who prepared the original copy. Both copies of the record will be prepared in the language of the Registrant, except that Item (17) will be entered in English as indicated.

b. Specific Instructions

Item (1) - Registration Number

The Registrar must make an exact copy in this space of the pre-printed registration number given on the A.E.F. D.P. Index Card. This registration number must also be entered on the duplicate copy of the record.

Item (2) - Family Name, Other Given Names

The Registrar must enter the full name of the Registrant in this space. In the case of a married woman, the full married name must be entered.

Item (3) - Sex

The Registrar shall place a check mark (✓) within the box opposite M. if the Registrant is a male and within the box opposite F. if the Registrant is a female.

Item (4) - Marital Status

The Registrar must ask the Registrant whether he or she is single, married, widowed or divorced, and place a check mark (✓) within the appropriate box.

Item (5) - Claimed Nationality

The Registrar shall enter the nationality claimed by the Registrant in this space. The Registrar will assist the Registrant in the event of indecision regarding nationality but the nationality finally entered in this space will be that claimed by the Registrant. Any questions or reservations which the Registrar may have concerning the nationality claimed by the Registrant, will be entered in the space provided under Item (24) REMARKS.

The Registrar shall make it clear to the Registrant that even though he or she may claim a certain nationality, the claim will require final acceptance by the National Authority concerned before the rights of citizenship will be established.

Item (6) - Birthdate, Birthplace, Province, Country

The Registrar will enter in this space the exact birthdate of the Registrant, if known, giving the day, month and year; the birthplace (city or village) the province and country where the Registrant was born. The birthplace, province and country will be given as it existed at the date of the birth.

Item (7) - Religion (Optional)

The Registrar will enter the religion of the Registrant in this space. If the Registrant has any objection to stating his or her religion, the Registrar will explain that the response to this question is optional and that the space may be left blank.

Item (8) - Number of Accompanying Family Members

The Registrar will enter in this space the number of family members who are accompanying the Registrant at the Assembly Center. When a number is entered in this space, the full name, relationship and registration number of each accompanying family member will be entered in Item (24) under REMARKS. To expedite securing the information required, it is important that family groups be registered in consecutive order.

Item (9) - Number of Dependants

The Registrar will enter in this space the number of dependants claimed by the Registrant. The number of dependants may include family members accompanying the Registrant or dependants residing elsewhere. If the Registrant has no dependants, this space will be left blank.

Item (10) - Full Name of Father

The Registrar will enter the full name of the father of the Registrant in this space.

Item (11) - Full Maiden Name of Mother

The Registrar will enter the full maiden name of the mother of the Registrant in this space.

Item (12) - Desired Destination

The Registrar will enter the desired destination of the Registrant in this space indicating the city or village, province and country. The Registrar will explain to the Registrant that careful consideration should be given to the selection of the desired destination, so that the destination selected will be the one at which the Registrant desires to reside permanently. In the case of children the desired destination should be stated by their parents or guardians.

Item (13) - Last Permanent Residence or Residence  
as of January 1, 1938

The Registrar will enter in this space the city or village, province and country of the Registrant's last permanent residence prior to displacement. If the Registrant is unable to give such a permanent residence, then the Registrant's residence as of January 1, 1938, will be entered in this space. In the case of children born since January 1, 1938, this space will be left blank.

Item (14) - Usual Trade, Occupation or Profession

The Registrar will enter in this space the usual trade, occupation or profession as stated by the Registrant. The Registrar will explain that the usual trade, occupation or profession should be that which the Registrant considers himself best qualified to perform. In the case of young children, housewives or persons obviously unable to work, the Registrar shall make an appropriate entry in this space.

Item (15) - Performed in What Kind of Establishment

The Registrar will enter in this space the kind of factory, farm or establishment in which the Registrant states that he performed his usual trade, occupation or profession. Examples of the kinds of entries to be made here are: cotton textile factory, shipyard, coal mine, dairy farm or retail store. If this question does not apply to the Registrant, this space should be left blank.

Item (16) - Other Trades and Occupations

The Registrar will enter in this space the other trades or occupations which the Registrant states he or she is qualified to perform. These other trades or occupations are to be entered in the order of preference as expressed by the Registrant.

Item (17) - Languages spoken in order of fluency

The Registrar will enter in this space those languages which the Registrant can speak and in the order of fluency. The entries must be written in English. If the Registrant speaks only one language, this language shall be entered in space a. and spaces b. and c. shall be left blank.

Item (18) - Do you Claim to be a Prisoner of War?  
Yes or No

The Registrar will ask the Registrant whether he or she/

she claims to be a prisoner of war. The response will be entered by a check mark (✓) in the appropriate box. If the Registrant does not know the answer to this question or when the question clearly does not apply, as in the case of a child, the Registrar will check the space above the word NO.

Item (19) - Amount and Kind of Currency in your Possession

The Registrar will enter in this space the amount of and each kind of currency in the possession of the Registrant. Appropriate symbols will be used to indicate the kinds of currency listed.

Item (20) - Signature of Registrant

After the Registrar has prepared the record, Items (1) to (19) inclusive, with appropriate entries in Item (24) the Registrant will be asked to read the record and indicate approval by affixing his or her signature in the space provided. If the Registrant cannot execute a signature, he or she should make an identifying mark which must be initialled by the Registrar. In the case of children, the parent or guardian will sign in this space and indicate his or her relationship to the child.

Item (21) - Signature of the Registrar - Date, Assembly Center Number

The Registrar will sign his or her name in this space, adding the date when the registration took place, and the number of the Assembly Center.

Item (22) - Destination or Reception Center

The Registrar will make no entries in this space.

Item (23) - Code for Issue

The Registrar will make no entries in this space. (See Appendix II).

Item (24) - Remarks

The Registrar will enter in this space all supplementary information about the Registrant having a bearing on the case. Particularly the following information will be given: name, relationship and registration number of accompanying family members; an explanation of differences which may exist between the desired destination and the last permanent residence; or differences between the desired destination and the claimed nationality. (See Appendix I for special procedure in case of death).

Item (25) - Dates of Disinfestation. Types

(a) All displaced persons, including their clothing, bedding, baggage and other personal articles, when first entering an Assembly Center, will depending upon availability of supplies, be subject to disinfestation.

1. Specific instructions and statement of policy covering disinfestation will be issued at a later date.

(b) A record of disinfestation, including dates and types will be entered in the Medical Clearance Certificate, Item (25). Types will be indicated by a check mark (✓) in the appropriate box.

D.D.T.	-	(Disinfestation Powder)
A.L.63.M.K. <sup>3</sup>	-	(Disinfestation Powder)
HEAT	-	(Disinfestation through the use of Heat)
OTHER	-	(Other types of disinfestation)

Item (26) - Physical Condition on Arrival

(a) All displaced persons will, when first entering an Assembly Center, receive a medical inspection and physical classification.

(b) A record of medical inspection and physical classification will be established by check marks in the appropriate boxes of the Medical Clearance Certificate, Item (26).

1. Code Letters in the boxes of Item (26) refer to persons:

L.	-	(Fit for manual labour)
M.	-	(Fit for movement by train, truck or other modes of transportation)
CD.	-	(Having an acute infectious communicable disease dangerous to the public health of the Center or having been in direct contact with same)
D.	-	(Having a disease or physical condition of disability which prevents performance of manual labour)

2. In all cases where box CD is checked indicate under Remarks whether a case or a contact. If a case, name disease and give date of onset. If a contact give name of disease and date of last exposure.

3. In all cases where the box D. is checked, a brief explanatory statement, including reference to fitness for movement, (Box M) will be entered under REMARKS.

4. The record will be examined, and, if approved, dated and signed by the Center Medical Supervisor.

Item (27) - Immunization Record

(a) Displaced persons at an Assembly Center may be subject to certain immunization and vaccination procedures.

1. Typhus vaccine is mandatory, for preventative routine immunization of selected individuals such as registrars, doctors, nurses and others, whose duties require that they be constantly exposed to cases of epidemic louse-borne typhus fever, and for persons, depending upon the availability of supplies, being repatriated to areas where typhus fever is known to exist.

(b) In emergencies, when the public health of a Center is endangered, immunizations and vaccinations will be performed in every case where, in the judgment of the Center Medical Supervisor, it is required.

(c) A record of immunization and vaccination will be entered in the Medical Clearance Certificate, Item (27). Entries will be dated and authenticated by the initials of a Medical Examiner.

(d) In the case of smallpox, the results will be recorded as Vaccina, Vaccinoid, or Immune reaction. If there is no reaction, or if the reaction fails to conform to one of these three types, vaccination will be repeated. The term "unsuccessful vaccination" will not be used in the record.

(e) Code letters in the boxes of Item (27) referred to:

T-EPID	-	(Typhus)
D	-	(Diphtheria)
TT-TAP	-	(Triple Typhoid)
O	-	(Others - must specify)
S	-	(Smallpox)

Item (28) - Final Medical Inspection

(a) All displaced persons will, approximately within 24 hours prior to final departure from an Assembly Center, receive a final medical inspection.

(b) At the time of the final medical inspection, individuals acutely ill with an infectious disease, as demonstrated by fever and/or skin eruptions, will not be allowed to depart and Item (28) of the record will not be signed.

(c) Detailed instructions will be issued later concerning the movement of individuals or groups from Centers across international boundaries.

(d) The Center Medical Supervisor shall date and sign the record, Item (28) of each person who satisfactorily passes the final medical inspection.

(e) Where medical records other than Items (25), (26), (27) and (28) are concerned, a supplementary summary medical record will be attached to the A.E.F. D.P. Registration Record and the box MR of Item (28) checked to indicate this fact.

Item (29) - Movement Authorization or Visa

The Registrar will make no entries in this space.

Item (30) - Reception Center Record

The Registrar will make no entries in this space.

Item (31) - Supplementary Record

The Registrar will make no entries in this space.

7. A.E.F. D.P. ASSEMBLY CENTER REGISTRATION CARD

A card covering the items indicated shall be filled out in English for each Registrant. These cards will be prepared by the Registrar based upon the information contained in the A.E.F. D.P. Registration Records of the Registrants. Clothing and other articles issued will be recorded in the boxes provided on the reverse side of this card.

APPENDIX I

SUPPLEMENTARY INSTRUCTIONS

Procedure in case of death

1. Administrative responsibility for refugees or displaced persons who die at or en route to an Assembly Center rests with the Center Director.
2. Deaths of refugees or displaced persons will be recorded on the A.E.F. D.P. Registration Record in the following manner:
  - a. Each person who was registered before death will have the cause of death if ascertainable, recorded in the space for REMARKS Item (24).
  - b. The word "died" followed by the date of death will be recorded in the Medical Clearance Certificate Item (28) and the record signed by the Center Medical Supervisor.
  - c. Personal effects of the dead person will be itemized in the space for REMARKS Item (24), and if necessary, continued in the blank space on the reverse side of the card.
  - d. Disposition of the body will be recorded in the space provided for Destination or Reception Center Item (22), giving name of the burial ground, the city or village, province and country. (DDP-2)
3. A third copy of the A.E.F. D.P. Registration Record will be prepared and transmitted at the time of burial to the local civilian registrar of vital statistics.
4. The A.E.F. D.P. Registration Record when completed, as specified in paragraph 2, plus attached supplementary summary medical record, if any, will be forwarded at designated intervals through channels to the D.P. Executive at Army Headquarters.
5. The A.E.F. D.P. Assembly Center Registration Card, to be retained at the Assembly Center, will be completed to indicate the cause of death and the disposition of the body, the personal effects of the deceased and his or her medical records.
6. In the case of the death of an unregistered person:
  - a. A registration number will be assigned and an original and duplicate copy of the A.E.F. D.P. Registration Record prepared as completely as possible from information contained in the deceased person's identification documents, or through interview with accompanying family members or friends. Aside from this change in the means for obtaining information about the individual, the procedure indicated in paragraphs 2, 4 and 5 above, will be followed.
  - b. The duplicate A.E.F. D.P. Registration Record will be transmitted at the time of burial to the local civilian registrar of vital statistics.

APPENDIX II

SUPPLEMENTARY INSTRUCTIONS

Issue of Clothing and other Articles

1. Administrative responsibility for the control of clothing and other items issued to displaced persons rests with the Center Director.
2. Individual clothing and other items will be issued only to meet emergency requirements of displaced persons.
3. A record of each article of clothing and other items issued to displaced persons must be made on the A.E.F. D.P. Registration Record in Item (23) "Code for Issue", and in the boxes provided on the reverse side of the A.E.F. D.P. Assembly Center Registration Card. Thus, for example, if two under-shirts are issued to a displaced person a number "2" will be inserted in code box 10.
4. Code numbers 1-26 inclusive, and the items of issue to which these code numbers refer are as follows:-

1. Shoes or boots (pairs)
2. Shirt
3. Trousers
4. Skirt
5. Jacket
6. Sweater
7. Wool dress
8. Other dress
9. Underpants or underknickers
10. Undervest or undershirt
11. Socks or stockings (pairs)
12. Petticoat or slip
13. Corset or suspender belt
14. Gloves or mittens (pairs)
15. Hat, cap or other head covering
16. Overcoat
17. Towel
18. Layette
19. Sleeping garments
20. Wool blanket
21. Cotton blanket
22. Cotton cloth (meter length)
23. Wool cloth (meter length)
24. Rayon cloth (meter length)
25. Knitting wool
26. Eating utensils