FRANCIS AND KATHERINE BIDDLE

1940 - 1943
This isn't signed and I don't know what can be done about it but am sending it for you to read in case you have any thoughts in the matter. DD

Mrs. Magee—

This is written in red columns about this woman as I was afraid of references if she put an ad in paper. Can you file this in such a way so we can find it if she ever writes again.

Matt
July 26, 1940

Dear Mrs. Roosevelt,

I hope you will forgive me for taking this liberty for writing to you, but please pardon me for it, you are the only hope I have. Please advise me what I can do.

I have read in the Daily News, that all aliens will have to be finger printed, and the whole history given that is, if there is any police record, and why, well I am a woman 50 yrs old, and had a good and honest life for 50 years, but when very young committed homicide, sent to Women's Reformatory, was there 12 months sent on parole, behaved good, got married to a very good man, but never told any one about my misfortune. The only thing I told my husband what I have pumped, and that is why I did not want to marry but he assured me, that when a person is young they do many things, but when they get older, they get sensible, and as long as a person behaves, that is all that matters, I was ashamed to tell him the truth, so all these years I've been living in fear, that something some place, I'll meet up with some one that knows about my trouble, but now, time came when I will have to tell about my past, but I will not be able to get through with it, because I am so ashamed, and I won't he
2) I like to face my husband. You see, we live in a small town, we know most everybody, and every body has respect for both of us, and if they learn that I was a jail bird, you can guess the rest. It may mean my husband's job, they will lose respect for both of us and I fear for my husband, as he is very proud of his good name. Do you see, this would ruin his life, and I would never want that, it is better for me to die than spoil his life for him. After he was so kind to me, I love him too much to drag his good name through the mud. So if there is no other way out, I will have to die by my own hand, and I go, I know I will ever think about it. I am praying very hard to all my saints to help me, and to help President Roosevelt to find another way, where the innocent won't need to suffer. I am sure that I am not the only one who is so pained, and I think there will be many homes broken on account of it. Here is one way they do in Europe. Every person gets a little book about 4 pages, there is the name and address of the bearer, he or she has to report in the Police Station, each time he or she moves and each time he changes his job is marked in this book. In the way, they keep track of each person. It is not so much work, you need no extra people to do that job in the Police Station. They make the address of work or of the home they move to each time, they do something wrong it is easy to get them. And I shall tell you what I did. I am very much ashamed, but since there was nothing I could do to better the wrong.
I am suffering in secret. We lived in a small village in Europe. We had a small home, but we were poor. Father and mother worked on the farm. Father got 65 cents a day, mother 75 cents. She died at birth; there were 6 children. I was oldest 13 yrs. of age. Father took me out of school to take care of the smaller ones. Until I was 16 years old, my younger sister took my place, and I went to the big city to do housework. I got $1.50 a month, but you had to work like a horse, changed places, and the last place I took there was the son of my boss. I was 17 yrs. now, and he was 20 yrs. old. Well, he told me that if I would care for him, I would not need to be a servant. His mother was one, and she married her boss. It appealed to me, and I took a wrong step. After 4 months, I told him I was in trouble, he promised to marry me. So why not? I can't face my father, as he is very strict, and not paying what he would do to me, but he told me he can't marry me right then, he will come to America, and he will teach me for me, then his mother discharged me. Then I was alone. I did not know what to do. So I told my father, that if I could come to America, I could help him more, as even while getting 16 to 20 dollars a month, so my father mortgaged his home. So I could come out here then. I worked until the last minute, but when the blessed moment came, I got no panic; I could hear and see everybody pointing the finger at me, and yelling, shame, shame, I wanted to die, but death would not come. I was like in a daze, it's like a nightmare, and by the time
I realized what was all about; I was in a Reformatory for women. I behaved, got on parole, again behaved, met a lovely man, married him, and lived happy 25 yrs, but now I feel again in parole, my husband don't know why, and wants me to go to the doctor as he thinks that I am sick, but I am well, only it worries me, because I don't want to make him unhappy and I don't want to die. We own a small house, lots and a little bit of property, and we can't move now, and if I will have to give my history in the police station here, where everybody knows everybody, I could never face these people and where could I go? Almost 50 yrs old. I want to be useful, I would like to do some thing to help his country, I'd give anything to be a citizen, but I have read and heard, what from people like me, the civil rights are taken away, but if a person makes a mistake while young, and lives almost 30 yrs. honestly and decent, and wants to become a citizen, what can't be become one? I have started for the first papers, sometime ago, and when they sent for me, I got cold feet, and did not go. I was afraid that they will question me, and maybe who ever goes with me will know the truth, as I did not bother any more, but if I would know that I could become naturalized I would start at once, in gratefulness, because America gave me my chance, all our friends are American born, or else naturalized, only I am not and it hurts so much that I can't live a normal life like the rest. All our friends likes Mr. Roosevelt, they all think...
5) that he is the best President we ever had next to George Washington.

So I am praying to dear Lord, to give me strength and help me in this hour of need, and also praying that the Lord helps President to do what is right, and praying also for your dear Mrs. Roosevelt that you may help our good President to chose the right and easier way, and may God bless you.

Remain Respectfully Sincerely,

one that suffers so much

In case you have a word for me, I will be looking in the voice of the people in the daily news as I am afraid to send you my name now, as I don't know who will get this letter.

Thank you again.
July 26, 1940

Dear Mr. Biddle:

I have been asked to write you on behalf of David M. Daly, who has made application and passed the examination for the position of Border Patrol Inspector, Bureau of Immigration. I have every assurance from a friend of mine that he is a very good person.

I am enclosing copy of a letter which Mr. Daly wrote to the Civil Service Examiner. If there is anything you can do I will be grateful.

Very sincerely yours,

[Signature]

Hon. Francis Biddle
Solicitor General

Reply with report from Chief Supervisor Kelly sent to Miss Hickok, Aug. 12. Not a satisfactory applicant and is one of 40,000 unsuccessful applicants.
July 28, 1940

Dear Mr. Biddle:

I have been asked to find out how soon Mr. Rudolph J. Heineman can get his papers. He arrived in the United States January 7, 1935, and filed petition for naturalization on February 9, 1940. His case is on the calendar of Judge John C. Knox, United States District Court, New York.

Can anything be done to expedite this? I am interested in helping him if I can.

Very sincerely yours,

Hon Francis Biddle
Mrs. Roosevelt

The name of the man whom I am extremely anxious to help in securing immediate admittance to citizenship is Rudolph J. Heineman. He arrived in the U.S. January 7, 1935 and filed petition for naturalization Feb. 9, 1940. His case is on calendar of Judge John C. Knox, US District Court N.Y. Please call me collect in St. Worth as soon as you find out how soon we might expect action, particularly anxious to get action because of vital effect on my business.

Much love and can't tell you how grand it was to see you.

Elliot
July 29, 1940

Dear Mr. Biddle:

I am enclosing some information given to me by Mr. Olav Flatabo, who came over from Norway before the war and wishes, if possible, to stay in this country. He has applied for an extension of his visitor's permit and would like to go to Canada or Mexico and come in on the quota, if this could be arranged.

Will you let me know what he should do?

Very sincerely yours,
Olav Flatabo

Came over as visitor 21 January 1939, for Norwegian American Line, in order to set up their exhibit at World's Fair, New York. After opening of Fair in May went to middle west to visit relatives and returned to New York in the autumn, awaiting orders from Norway in case decision was made to take part in the World's Fair 1940. Owing to situation in Europe exhibit was discontinued.

intended to go back, having his return ticket. War broke out, no communication with Norway. Can get no funds from his business there.

Can make a living here and thinks he can give employment to others. Has had experience in various countries of Europe as a "practical artist", industrial designer, and worker in handicrafts.

Applied to Immigration Office for extension of his visitor's permit, which had already been extended to July 25.

Would like, if possible, to take examination for quota, then go to Canada, Mexico, Cuba, or anywhere, and come in on the quota.

Present address: Care Arnold Berge, Hyde Park, New York
We wrote to the state Dept. but only sent some papers and asked what could be done.

Arnold and Mr. Klatabo asked me to ask you again. Said those papers only related to his extension which was extended to July 25.

Says he spoke to Mrs. Roosevelt about his plans for a plastic map - and papers are attached.
August 2, 1940

My dear Mr. Biddle:

I would appreciate it if you could give me some information concerning the following:

In one case which has come to my attention, the woman was born in this country and her husband came from Norway 18 years ago as part of a ship's crew. He entered this country on a visitor's permit issued him by the government of his native land. He obtained steady work here and, because he was not familiar with the law, he remained after his permit was null and void. He has been working steadily, is now married and has a small child, and is in fear that he will be deported as he has not taken out his papers. He has started twice to do so but was informed that he would have to leave the country and reenter legally, and, having a steady job and being loathe to give it up, he has not done this. Will you let me know if this would be the only solution to his problem and would he be deported if he did not follow this procedure?

In the other case, what would happen to a woman who has served a term in a reformatory at eighteen years of age, who is now fifty years old and married to an American, and who has lived an exemplary life since? Her husband does not know her past record and she is afraid not only he, but all the people in the small place where she lives, will find out about it if she must register as an alien and give the required information. She is quite panic stricken about it and feels that if her past record is brought to light it will disgrace her husband and children. Is there any way a person like that could be assured her record would be kept confidential, and would a prison record affect her position as a resident?

So many people are writing me because they are terrified by the alien registration.

Very sincerely yours,

[Signature]
Hon. Francis Biddle
The Solicitor General
Dept. of Justice

When answer is received see letter from Mrs. Marcus Jorgensen, R/2
Des Moines, Iowa.

This is taken from an anonymous letter where the woman said she couldn't let her past be known and that she would look in the "Voice of the People" for the answer to her letter.
I have not sent the adv. to the paper because I am afraid that the papers will take it up. I don't see how we can accomplish much unless we either use your name or the W.H., and you know those newspaper sleuths, they would probably ferret her out. Do you think she reads your column? You might say something in that which would not cause such a furor as putting in an ad.

However, as always, I shall bow to your superior judgment.

M.C.T.
August 10, 1940
Hyde Park, New York

My dear Mr. Biddle:

I hope this can be put through quickly. Will you let me know as soon as you have anything to report on the case?

Very sincerely yours,

Letter from Mrs. William Brown Meloney, S. Quaker Hill, Pawling, N.Y. concerning Mrs. R. C. Jackson and daughter Gillian

Hon. Francis Biddle
Department of Justice
August 14, 1940.

Mrs. Eleanor Roosevelt,
The White House,
Washington, D. C.

Dear Mrs. Roosevelt:

On August 2d you wrote me about two problems regarding aliens. To refresh your recollection I am enclosing a copy of your letter. I referred the matter to Mr. Schofield who is in charge of Immigration and Naturalization and enclose his memorandum covering the cases.

Sincerely yours,
The question here is what would happen to a woman under the Registry Act who served a term in a reformatory at eighteen years of age, who is now fifty years old and married to an American, and who has lived an exemplary life since then. Evidently her husband and friends do not know of her record and she is panic-stricken because she is afraid her former life will be known. The question is whether there is any way a person like that could be assured her record would be kept confidential and likewise would a person's record affect her position as a resident.

Under the Registry Act it is provided that all registration and fingerprint records made under the provisions of this Title shall be secret and confidential, and shall be made available only to such persons or agencies as may be designated by the Commissioner, with the approval of the Attorney General. Furthermore, the person who makes the registry record is advised in our regulations that it shall be unlawful for him to divulge any information concerning the person registered.

The mere fact that a person served a term in a reformatory does not necessarily mean that he has had a criminal record. Under Item 14 of the Registry Act it would be necessary for the alien to state whether or not he has at any time been arrested, tried or convicted for any criminal offense either in the United States or outside. He shall have to state the nature of the offense, the date of arrest, the city, town or county, the state or country if outside the United States where he was arrested, tried or convicted, and the disposition of the case.

Occasionally we find an unfortunate situation where an alien is deportable because of a crime committed many years ago. The law provides for the deportation of an alien, without regard to length of residence in the United States, who admits or has been convicted of a crime involving moral turpitude prior to entry; or who, within five years after entry, has been convicted of a crime involving moral turpitude and sentenced to a year or more.

SUMMARY

In summing up, it can be stated that the information to be furnished by the woman in question will be kept strictly confidential insofar as registry is concerned. Without knowledge of the facts in the case, however, it is not possible to state whether her record is such as to bring her within the deportation provisions of the law. Based on general experience in such cases, it is considered rather doubtful that a deportable status exists. The only possible solution I can offer on this is to have the lady interviewed by an immigrant inspector who, with a knowledge of all the facts, can advise her whether any grounds for deportation exist. Naturally, if a deportable status is established it would be quite impossible to keep such a matter confidential in the sense that the neighbors would not know about it, although our files are considered confidential.
My dear Mr. Biddle:

I would appreciate it if you could give me some information concerning the following:

In one case which has come to my attention, the woman was born in this country and her husband came from Norway 18 years ago as part of a ship's crew. He entered this country on a visitor's permit issued him by the government of his native land. He obtained steady work here and, because he was not familiar with the law, he remained after his permit was null and void. He has been working steadily, is now married and has a small child, and is in fear that he will be deported as he has not taken out his papers. He has started twice to do so but was informed that he would have to leave the country and reenter legally, and, having a steady job and being lone, he has not done this. Will you let me know if this would be the only solution to his problem and would he be deported if he did not follow this procedure?

In the other case, what would happen to a woman who has served a term in a reformatory at eighteen years of age, who is now fifty years old and married to an American, and who has lived an exemplary life since? Her husband does not know her past record and she is afraid not only of herself, but all the people in the small place where she lives, will find out about it if she must register as an alien and give the required information. She is quite panic stricken about it and feels that if her past record is brought to light it will disgrace her husband and children. Is there any way a person like that could be assured her record would be kept confidential, and would a prison record affect her position as a resident?

So many people are writing me because they are terrified by the alien registration.

Very sincerely yours,

(Sgd.) Eleanor Roosevelt
REGISTRATION OF ALIENS

An Address

by

Lamuel R. Schofield
Special Assistant to the Attorney General
in charge of the
Immigration and Naturalization Service
Department of Justice

Delivered over the Mutual Network

Thursday, August 15, 1940
10:15 P.M., EST
REGISTRATION OF ALIENS

By

Samuel B. Schofield,
Special Assistant to the Attorney General,
in charge of the Immigration and
Naturalization Service.

It is my privilege to talk to you on an important phase of the National Defense Program. I shall try to explain the nature and purpose of the Alien Registration Act, and how it will be administered by the Department of Justice, which, with the Post Office Department, has been entrusted by the Congress to carry out the provisions of this new law.

Our country has developed and grown to be the greatest nation on earth, largely because of our traditional policy that peoples of other lands are welcome here. Through the years they came from every corner of the world. They can still come and they are still coming, though their numbers are now limited in accordance with a plan adopted by the Congress some years ago, based on allotments or quotas worked out according to nationalities.

These people came to us because they were looking for a new chance at life. They were seeking freedom. They wanted to live in a land where they could worship God as they saw fit, where their children could go to school, where they could think for themselves and speak out on occasion, where they had a chance to earn their daily bread according to their best ability and to lay aside a little against a rainy day, and where they could live and laugh without being hounded and
driven from pillar to post at the whim or caprice of some autocratic
overlord. In short, they sought liberation in this land of liberty.
They came here to be free.

Almost all of them soon became useful, loyal, and welcome resi-
dents of this, their adopted, country. Many of them married American
citizens, and the children of all of them, if born here, became by
operation of law, citizens of the United States. Hundreds of thousands
of them took advantage of our liberal citizenship policy and became
naturalized, a process which gives to the foreign-born resident the
full rights and the same citizen’s status as the native born.

But, for one reason or another, about three and one-half million
of them have not become citizens. One reason may be that we have never
adopted the unwise policy of forcing citizenship upon anyone. We have
never set a time limit and said to them, “You must become citizens or
get out.” Partly it is due to ignorance. Partly it is because, espe-
cially in times like these, the orderly process of granting citizenship
by court procedure after careful investigation is not geared up to
accommodate large onrushes of applicants. There are thousands of aliens
in this country who have declared their intention of becoming citizens,
and who are patiently awaiting their turn.

But, whatever the reason may be, the fact remains that we have with
us this large number of aliens. For the most part, they are here legally
and most of them have been admitted for permanent residence. There
can be little doubt that the overwhelming majority of them are decent,
loyal, hard-working, respectable people, from whom this nation has
nothing whatever to fear.
But a program of national defense must be adequate and complete. Nothing can be overlooked or neglected. We still have before us the tragic picture of those hapless nations who underestimated the dangers which lurked behind their lines. This Government must know everything it can learn about every alien within our borders. It must find out how many there are, who they are and where they are. It must know why they are here, and what they are doing. A Government to protect its own can do nothing less.

And it must do so too for the protection of the aliens themselves. These are dangerous days. Emotions run high, and good judgment and sound reason are apt to be overridden by rashness and impetuous enthusiasm. Hysteria must be kept down, and race hatred and prejudice must not be permitted to hold sway. This Government cannot allow the harmless, law-abiding, loyal alien to be harassed or persecuted by those who would act in passion and haste under a genuine but mistaken sense of patriotism. And it can best protect and safeguard those from other lands who live here, if it knows all there is to know about them.

Thus all must agree that the Congress acted wisely and well, in the interest of our national security, when it decided last June that every alien must be registered and every alien over fourteen years of age fingerprinted within the four months' period beginning August 27th next. It will be noted that the statute applies to every alien. This means, generally speaking, every foreign-born man, woman, and child in the United States and its possessions who has not been naturalized. All aliens over fourteen years of age must register in person; children under fourteen must be registered by their parents or guardians. When
a child reaches the age of fourteen, he must then register in person. Moreover, after he has registered, an alien must report every change of residence within five days after he moves.

And let me emphasize that even though one has declared his intention of becoming a citizen and has received his so-called "first papers", he is still an alien in the eyes of the law and must register.

Registration is compulsory. Every alien MUST register. The law provides a penalty in the form of a fine and imprisonment for failure to register, as well as for refusal to be fingerprinted, intentionally giving false information, and failing to report changes of address.

Registration will consist of answering certain questions, such as name, address, place of birth, date and place of entry into this country, and occupation. Each alien will be asked how long he intends to remain in this country and whether he has had any military service either here or abroad. He will be required to list his activities and to name any organizations of which he is a member or in which he participates, and to state whether they further the interests or program of a foreign government.

So much for the nature and purpose of the Alien Registration Act.

Now, as time will allow, a few words about the manner in which it will be administered. As I have said, the Congress has placed upon the Department of Justice and the Post Office Department the duty of carrying out the provisions of this Act, and these two great departments of our Government are working in close cooperation in order that this huge task may be carried out smoothly, efficiently, and with as little disturbance in the lives of our alien population as possible.
The actual registration will be handled by a trained staff of courteous, experienced postal employees who will be on duty during the full period of registration from August 27th to December 26th, inclusive, in every first and second-class post office and in the post office at every county seat. The alien will be required to go there and answer the questions. Adequate provisions will be made for those who are infirm or bedridden or confined in institutions. The answers to the questions will be recorded by the postal employees on official forms. After they have been completed, the alien must sign his name and swear to the truth of his answers. His fingerprints will be made at that time too. He will not be cross-examined by anyone at the post office, but he will be expected to answer all the questions accurately, completely and truthfully.

Those signed questionnaires will be sent to the Immigration and Naturalization Service at Washington, where they will be filed, indexed, and catalogued to become a part of the permanent records of that Service. Where necessary, they will be checked against other records, and investigations will be conducted, if required, to determine the accuracy of the information thus obtained.

In due course everyone who registers will receive through the United States mail a registration receipt card. This will be his proof that he has registered in compliance with the law. This card should be preserved carefully, and it would be well to have it readily available because, though the law does not require an alien to carry it with him, it does require every alien to register, and this card will be his evidence that he has done so.
In order to make registration easier, specimen forms of the question-naire with full instructions as to each question and how it should be answered will be available at the various post offices well before the first day of registration, August 27th. These instructions will contain an exact duplicate of the official registration blank, and it is urged that every alien obtain a specimen form as soon as possible, take it home and study it, and fill it out carefully. He should then take it with him to the post office when he goes to register, so that he can quickly and readily answer accurately and completely the same questions when asked by the registering officer.

And now, a word about fingerprinting. Everyone should understand that there is no stigma of any kind attached to it. Hundreds of thousands of persons have had their fingerprints taken and recorded for identification purposes. The day has passed in this country when a fingerprint file is regarded in any sense as a "Rogues Gallery". It is simply a modern means of identification. It is the most accurate way to keep records straight and to identify them. Names may be changed; faces changed or even lifted; signatures may be forged; but no two sets of fingerprints have ever matched. In the last war every man who served in the Army, the Navy and the Marine Corps was fingerprinted. Thousands of people are voluntarily fingerprinted every year. All Federal Civil Service workers, all postal savings depositors and many others are fingerprinted as a matter of course. There is no disgrace to it, and no alien should have the slightest compunction in submitting to it.
Let me stress another point. The alien need not fear that the information he gives will be used by the Government to harass him, or will be available to others to annoy him or discriminate against him in any way. The law provides that the records shall be kept secret and confidential. Nobody may examine them except with the express permission of the Attorney General of the United States. All may rest assured that Attorney General Robert H. Jackson will see to it that these records will not become available except to those entitled to the information for legitimate needs of national defense and for other proper governmental purposes.

Another point which should be brought home to every alien, is that registration is absolutely free. No official fee of any kind is involved and no money need be paid by the alien to anyone. If doubt exists as to whether an individual comes within the provisions of the law, as, for example, whether or not he is a citizen, which is often a complex and difficult legal question, he should play safe and register. If he has any doubt as to how to answer some of the questions, he should go to the post office or to the nearest office of the Immigration and Naturalization Service and make inquiry. He will be furnished with all the help which it is possible to give him, and he cannot pay anything for this advice. Already there have been some complaints regarding persons who are attempting to take advantage of aliens and who pretend that they can "fix things" to avoid registration, or make things easier in answering the questions, or eliminate some of them. They offer this spurious advice in return for a fee. The alien should beware of the
"registration racketeer".

Before I close, may I direct a word especially to those of you who ARE CITIZENS of the United States? You can be of great assistance in carrying out this phase of the Defense Program. Many of you have friends, relatives, or neighbors who are not citizens. You can help your country by helping them understand the purpose of the Registration Act and how its provisions will be carried out. You can tell them where to go to register and when to go. You can be of particular assistance to those who are not familiar with our language, and who may have difficulty in reading and understanding the questions, and above all, you can point out to your alien friends or acquaintances the necessity for them to register and can urge them to do so as soon as they can after the period of registration opens on August 27th, so that there will not be a large last-minute rush when the period ends on December 26th.

Above all, you can make clear to your alien friends that registration is intended by the Government for the protection of aliens as well as for the protection of our country.
The Alien Registration Act of 1940 requires that all aliens register between the period August 27 through December 26, 1940. Failure to register will result in fine, or imprisonment, or both. Ask your postmaster for a sample form of the registration questions. Your postmaster will assist you in every possible way.

Earl G. Harrison,
Director of Alien Registration.
The Alien Registration Act of 1940 requires that all aliens register between the period August 27 through December 26, 1940. Failure to register will result in fine, or imprisonment, or both. Ask your postmaster for a sample form of the registration questions. Your postmaster will assist you in every possible way.

**ITALIAN**

La Legge del 1940, relativa alla Registrazione degli Stranieri, esige che tutti quelli che non sono cittadini debbano registrarsi entro il periodo che va dal 27 Agosto al 26 Dicembre 1940. Coloro che non si adempiano a tale obbligo saranno puniti di multa o di imprigionamento o di entrambe le pene. Chieda ai Direttori dell'Ufficio Postale del vostro distretto un esemplare del modulo contenente le domande relative alla registrazione. Il Direttore della Posta vi aiuterà in ogni modo possibile.

**SPANISH**

La Ley de Registro de Extranjeros del 1940 requiere que todos los extranjeros se registren durante el periodo del 27 de agosto al 26 de diciembre inclusive, del año de 1940. El hecho de no registrarse significará multa, o encarcelación, o ambas cosas. Pídale usted al administrador de correos más cercano un boletín muestra de las preguntas del registro. El administrador de correos le ayudará a usted de todos los modos posibles.

**FRENCH**

La loi de l'année 1940 sur le dénombrement des non-citoyens, stipule que tous les étrangers sont tenus de s'enregistrer au cours de la période qui va du 27 août au 26 décembre de la présente année 1940. Un refus de se soumettre à cette obligation, peut entraîner une peine pénale ou une incarcération, ou les deux simultanément à la fois. Des exemplaires de la formule à remplir, sont disponibles au bureau de poste où l'on s'adressera de vous fournir tous les renseignements utiles.

**GERMAN**


**NORWEGIAN**


**SWEDISH**

UNITED STATES POST OFFICE DEPARTMENT

Alien Registration

INSTRUCTIONS TO POSTMASTERS

1940
ALIEN REGISTRATION

July 30, 1940

The Alien Registration Act, approved June 28, 1940, provides that all aliens who apply shall be registered and fingerprinted at post offices, and such other places as may be designated.

Postmasters shall provide appropriate space in post offices for such service. They will forward, as directed, completed registration and fingerprint forms of all aliens registered and fingerprinted by them.

This work will be under the direction of the First Assistant Postmaster General who will issue appropriate instructions. The Chief Inspector will supervise the field work where necessary.

The registration and fingerprinting of aliens will begin on August 27, 1940, and extend for a period of four months.

I desire to impress upon all postmasters and employees the importance of this undertaking, and urge careful advance study and planning to the end that this exceptional task is performed in a manner which will reflect credit on the Postal Service.

The wholehearted cooperation of all postal officials and employees is personally solicited.

JAMES A. FARLEY,
Postmaster General.
TO ALL POSTMasters:

In compliance with the provisions of the Alien Registration Act of 1940, and in accordance with the order of the Postmaster General, all postmasters will be guided by the following instructions in registering and fingerprinting aliens.

1. From August 27 to December 26, 1940, postmasters at all first and second class post offices and at post offices located at county seats, and such other post offices as may be designated, are directed to register and fingerprint all aliens fourteen years of age and over who apply, whether or not they reside within the delivery district of such office. If it is decided to extend the registration period suitable instructions will be issued.

2. Aliens under fourteen years of age will be registered by their parents or guardians but shall not be fingerprinted until they reach the age of fourteen, at which time they shall present themselves for registration and fingerprinting.

3. The following described forms will be furnished for the registration and fingerprinting of Aliens. The use of these forms is described later.
   - AR-1 Instructions and specimen form (Hereinafter referred to as “Application”).
   - AR-2 Alien registration form.
   - AR-2a Follow sheet for additional data.
   - AR-3 Receipt (or identification) form, attached to AR-2.
   - AR-3a Extra Receipt form.
   - AR-4 Fingerprint form.
   - AR-5 Official regulations and fingerprint instructions.

4. Postmasters shall communicate with all institutions within their delivery districts and ascertain the number of alien inmates, furnish the institutions with the necessary number of application forms AR-1 and arrange for postal employees to visit the institutions and register and fingerprint the applicants. Insane persons are classed as incompetents and shall be registered by their guardians. By “institutions” is meant, asylums, hospitals, jails, penitentiaries, etc. If such institutions are within the delivery district of an office not authorized to register and fingerprint aliens, the postmaster will ascertain the number of alien inmates at each institution and notify the postmaster at the nearest first class, second class or county seat post office, who shall arrange to visit the institution and register and fingerprint the applicants. If the legal guardian of an insane or other incompetent person confined to an institution is not available to register the insane or incompetent alien the guardian in fact, that is, the medical officer or superintendent of the institution may register him. Necessary street car and bus fares and use of personal automobiles at not to exceed five cents per mile is authorized.

5. In cases of aged or infirm persons unable to visit the post office, postal employees, when necessary, shall visit their homes and register and fingerprint the applicants. If aged or infirm persons, unable to travel, reside within the delivery of an office not authorized to register and fingerprint aliens, the postmaster at such office shall forward the applications, Forms AR-1, to the nearest first class, second class, or county seat office with letter of advice. The postmaster at the office so notified should arrange to visit the community and register and fingerprint the applicants. In order to avoid unnecessary travel the postmaster should wait until he is reasonably sure all applications have been received before visiting the town.

6. Any information furnished by aliens in connection with registration and fingerprinting is secret and must be held in strict confidence and not divulged to anyone but accredited officials. Postmasters are not required to determine who shall register; to canvas for registration or to attempt to interpret the law, except as set forth in the official regulations, Form AR-5. They will not question the information given by the applicant, except the general description such as age, height, weight, color of hair and eyes, etc. Separate registration and fingerprint forms must be used for each applicant. Postmasters will not make any investigations to determine whether or not aliens have registered or as to the accuracy of answers entered for aliens on Form AR-2. An applicant may examine the regulations, Form AR-5, if he so desires.
7. Postmasters shall arrange to care for this work at main offices, and such classified stations and other places as they deem necessary. Post Offices, classified stations, and other places of registration will remain open for this service at times which will not interfere with the working hours of applicants. Good judgment will be the guide and offices will remain open at such hours as experience dictates.

OFFICES WHICH WILL REGISTER AND FINGERPRINT ALIENS

8. All first class, second class, and county seat post offices will register and fingerprint aliens.

At the larger offices this work will also be performed at classified stations and such temporary quarters as may be required. In certain instances it may be necessary to designate other offices for this work, and if so the offices involved, as well as the Central Accounting Offices for the districts, will be instructed by the Inspectors in Charge of the Divisions.

SPECIAL DESIGNATED OFFICES

9. Any post office of the third or fourth class, which is not located at a county seat, and therefore not a registering office, but which has a number of alien patrons will report this fact to the Inspector in Charge of the Division, being sure to cite the approximate number of aliens to be registered and the distance to the nearest first class, second class, or county seat office. We refer to the judgment of the Inspector in charge registration should be authorized at such an office the Inspector in charge will designate the office as a registering office and instruct the Central Accounting office to furnish the necessary forms and equipment. He will also arrange for an Inspector, or an employee of a nearby office, to instruct the postmaster.

USE OF FORMS

10. FORM AR-1. This is the instruction and application form. Postmasters and postal employees should study and thoroughly familiarize themselves with the instructions and questions to be answered by the applicant, in order that they may be able to assist the applicant in supplying the answers. This form should be furnished to all applicants so that they may complete the form at home or at the post office. All questions must be answered by the applicant, even if the answer is "don't know." In the event the alien is unable to give a complete answer to any question he should furnish data as accurately as possible. The completed application Form AR-1, should not be returned to the applicant after registration, but should be transmitted with Forms AR-2, AR-3, and AR-4 as hereinafter directed. It is not compulsory that the alien complete Form AR-1 but he should be encouraged to do so as it expedites the actual registration. If Form AR-1 is received through the mail by a postmaster he will return it to the sender with instructions to present it personally at a first class, or a second class or a county seat post office, or one specially designated, except as provided in Paragraph 5.

11. FORM AR-2. This is the official registration form. It will be completed by the postal employee from information furnished by the applicant on Form AR-1, and by questioning. All questions must be answered as stated in Paragraph No. 10. If there is insufficient space on AR-2 for all answers, Form AR-2a should be used for the additional answers, and AR-2 endorsed to indicate a Form AR-2a has been used. When completed, the postal employee will read the answers to the applicant or he may read them himself. The applicant will then sign his name in the presence of the postal employee authorized to administer the oath. The fingerprint impression of the applicant's right index finger will be placed in the designated space and the office stamp impression, showing date and place of registration, stamped in the space marked "Official Stamp." If for any reason the impression of the right index finger cannot be taken, the impression of another finger should be taken and the form suitably endorsed to show which finger and hand. Money order or registry stamps with black ink pads should be used for the post office stamp impression. If additional dating stamps are needed they should be ordered immediately. Applicants should be encouraged to have interpreters, when needed, accompany them at the time of registering. Where postal employees can act in this capacity they will do so. In cases where applicants are unable to write they will sign by mark, which must be witnessed. The witness will sign his own name and address on the form near the mark of the applicant, and the words "witnessed by" will precede the signature. Should a person state that he is registering as a matter of protection, although he believes he is not obligated to do so, Form AR-2 shall be so endorsed by the registering official.

12. FORM AR-3. This is a registration receipt or identification form. The applicant will sign the form and the same fingerprint impression will be placed in the proper space as taken on Form AR-2. Form AR-3 is not to be detached from Form AR-2 or retained by the applicant. It will be subsequently sent to the applicant by the Department of Justice. A definite
mally the mailing address must be furnished on Form AR-2, Question 2(b) for the return of this receipt form. It is anticipated that some forms AR-3 will be spoiled, therefore, an extra supply labeled AR-3a, will be furnished. In case of spoilage Form AR-3 will be endorsed ”Void” and a Form AR-3a completed. Both the spoiled form and the completed one will be forwarded as directed.

13. FORM AR-4. This is the fingerprint form. The fingerprint impressions should be taken first and then the applicant and the official taking the prints should sign their names. The form should be placed with the fingerprint side up until the prints are dry, then the data typed or written on the form. Most of these data can be secured from Form AR-2. The questions on AR-2 and AR-4 are numbered the same, but care must be exercised to obtain information from the applicant for questions 16 and 17 which do not appear on AR-2. Care should also be exercised not to smear the fingerprints. Items “Reference” and “Classification” should not be filled in.

14. It is advisable to check the Forms AR-2, AR-3, and AR-4 for accuracy and completeness before the Alien leaves the post office.

DISPOSITION OF FORMS

15. Second class and authorized district offices will send the completed forms to Central Accounting Offices to be reviewed before they are forwarded to the Alien Registration Division of the Department of Justice, Washington, D.C. If the forms are in order and all questions have been answered and the fingerprints are clear and legible they will be forwarded to Washington by the Central Accounting Office. If all questions on the forms have not been answered or if the fingerprints are not legible the forms will be returned to the postmaster submitting them for necessary attention as indicated in a letter of transmittal. Suitable form letters for return of forms and fingerprint cards can be made up as experience shows common errors.

16. Forms AR-1, AR-2, AR-3, and AR-4 for each applicant will be kept together. Stapling machines and pins shall not be used, but the use of clips is permissible. Fingerprint cards, Form AR-4, must not be folded. First class offices will mail the forms daily to the Alien Registration Division of the Department of Justice, Washington, D.C. in envelopes furnished for this purpose. Other offices will mail them daily to the Central Accounting Office for the district where they will be checked for completeness and then forwarded to the Department of Justice, or returned for correction. In packing for mailing care should be exercised to prevent damage in transit. Where large quantities are mailed it will be advisable to pack the forms in strong cartons.

EXPENDITURES, ACCOUNTS, AND REPORTS

17. At many post offices, including those of the first and second class, no additional clerical assistance will be necessary in connection with the Alien Registration. Where additional clerical assistance is essential it should be secured, and it will not be necessary to obtain advance authorization for expenditures for this clerk hire.

18. All Expenditures Incident to the Registration and Fingerprinting of Aliens Must Be Kept Separate from Regular Postal Expenditures. Postmasters at first and second class offices shall set up such expenditures in their quarterly accounts under a separate item interlined and designated “Alien Registration” on the blank line following Item No. 86 on Form No. 1850-C.

19. Postmasters at first and second class offices must keep an accurate record of the cost of auxiliary clerk hire used for this work. If regular employees are used, the actual auxiliary used for replacement is to be reported. Overtime of regular clerks should be avoided, but if necessary, the actual overtime should be charged against “Alien Registration.” The salary of the regular employee should not be charged against “Alien Registration” but only the necessary auxiliary used for replacement should be charged. The night differential and overtime of regular employees used in this work should be charged against “Alien Registration” and not entered on the regular semi-monthly payroll, but must be entered on separate vouchers. Where regular employees are used and there is no employment of auxiliary to replace them in the post office positions, no charge will be made against “Alien Registration.” The cost of non-classified auxiliary clerk hire, overtime and night differential of regular employees used in this work should be charged at 100 percent. Salary payments of classified substitutes, engaged in this work and in replacements, will be at 96½ percent and must be listed separately from the 100 percent payments on the abstract in order that the Department may make a charge against the Alien Registration Division for the 3½ percent retirement deductions.
20. Postmasters will make payments for rental of quarters, equipment tables, desks, typewriters, etc., as well as for emergency supplies. Receipted vouchers must be secured in duplicate. The original receipted vouchers must be transmitted with quarterly accounts and the duplicates retained in the office file.

21. Accurate records will be kept of all expenses for street car and bus fares, use of personal automobiles at five cents per mile, telegraph and telephone charges. A separate voucher must be submitted for each automobile trip, showing the date, points between which travel was made by personal automobile, the speedometer readings between said points, mileage, and number of aliens registered at each point. City travel will be by street car or bus, where expedient, rather than by automobile. Vouchers will be obtained for telegraph and telephone charges. Receipts must be secured from employees for street car and bus fares, such receipts to be taken monthly or quarterly. Postmasters using their own automobiles can sign vouchers for such service. All vouchers and receipts must be taken in duplicate. The original receipted vouchers and receipts must be transmitted with quarterly accounts, and the duplicates retained in the office file.

22. A monthly report of all expenditures incident to the Alien Registration must be made on Form POS-1 to the First Assistant Postmaster General, Division of Post Office Service, by all first and second class offices. Form POS-1 must be submitted even though no expenses have been incurred, as these reports are to contain information as to the number of aliens registered, as well as expenses. Vouchers are not to be submitted with these monthly reports but the expenditures reported must be the same as those to be included in the quarterly account. These reports must be forwarded promptly at the close of each month, including the month of August.

23. The quarterly postal account will contain a separate payroll abstract for auxiliary assistance, including auxiliary used for replacement, overtime and night differential of regular employees engaged in the alien registration work, and of vouchers transmitted for all other expenditures. The payroll and abstract of vouchers should bear the notation "Alien Registration." All payroll checks, salary receipts and vouchers for other expenditures shall be endorsed or stamped "Alien Registration."

24. Postmasters at third and fourth class offices which are authorized to register and fingerprint aliens will pay for additional clerk hire, telegraph and telephone charges, and mileage for use of personal automobiles where essential to this work, and submit signed vouchers, in duplicate, for these items to the Central Accounting Office for their districts. Such payments may be made from postal funds and an itemized memoranda kept by the district offices of the amount of expenditures covering vouchers forwarded to the Central Accounting Office, for reimbursement and the memorandum sent as cash until reimbursement is received. The Central Accounting Office will reimburse the district postmaster by Treasury check for total amount of the vouchers submitted, if such vouchers are in order. Third and fourth class post offices should not submit vouchers to the Central Accounting Office for payment more often than once a month, or when the work is completed. All checks, salary receipts and vouchers for other expenditures in connection with this work shall be endorsed or stamped "Alien Registration." District postmasters will make no entries in their regular accounts of expenditures incident to the alien registration. All expenditures must be supported by proper vouchers. These vouchers will be treated as strictly cash items between the district office and the Central Accounting Office. Third and fourth class offices located at county seats, and such offices of these classes which are specially designated to register aliens, will employ additional clerical assistance, if needed, at the prevailing hourly rate of compensation existing in the community, which will usually be the same rate as paid for clerical assistance in the post office.

CENTRAL ACCOUNTING OFFICES

25. All Central Accounting Offices will distribute supplies to offices in their districts as set forth in Paragraph 34, and reimburse district postmasters, authorized to register and fingerprint aliens, for expenses actually incurred in such work.

26. Particular attention is invited to the instructions to postmasters at third and fourth class post offices, Paragraph 24, concerning the method of reimbursing authorized district offices for expenditures incident to the registration and fingerprinting of aliens. Postmasters at these district offices are to pay the actual expenses for necessary additional clerk hire, telephone, and telegraph charges, and use of personal automobiles at five cents per mile, secure and transmit signed vouchers for such expenditures to the Central Accounting Office for reimbursement. Postmasters at Central Accounting Offices shall reimburse the district postmaster by Treasury check in the total amount of the vouchers, providing they are in order. Central Accounting
postmasters will be held responsible for obtaining correctly prepared vouchers. If improperly prepared vouchers are received from district postmasters they should be returned for correction and payment suspended until correctly prepared vouchers are received.

27. Postmasters at Central Accounting Offices shall include in their quarterly postal accounts, the expenditures for which they have reimbursed postmasters at district offices. The total should be included with expenditures for alien registration at their own offices in a separate item interlined and designated “Alien Registration,” on the blank line following Item No. 86 on Form No. 1550-C.

28. All expenditures, either by postmasters at district offices or by the Central Accounting Office, for work in connection with the Alien Registration, must be supported by proper vouchers. The quarterly postal account shall contain a separate payroll abstract, marked “Alien Registration,” for auxiliary assistance, including auxiliary used for replacements, overtime and night differential of regular employees engaged in the Alien Registration work, and of vouchers submitted for other expenditures at the Central Accounting Office. Included in this abstract should be the expenditures of postmasters at district offices for which the Central Accounting Office has made reimbursement.

29. All payroll checks, salary receipts and vouchers for other expenditures shall be endorsed or stamped “Alien Registration.” Postmasters at Central Accounting Offices shall place the Treasury check number and symbol on all vouchers for which payment is made to district postmasters. The Treasury check number and symbol should also be shown on the abstract of all expenditures paid by Treasury check, including reimbursement to district postmasters.

30. Postmasters at Central Accounting Offices shall report promptly at the close of each month on Form POS-1 the expenditures incident to Alien Registration at their own offices, and on Form POS-2 the expenditures at district offices in their district for which reimbursement has been made. A separate Form POS-2 must be submitted for each authorized district office, showing the expense incurred and the number of aliens registered.

CORRESPONDENCE

31. All postmasters shall direct their inquiries on this work to the Central Accounting Office for the district. All correspondence received from the public which cannot be handled by postmasters, shall be referred to the Central Accounting Office, and the correspondent advised of the reference. When Central Accounting Offices are unable to answer the correspondence they shall refer it to the First Assistant Postmaster General, Division of Post Office Service. Reference of some correspondence may be avoided by Central Accounting Offices through close contact with Inspectors in Charge.

SUPPLIES

32. The following list of supplies will be furnished to all first class, second class, and county seat offices, as well as other designated offices. Forms AR-1 and AR-11 will be furnished to all post offices, regardless of whether or not they are designated to register aliens.

Alien Registration Division Forms

AR-1 Instructions and specimen form.
AR-2 Alien Registration form.
AR-2a Follow sheet for additional data.
AR-3 Identification (or receipt) form, attached to AR-2.
AR-3a Extra receipt form.
AR-4 Fingerprint card.
AR-5 Official regulations and fingerprint instructions.
AR-6 Requisition for supplies.
AR-7 Weekly report of number of aliens registered.
AR-11 Change of address card.
Fingerprint outfit.
Envelopes.
Post Office Forms

POS-1 Report by first and second class offices of expenditures and number of aliens registered.

POS-2 Report by Central Accounting Offices of number of aliens registered and expenditures at district offices.

33. The Alien Registration Division will mail direct from Washington ten or more Forms AR-1 to every post office. They will also mail an initial supply of forms and material to first class offices, and fingerprint outfits to all first class, second class and county seat offices. There are two styles of fingerprint outfits; the larger ones will be furnished to offices where there will be a number of applicants, and the smaller ones to other offices. Additional sets will be supplied to Central Accounting Offices for emergency requisition.

34. Central Accounting Offices will receive bulk shipments of supplies, and they will immediately furnish all second class and county seat offices in their districts with a minimum of one Form AR-5, and six of all other Alien Registration Division forms, except Forms AR-1, which are to be mailed direct from Washington. They shall supply all district offices, which are not located at county seats, with a minimum of ten Forms AR-11. The Post Office forms, POS-1 and POS-2 will be mailed direct to offices required to use them. Additional supplies of these and other forms will be ordered by all offices from the Central Accounting Offices. Upon receipt of the initial supply of forms and material postmasters shall order such additional amounts as they will need from time to time from the Central Accounting Office, being sure to allow for a percentage which will be spoiled. A supply of forms should be held at offices, even though a postmaster feels that he has no immediate use for them. Aliens may apply for registration at some future date. In the event a supply of Forms AR-1 and AR-11 is not received at non-registration offices, or any of the Alien Registration Division forms are not received at other offices, one week before the opening date of registration the shortages shall be reported to Central Accounting Offices, and should the latter need additional supplies they will notify the Inspector in Charge of the Division.

35. The Alien Registration Division will mail posters to postmasters. When received they will be placed on bulletin boards in lobbies.

36. At Central Accounting Offices it will be necessary to plan for storage of supplies and the expeditious filling of requisitions. In no case should an order for supplies be delayed over 24 hours. In the event the regular supply of wrapping material is inadequate postmasters at Central Accounting Offices may purchase such material locally, following the procedure set out in Paragraph 41.

POSTAGE

37. Supplies mailed by Central Accounting Offices to post offices will be under penalty envelopes. Any packages weighing in excess of four pounds will be subject to postage at the fourth class rate, but need not be prepaid. Central Accounting Offices shall keep a record of such shipments and report monthly to the Third Assistant Postmaster General, Division of Classification, the amount of postage to be collected. The Department will make the postage charge against the Department of Justice. A record will be kept of the mailings of supplies in packages weighing less than four pounds for quarterly reports, as provided in Section 619 1/2 P. L. & R. Reports will be made quarterly to the Third Assistant Postmaster General, Division of Classification, for transmittal to the Department of Justice of mailings of supplies in packages weighing less than four pounds as an aid in preparing their required reports.

LIST OF NAMES OF THOSE AUTHORIZED TO ADMINISTER OATHS

38. All employees of the postal service who are designated to register aliens are authorized to administer oaths in this connection. Postmasters are required to forward an alphabetical list of all such employees. These lists shall bear statement of the postmaster that the employees have been designated to register aliens and to administer oaths. First class offices shall forward these lists direct to the First Assistant Postmaster General, Division of Post Office Service. All other offices shall forward the lists to Central Accounting Offices for assembling and transmission.

REPORT OF NUMBER OF ALIENS REGISTERED

39. Form AR-7 is a card for use of postmasters in reporting at the close of each week the number of aliens registered. It shall be completed and mailed at the close of each week by postmasters at all offices which have been furnished with the forms. Some of the small offices will not receive these forms, and offices which do not receive them need not make the reports.
CHANGE OF ADDRESS CARDS

40. The law requires all resident aliens to report each change of address within five days of such change. Other aliens, for example: visitors, students, and others not admitted for permanent residence in the United States, must report their address every three months whether they change their address or not. A penalty of fine and imprisonment is provided by law for failure to make the required reports. Printed and addressed change of address cards will be furnished for this purpose and they shall be made available to aliens on call at all post offices. This card is known as Form AR-11 and requires one cent postage, to be paid by the mailer.

RENTAL OF EQUIPMENT AND QUARTERS

41. If additional typewriters, desks and chairs are required, at least three proposals should be obtained, if possible, for rental of such equipment on a weekly basis. Bids should be obtained in accordance with existing instructions in such matters, and postmasters should accept the lowest bid.

42. If additional space and quarters are essential it is believed that arrangements can be made locally for the free use of public buildings. Failing to secure the free use of outside quarters, proposals should be obtained for the rental of suitable space on a monthly basis, and the lowest proposal for suitable quarters should be accepted. All such proposals for rental of equipment and quarters should be transmitted to the First Assistant Postmaster General, Division of Post Office Service, with report of action taken.

TRAINING AND EMPLOYMENT OF AUXILIARY ASSISTANCE

43. Advance arrangements should be made in the usual manner for whatever temporary employees may be necessary. No advance authorization need be obtained for the appointment of temporary employees needed for this work, but these employees must be selected from eligible registers, where available, and nominations transmitted through the Civil Service District Managers, using Form 1531. In the event typists are required request should be made of the Civil Service District Managers for lists of eligibles for temporary appointment as substitute clerks.

44. In advance of the registration date employees must be given full instructions in all features of this registration and fingerprinting of aliens. At the larger post offices where there are a number of aliens, classes should be held and detailed instructions given by qualified postal officials. Employees selected for fingerprinting must practice until they become proficient. Any postal employee who is expert in fingerprinting should be used to teach other employees. It may be possible to have expert fingerprint operators from law enforcement agencies assist in the instructions.

45. The arrangement of furniture, tables, desks, typewriters, etc., should be carefully planned in order that the work may be performed in an expeditious and efficient manner.

46. Where there are many applicants, it may be desirable to work out a progressive system with certain qualified employees assigned to specific tasks, such as review and completion of Form AR-1; typing of Forms AR-2 and AR-3; administering the oath; fingerprinting, etc.

47. It is doubtful whether the registration and fingerprinting can be performed efficiently at post office service windows, and where practicable the actual registration and fingerprinting should not be done in public lobbies. Where there are few applicants, the postmaster can use his private office. At other offices a room or rooms should be secured elsewhere in the building for this purpose. It may be possible to use the Civil Service examination room or the court room.

FINGERPRINTING

48. The Postal Bulletin of July 15, 1940, directed that all postmasters, and employees they will detail to this work, become proficient in the taking of clear and legible fingerprints, and suggested that practical instructions be obtained at offices of law enforcement agencies. Instructions on the taking of fingerprints are contained in booklet Form AR-5. Where practical instructions cannot be obtained postal employees should experiment in taking fingerprints in advance of the registration dates. IT IS ABSOLUTELY ESSENTIAL that clear and legible prints be secured. If the prints forwarded are not clear and legible they will be returned and it will be necessary to take others, causing unnecessary work on the part of the Postal Service and inconvenience to the applicant. In case an employee believes he will experience difficulty in taking the prints of an alien it is suggested that sample prints be taken on plain paper before
an attempt is made to take them on Form AR-4. This is especially true in the case of female applicants. Should an alien refuse to be fingerprinted he will be informed of the provisions of the law and the penalties provided for non-compliance therewith. If he still refuses he should be requested to sign the card, Form AR-4, and if he will not sign it the postal employee will type or print the alien's name on the form, and then endorse on the card "Applicant refused to be fingerprinted and he was informed of the law," and the employee will sign his own name on the card. If any offices have inkless fingerprint outfits on hand these must not be used in this work. Fingers must be clean in order to secure legible prints, and aliens will desire to clean their fingers after being fingerprinted. Postmasters will supply the necessary facilities, keeping the expense to the minimum.

ADVERTISING AND PUBLICITY

49. Advertising and all publicity will be cared for by officials of the Alien Registration Division, Immigration and Naturalization Service, Department of Justice, who will arrange for radio broadcasts and announcements in newspapers. Postmasters will cooperate.

DUTY OF POSTMASTERS

50. It is the duty of postmasters at all first class and second class post offices, and county seat post offices, as well as specially designated post offices, to register and fingerprint all applicants. It is the duty of every postmaster to give application Forms AR-1 to all aliens who apply, and to assist them in completing the forms. Postmasters at offices not designated to register and fingerprint aliens shall advise applicants to take Forms AR-1 to a registering office and inform the applicant the names of such offices in the vicinity. If any postmaster does not fully understand these instructions, or if for any reason he is unable to comply therewith, he should communicate with the Inspector in Charge of the Division in which his office is located, telegraphing if necessary. Postmasters are responsible to the Post Office Department for the proper and expeditious handling of this work. Under no circumstances shall they change or modify these instructions without first obtaining authorization from the Department, or Inspector in Charge of the Division.

J. M. DONALDSON,
Acting First Assistant Postmaster General.
August 31, 1940
Hyde Park, New York

My dear Mr. Biddle:

Thank you so much for your letter. I had a letter from Anna after your visit and both she and John felt that you had done such a good job. They particularly want you to meet Franklin, Jr. sometime as they felt it would mean a great deal to him.

I wish I could tell you all the pleasant things Anna and John said.

Very sincerely yours,

Honorable Francis Biddle
The Solicitor General
Dept. of Justice
Wash., D.C.
Dear Mrs. Roosevelt:

When I was in Seattle on Saturday making a campaign speech, I had an altogether delightful lunch with the Poettigers, including Sissie, Buzzy and Johnnie. Johnnie has the figure of an economic Royalist, but his smile quite fills the house. They all look brown and well.

Sincerely yours,

[Signed]

Mrs. Franklin D. Roosevelt

The White House
October 5, 1940

My dear Solicitor-General:

    Can you tell me what is going to happen to Japanese and Chinese people who are here illegally? I have been asked to find out for a man who has been here for twenty years, has an excellent record and wishes to remain here. He is now terrified. Could you let me know as soon as possible?

Very sincerely yours,

HON. FRANCIS BIDDLE
DEPT. OF JUSTICE
October 9, 1940

Dear Mr. Biddle:

I am enclosing a letter from Mrs. Townsend, who would like very much to help the French pianist, Robert Casadeaus. Would it be possible to do as she asks?

Very sincerely yours,

Honorable Francis Biddle
The Solicitor General

Mrs. Townsend writes from Beech Hill Farm, Schroon Lake, NY
January 4, 1943

Dear Mrs. Biddle:

Russell W.

I am giving this note to Mr. and
Mrs. Jelliffe to enclose with their letter
to you.

I have been interested in the work
which they have been doing in Cleveland for
a long time and since this is a time when
race relations are so important, I hope
you will give them an opportunity to tell
you of their work.

Very sincerely yours,

Mrs. Francis Biddle
Washington, D.C.
Dear Mrs. Biddle:

Thank you so much for your very kind letter. I was so glad that Marian Anderson was permitted to sing at Constitution Hall that I feel the criticism of my unwitting use of a car is not important.

I imagine there will be repercussion and I shall probably have many letters. I have been attacked directly and through rumor for my stand on the Negro, but one can only keep to one's convictions and take what comes.

Miss Thompson explained about Mr. Jalliffe's letter and I understand perfectly. I told him when I saw him that I thought he would have had less trouble on the financial side, as will have many other worthy organizations.

Very sincerely yours,

Mrs. Francis Biddle
1669 Thirty-first Street
Washington, D. C.
Dear Mr. Roosevelt,

It was very moving last night in Constitution Hall to hear Marian Anderson and know that such a thing could happen. The great art of Marian Anderson, and the enthusiastic and dignified audience of all races. Miss Anderson told me afterwards that she could hardly sing the National Anthem because she was crying. She also added: “I only wish I were...”
a bigger and better person

to stand as a symbol

in such an important moment.

Thinking about it as I
fell asleep I could not
resist sending you a line
of gratitude and pride in you.

It never could have happened
without you. May all the
repercussions be as good and
as harmonious as the wonderful
music last night.

This needs no answer. As I so seldom
see you I have written instead.

With affectionate appreciation - Katherine Biddulph
February 2, 1943.

My dear Mrs. Biddle:

Mrs. Roosevelt has asked me to send you the enclosed copy of a letter which was mailed to Mr. Kreymborg on January 27, 1943. She is so sorry it did not reach Mr. Kreymborg.

Very sincerely yours,

Secretary to
Mrs. Roosevelt.

Mrs. Francis Biddle
1669 Thirty-first Street
Washington, D. C.
This is one of the two letters you wanted.

We are still looking for the one about children of officers killed in the war.
February 10, 1943.

Dear Mrs. Biddle:

Thank you so much for your kindness in inviting me to attend the concert at Constitution Hall.

I deeply regret that I cannot accept as I expect to be away on March 30th.

Very sincerely yours,

Mrs. Francis Biddle
1669 Thirty first Street, N. W.
Washington, D. C.
February 8, 1943

Mrs. FRANCIS Biddle
1669 Thirty First Street N. W.
Washington, D. C.

Dear Mrs. Roosevelt:

On Tuesday evening, March 30, at Constitution Hall, the Philadelphia Orchestra is going to give a performance, at last, of the song "Plain Chant for America" of which, you may remember, I wrote the words and Mr. William Grant Still, the distinguished Negro composer, wrote the music. In his manuscript he dedicated the music to you and the President.

I am sure I don't need to tell you that it would mean a great deal to him and to me to have you at the concert that night at Constitution Hall. Of course I shall understand if you have some prior engagement, but I do hope you can be there.

We hope to ask a few people, if they can find some way to get there, to come back after the concert to meet Mr. and Mrs. Eugene Ormandy and Mr. James Pease, the singer. We would love to have you join us.

Sincerely yours,

[Signature]

Mrs. Roosevelt
The White House
Dear Mr. Roosevelt,

It was so very thoughtful and lovely of you to send me the exquisite orchids to wear at the concert last night, and the gay and beautiful flowers in the house.

We missed you at both places, and I think you would have been happy.
to have seen the interest
and response in the audience
for our "American Song."—
I felt it had touched
something in them. And
since the music is dedicated
to the President and to you
I was doubly glad.

Thank you again for the
flowers — I was deeply
touched.

Affectionately yours,

Katherine J. Biddle

The O.W.L. is
leading "Plain Chant" abroad by microfilm
Show-Roare. I thought it might interest you.
May 25, 1943.

Dear Mrs. Biddle:

Of course I understand your reasons for not being here for the Congressional ladies parties and I am so glad you can see your son. I hope he is completely well.

Affectionately,

Mrs. Francis Biddle
1669 Thirty-first Street, N. W.
Washington, D. C.
May 23:

Dear Mr. Roosevelt,

My son, who has been over two months in the Air Corps hospital in New England is being discharged tomorrow, and I am going up to get him. I know you will understand my having to be away from Washington, and realize how disappointed I am to have to miss the second tea for the Congress ladies. Please forgive me! Last week it was Francis' first holiday, and this week it is my son's. With many apologies affectionately yours,

Katherine Biddle
December 28, 1945

Dear Mrs. Biddle:

You and the Attorney General were more than kind to send me such lovely red roses for Christmas, and I deeply appreciate your thought of me. The roses added much to the holiday spirit of the house and I enjoyed having them.

With my thanks and all good wishes to you both for the New Year, I am

Sincerely yours,

Mr. Francis Biddle
1669 31st St.
Washington, D.C.