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TRAINING AND EMPLOYMENT GUIDANCE LETTER NO. 4-89

FROM : ROBERTS T. JONES
 Assistant Secretary of Labor

SUBJECT : Application of Selective Service Registration
 Requirements in Section 504 of the Job
 Training Partnership Act (JTPA)

1. Purpose. To provide States and service delivery areas (SDAs) with an updated compilation of requirements under JTPA's Section 504, including a minor change in the procedure for obtaining advisory opinions from the Selective Service System (SSS), and more detailed guidelines for newly legalized and other aliens.
2. References.
 - a. JTPA, Section 504;
 - b. National Defense Authorization Act for Fiscal Year 1987, Section 1366;
 - c. September 30, 1983 letter from Joyce A. Kaiser to JTPA Liaisons transmitting a technical assistance guide on options to implement Section 504 of the JTPA;
 - d. April 24, 1984 letter from Patrick J. O'Keefe to JTPA Liaisons, transmitting a Selective Service System (SSS) publication which described the Utah JTPA/SSS Pilot Program.
 - e. Training and Employment Guidance Letter (TEGL) No. 2-86 of March 19, 1987.
3. Background. The Selective Service has asked the Department of Labor to reissue in a consolidated format its earlier guidance on the Section 504 registration requirement of the October 1982 Job Training Partnership Act. Given the turnover in personnel at the State and SDA level in the JTPA

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system, and the time elapsed since the Department of Labor's earlier issuances, consolidation into one TEGL of all material relevant to the Selective Service Registration Program will make it easier for JTPA programs to comply with Section 504 and to train new staff.

This guidance has included: a September 1983 technical assistance guide (TAG) describing ways to register individuals and to verify registration under the Military Selective Service Act (MSSA); a March 1984 TAG on a State of Utah-SSS joint pilot registration program for applicants seeking JTPA services; and a March 1987 TEGL sent to States to inform the JTPA system of changes to the MSSA which required that JTPA programs determine the past registration status of male JTPA applicants 26 years of age and older.

4. Review of the Basic Registration Requirement under Section 504 of JTPA.

- a. Section 504 of JTPA requires that all participants under JTPA be in compliance with Selective Service registration under the Military Selective Service Act (50 U.S.C. App. 451 et seq.) as a condition for participating in JTPA if otherwise eligible for the program.

Section 3(a) of the MSSA requires that male citizens of the United States and other male persons residing in the United States who are between the ages of 18 and 26, present themselves for Selective Service registration at times and places determined by the President. The attached "Who Must Register" chart provides additional information on the registration requirement.

Presidential Proclamation 4771 of July 2, 1980, requires that male persons born after December 31, 1959, who have attained their 18th birthday, register with Selective Service. The time for registration is within 30 days of a man's 18th birthday. Failure to register timely does not relieve a man of his duty to register. The duty to register, even if late, remains until age 26.

The primary place for registration is any U.S. Post Office. If a male citizen of the United States is residing outside the United States, he may register at any U.S. Consulate or Embassy.

The registration requirement does not apply to any male alien lawfully admitted to the United States as a non-immigrant under Section 101(a)(15) of the Immigration and Nationality Act and who lawfully remains in the United States as a non-immigrant. All other aliens, including undocumented (illegal) aliens, must register. Male aliens born after December 31, 1959, who are between the ages of 18 and 26 must register within 30 days after their entry into the United States if they enter the United States after reaching age 18.

Any male born after December 31, 1959, and who is subject to the Selective Service registration requirement cannot register after he attains age 26. Any male JTPA applicant who has attained age 18, but has not yet attained age 26, can mitigate his failure to register timely by presenting himself at a U.S. Post Office or before an official SSS registrar and submitting the information necessary for Selective Service registration.

The Section 504 requirement applies to all programs under Titles I, II, III, and IV of JTPA. In 20 CFR 629.1(c), "General Program Requirements," JTPA regulations for Titles I, II, and III require that recipients ensure all men enrolled in a JTPA program comply with the Selective Service registration requirement. Also, Indian and Native American grantees, authorized to provide job training and employment by Section 401 of JTPA, are required by 20 CFR 632.77(d)(3) of the JTPA regulations to show compliance with Section 504. Programs for migrant and seasonal farmworkers authorized by Section 402 of JTPA are similarly directed at 20 CFR 637.107(c) of the regulations to meet the requirements of Section 504.

- b. Again, males over age 18 and under age 26 must register (if they had not previously done so within 30 days of reaching age 18) and, thus, may mitigate their earlier failure to comply with the MSSA, simply

by presenting themselves to an official SSS registrar and submitting the necessary information. These men can fill out registration cards at U.S. Post Offices, or at other authorized Selective Service registration points.

DOL's 1983 TAG (copy attached), in addition to providing guidance on how to verify whether an applicant to JTPA had registered with the SSS, presented information on how males who had not complied but were under the age of 26 could register and, thus, correct their compliance with the MSSA. Once this was completed and verified, JTPA could serve these men (if otherwise JTPA eligible).

The 1984 DOL TAG (copy attached) described arrangements whereby JTPA program offices in a State could be certified by the SSS to serve as uncompensated registrars for Selective Service, to facilitate registering persons who had not yet done so, and were seeking training and employment under JTPA. A number of JTPA program staffs have been certified as SSS registrars. Additional JTPA program offices wishing to be certified by the Selective Service to take registrations should follow the instructions in this TAG. This will enable programs to quickly meet the SSS registration requirement and enroll males in JTPA activities if they are otherwise eligible.

- c. The draft registration status of male applicants now 26 years of age or older must be determined by JTPA programs, prior to enrolling such applicants into JTPA. In November 1986, the MSSA was amended by a provision contained in the National Defense Authorization Act for Fiscal Year 1987, P.L. 99-661. This amendment added a new subsection (g) under Section 12, which required that the registration status of all males born after December 31, 1959, now be examined and confirmed, as follows:

"(g) A person may not be denied a right, privilege, or benefit under Federal law by reason of failure to present himself for and submit to registration under section 3 if--

"(1) the requirement for the person to so register has terminated or become inapplicable to the person; and

"(2) the person shows by a preponderance of the evidence that the failure of the person to register was not a knowing and willful failure to register."

The Conference Report to the amendment clarified "that a nonregistrant is not to be denied any Federal benefit if he can demonstrate that his failure to register was not knowing or willful." This provision was added "in order not to penalize an individual with an obvious disqualifying handicap, such as total paralysis of the limbs, or an individual who has been honorably discharged from the armed services."

Because of this amendment it became necessary to adjust the JTPA procedures for determining the qualifications of otherwise eligible males 26 years of age and older who were born after December 31, 1959.

- d. Guidelines on Alien Male Applicants. Alien males born after December 31, 1959, who entered the United States before attaining their 26th birthday are subject to the registration requirements of the MSSA. Those who enter after attaining their 26th birthday are exempt from the registration requirements. INS Form I-94 (Arrival-Departure Record) and INS Form I-551 (Alien Registration Receipt Card commonly called the "green card") held by aliens will show the birth date of the alien.

Also, INS has granted legal status and employment authorization to lawful seasonal agricultural workers (SAWs) and formerly illegal aliens under the 1986 Immigration Reform and Control Act (IRCA).

As noted earlier in this directive, the universal Selective Service registration requirement applies to all immigrant male aliens, whether legally admitted to the United States, newly legalized persons (NLPs) under IRCA, or illegal aliens.

Male aliens who entered the United States illegally and who have not been granted legal immigrant status or employment authorization by the INS, or who are unable to produce INS documentation of their legal status,

cannot be enrolled into JTPA programs, due to the limitation of Section 167(a)(5) of JTPA. This requirement provides:

"Participation . . . under this Act shall be open to citizens and nationals of the United States, lawfully admitted permanent resident aliens, lawfully admitted refugees and parolees, and other individuals authorized by the Attorney General to work in the United States."

- e. **Unallowable Costs.** All costs associated with the enrollment of any individual found to have violated the MSSA by failing to register are unallowable costs under a JTPA grant. Please consult part 5 of this directive for information on how unregistered JTPA applicants may be authorized by the SSS to enroll, so that the cost of serving them is an allowable cost to JTPA funds.
5. Steps to be followed in determining whether male applicants to JTPA satisfy the Section 504 Selective Service registration requirement, as a condition for participating in JTPA.
- a. For all males. Determine date of birth. The MSSA is not applicable to males born before January 1, 1960. It is also not applicable to males who have not yet reached their 18th birthday. It is applicable to all other male applicants born after December 31, 1959.
 - b. For males who have attained age 18 but have not yet attained age 26. Verify whether the applicant has complied with the registration requirement of the MSSA. Verification may be made by inspecting the applicant's SSS Registration Acknowledgment, or by calling the Selective Service Registration Information Office (1-800-621-5388). JTPA programs wishing to maintain documentation for audit purposes should record the applicant's SSS registration number, as listed on the Registration Acknowledgment or provided by SSS staff over the "800" line.

Selective Service will send a Registration Acknowledgment out for all new registrations it receives. Due to the volume of requests, SSS is no longer able to send out written verification followup acknowledgments, to confirm answers provided over the "800" line regarding registrations.

The October 1983 and May 1984 TAGs may be consulted for procedural suggestions, and additional information.

c. For males born after December 31, 1959, who are 26 years of age or older.

- (1) Registration with Selective Service should be verified in the manner described in paragraph b. above. This will allow the JTPA program to determine whether a man had complied with registration, and now meets the JTPA Section 504 requirement.

If the man had complied with registration, no further action is necessary and an otherwise eligible male may participate in JTPA programs.

If the man is not registered, the following additional determination must be made.

- (2) Determine whether the applicant has received an honorable discharge from active duty with one of the U.S. military services. Military service must have been on active duty. Reserve duty and National Guard service are not acceptable.

If the applicant served on military active duty but did not receive an honorable discharge or a release under honorable conditions, a determination must be made in accordance with paragraph d. below.

If the applicant served on active duty and received an honorable discharge or release under honorable conditions, and is otherwise eligible, he may participate in JTPA programs. A copy of the individual's military discharge document (DD Form 214) should be placed in the intake record.

- (3) Determine whether the applicant has a "visible or obvious handicap" that would permanently disqualify him from military service. If a man has an obvious physical or mental disability, no further action is necessary and an otherwise eligible man may participate in the JTPA program. Appropriate documentation would include a notation of the type of handicap observed by the JTPA program in the individual's intake record.

If an applicant does not have a visible or obvious handicap that would permanently disqualify him from military service, nor an honorable discharge, and has not complied with Selective Service registration, the procedures in d. below shall be followed. The above determinations may be made in any order deemed appropriate by the JTPA program.

- d. Determination of whether an applicant knowingly and willfully failed to register. The determination of whether a male applicant knowingly and willfully failed to register as required by the MSSA shall be made by the Selective Service System. Where a JTPA program determines that a male applicant 26 years of age or older who was born on or after January 1, 1960, does not meet any of the qualifications contained in 5.c. above, the male should be advised that an advisory opinion is required from the Selective Service, before he may be determined eligible to participate in JTPA programs.

There are two ways for an applicant to obtain an advisory opinion:

- (1) Call the SSS at 1-800-621-5388, and ask that an "advisory opinion request form" be sent to him. The applicant then fills out the form according to instructions and returns it to the SSS for a determination.
- (2) The applicant may send information necessary for an advisory opinion directly to:

Selective Service System (ADV)
P.O. Box 4638
North Suburban, Illinois 60197-4638

Information necessary for an advisory opinion consists of:

- (1) the applicant's name;
- (2) the applicant's current address;
- (3) the applicant's date of birth;

- (4) (optional) the applicant's Social Security Account Number (Applicants may voluntarily provide this. Under JTPA, the submission of the Social Security Account Number cannot be required. However, the Selective Service has authority under the MSSA to require use of Social Security Account numbers. Inclusion of the SSA number will greatly assist Selective Service in searching for a man's record.);
- (5) a statement that the applicant is requesting an advisory opinion under Section 3. of the Military Selective Service Act; and
- (6) the applicant's explanation as to why he failed to register with the SSS after reaching age 18 and before reaching age 26.
- (7) (optional) Aliens should include copies of the INS Form I-551 or I-94, or both, if available. The SSS will need this information in order to respond with an advisory opinion.

SDAs and JTPA program operators should not offer advice or direction to individuals when obtaining a statement from the applicant concerning the reasons why he did not comply with the Selective Service registration requirement. Simply tell the applicant to state the reason as he believes it to be true.

Selective Service will generally respond to each advisory opinion request within 30 days of receipt. Where the Selective Service opinion advises that its evidence indicates that the applicant knowingly and willfully failed to register with the SSS as required by law, the applicant is ineligible for JTPA services and cannot be enrolled. Where the SSS opinion advises that the male did not knowingly and willfully fail to register, the applicant should promptly return to JTPA with his advisory opinion. Males with such a Selective Service advisory opinion may, if otherwise eligible, be determined eligible to participate in JTPA programs.

- e. Determination whether lawfully admitted aliens have satisfied the Section 504 Selective Service registration requirement.

Aliens who enter the United States lawfully and have INS documents to show employment authorization, can prove their date of birth and age through their INS documents. As noted in Part 4.d. above, all immigrant aliens born after December 31, 1959, who have attained age 18 but have not attained age 26, are subject to the registration requirement of the MSSA. As with all other men subject to registration, their registration status is to be checked prior to enrolling them into JTPA programs. Immigrant aliens, and refugees, parolees, asylees, SAWS, and IRCA-legalized aliens with work permits can be enrolled into JTPA programs once an SSS registration or exemption is established.

All immigrant male aliens and refugees, parolees, asylees, SAWS and IRCA-legalized aliens born after December 31, 1959, who are able to produce INS documentation showing they were, in fact, 26 years of age or older at the time of entry into the United States are not subject to the MSSA, and may be enrolled in JTPA programs if otherwise eligible. Their INS documents should be photocopied and attached to their JTPA intake record (documenting their age, date of entry into the United States and alien status as immigrant, refugee, parolee, asylee, seasonal agricultural worker or legalized non-immigrant under the IRCA).

Male aliens 26 years of age or older who entered the United States illegally and who were subsequently granted legal status by the INS or who were born after December 31, 1959, but who are not registered with the SSS can be enrolled into JTPA only after the advisory opinion procedure outlined above in Part 5.d. of this TEGP has been followed. If Selective Service issues an opinion that it has no evidence that such individuals knowingly and willfully failed to register, the individuals can then be enrolled into JTPA. Thus, it is possible for political refugees, asylees, seasonal agricultural workers, and legalized persons under IRCA to receive needed JTPA training and services, once INS has granted them legal status and Selective Service procedures have been followed.

It is important to remember that Section 167(a)(5) of JTPA prohibits participation of an alien without legal status from the INS, even if the Selective Service issues an opinion that there is no evidence to show that the applicant knowingly and willfully failed to register with the SSS.

6. State Action. States shall assure that this updated compilation of Selective Service requirements and guidance is provided promptly to all SDAs.
7. Inquiries. Direct questions concerning the guidance letter to Hugh Davies on (202) 535-0580, or Christopher C. Richter on (202) 535-0533.

Attachments:

- A. September 1983 TAG (attached to a September 30, 1983 letter from Joyce A. Kaiser to State Liaisons)
- B. March 1984 TAG (attached to letter from Patrick J. O'Keefe to State Liaisons)

Selective Service "Who Must Register" chart

U.S. Department of Labor

Employment and Training Administration
601 D Street, N.W.
Washington, D.C. 20213



30 SEP 1983

Mr. William R. Rushton
Office of Governor George C. Wallace
State Capitol
Montgomery, Alabama 36130

Dear Mr. Rushton:

Section 504 of the Job Training Partnership Act (JTPA) requires that all participants receiving any assistance or benefits under JTPA who are required to register with the Selective Service System pursuant to the requirements of the Military Selective Service Act must be registered. Section 629.1(b) of the regulations implementing Titles I, II and III requires recipients to ensure that individuals enrolled in JTPA programs meet the requirements of Section 3 of the Military Selective Service Act.

For your information, on June 29, 1983, the Supreme Court granted an application to stay the order of a U.S. District Court Judge who had held the registration requirement to be unconstitutional. The case before the Supreme Court does not address employment and training programs, but is similar because it requires registration as a prerequisite to receiving education loans.

Although the Supreme Court's order is not a decision on the merits, it has the effect of upholding the validity of the registration requirement until the Court rules on the merits next term. Therefore, even though the constitutionality of this provision remains unsettled, we believe that there is no legal basis to delay the implementation of Section 504.

We have developed the enclosed Technical Assistance Guide with the cooperation of the Selective Service System to assist you in developing procedures to implement this requirement.

If you have any questions on this matter, please call (202) 376-7240.

Sincerely,

JOYCE A. KAISER
Associate Assistant Secretary
for Employment and Training

Enclosure

**JOB TRAINING PARTNERSHIP ACT
SECTION 504**

**U.S. Department of Labor
Employment and Training Administration
Office of Comprehensive Employment and Training**

September 1983

Purpose

This Technical Assistance Guide (TAG) is intended to provide information to Governors and Title IV Grantees regarding the Military Selective Service Act (MSSA) and the mandate of Section 504 of the Job Training Partnership Act (JTPA). It contains the legislative requirements under both Acts, procedures for registration, and suggested options for implementing Section 504. These options are suggested ways that the requirement may be implemented primarily through adding one or more steps to application procedures subsequent to eligibility determination.

Information for this TAG has been coordinated with the assistance of the Selective Service System with the hope that it will contribute to the expeditious implementation of Section 504 of JTPA.

PART ONE

Job Training Partnership Act Requirements

I. Background

Section 3(a) of the Military Selective Service Act requires that male citizens of the United States, and other male persons residing in the United States, who are between the ages of eighteen and twenty-six must present themselves for registration at such time or times and place or places, and in such manner, as determined by the President. Proclamation 4771 of July 2, 1980, provides that male persons born on or after January 1, 1960, and who have attained their eighteenth birthday (without attaining their twenty-sixth birthday) shall register. The requirement to register does not apply to any alien lawfully admitted to the U.S. as a nonimmigrant under Section 101(a)(15) of the Immigration and Nationality Act as long as he continues to maintain a lawful nonimmigrant status in the United States.

Section 504 of the Job Training Partnership Act (JTPA) requires that all participants under JTPA be in compliance with the Military Selective Service Act registration requirement. Governors for Titles I, II, and III, and grantees for Title IV, will need to address this requirement after the determination of eligibility for all male persons entering JTPA programs, on or after October 1, 1983.

Requirements under the Job Training Partnership Act1. Legislative: Section 504, Enforcement of Military Selective Service Act, states that:

"The Secretary shall insure that each individual participating in any program established under this Act, or receiving any assistance or benefit under this Act, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required pursuant to such section. The Director of the Selective Service System shall cooperate with the Secretary in carrying out this section."

The above requirement applies to all programs under the Job Training Partnership Act under Titles I, II, III, and IV.

2. Regulatory: Implementing regulations for programs under Titles I, II, and III of JTPA were issued March 15, 1983. Section 629.1(b), General Program Requirements, requires that recipients ensure that an individual enrolled in a JTPA program meets the requirements of Section 3 of the Military Selective Service Act.

Section 632.77(d)(3) of the implementing regulations for Indian and Native American Programs, authorized by Section 401 of JTPA, requires Native American grantees to maintain documentation to insure the credibility of the eligibility determination, including compliance with Section 504 of the Act.

Section 637.107(c) of the regulations governing programs for migrant and seasonal farmworkers, authorized by Section 402 of JTPA, requires that "to be eligible for participation, individuals shall meet the requirements of Section 504 of the Act."

PART TWO

Options for Meeting Job Training
Partnership Act Requirements

Several options are available in carrying out responsibilities under Section 504 of the Act and the corresponding sections of the regulations implementing Titles I, II, III, and IV of JTPA. This section is intended to outline these options. Keep in mind, however, that it is not meant to present a comprehensive inventory of all of the available means of implementing Section 504 and the relevant sections of the regulations. The decision on which option(s) should be employed will be made at the State or, in the case of Title IV, at the grantee level.

Important factors to keep in mind are that:

- o The Employment and Training Administration does not guarantee the legal adequacy of any of the proposed options discussed in this TAG. The options are merely suggested methods of implementation based on consultations with the Selective Service System.
- o The Governor/Grantee may be held liable subject, of course, to the forgiveness criteria set forth at 164(e) for disallowed costs associated with enrollment of participants who are not in compliance with the requirements of Section 3 of the Military Selective Service Act.

As with other JTPA requirements, the Governor/Grantee is responsible for procedures followed in carrying out requirements related to Selective Service registration. These procedures will be the basis against which compliance with Section 504 of the Act and with the relevant sections of the regulations will be audited. Therefore, in order to avoid questioned costs, it is recommended that the procedures be:

- o clearly communicated in writing;
- o Simple, uncomplicated and easily implemented; and
- o monitored periodically to ensure that they are being implemented properly and consistently.

Procedures for Implementing Section 504

Options for determining compliance with Section 504 range from self-certification after eligibility determination with verification of a sample of participants to requiring verification from the Selective Service System prior to the provision of services. Note that simple self-certification is not presented as an option because the author of Section 504 of the legislation transmitted a letter to the Secretary advising that implementation of this provision should not include simple self-certification. Regardless of the approach chosen in implementing Section 504, standardized forms should probably be designed (or application forms revised) to record information on registration under the Military Selective Service Act, and standardized instructions developed for reviewing and verifying the information provided on these forms.

1. Determining Compliance. The following are three options for determining whether or not participants have complied with Military Selective Service Act requirements:
 - o Self-Certification With Sample Verification
 - o Verification of Registration Prior to Enrollment
 - o Self-Certification Followed by Universal Verification

o Self-Certification With Sample Verification. Under this option, participants would certify in writing that they are not in violation of Section 3 of the Military Selective Service Act, after being determined eligible for enrollment under JTPA. At some future date, program officials will verify registration through a random sample of participants. The Department of Education (DOE) is currently using this option, with verification over a three year period. This option was chosen because many colleges and schools expressed concerns about the methodology for 100 percent registration verification set forth in the proposed rule published on January 27, 1983 (48 FR 3920). The advantages of this option are its simplicity, and that it provides additional time for recipients to develop verification systems. The disadvantage of this option is that it leaves the recipient vulnerable because verification may, in some instances, take place after the participant has left the program.

o Verification of Registration Prior to Enrollment. Under this option, each participant required to register with the Selective Service System would show his Registration Acknowledgement Letter before receiving services in any JTPA program. The advantage of this option is that program officials are certain at the time of enrollment that the participant has complied with the Military Selective Service Act requirements. The disadvantages of this option are: (a) it would penalize individuals who turned eighteen shortly before applying for JTPA who had registered but had not yet received a Registration Acknowledgement Letter (it may take up to 90 days for a registrant to receive an Acknowledgement Letter; therefore, a system requiring verification prior to the provision of services may delay the participation of otherwise eligible individuals); and (b) it would hamper efficient program operations particularly in the summer youth program, because of the limited duration of the program.

- o Self-Certification Followed by Universal Verification. Under this option, the participant would self-certify compliance with the Military Selective Service Act, and provide a copy of his Registration Acknowledgement Letter subsequent to enrollment. In view of the delays that could be involved through requiring verification prior to provision of services, a system combining self-certification with follow-up verification should be considered to avoid this problem. The advantage of this option is that, by clearly spelling out the procedure beforehand, and promptly terminating participants who do not meet verification requirements, audit exceptions can be minimized. The disadvantage of this approach is that it may inflate the program's nonpositive termination rate.

- 2. Documenting Compliance: Suggested Options for documenting compliance with Section 504 are fairly simple and straightforward.
 - o Include on Regular Intake Form: The application form could be designed to include a section dealing with Selective Service Registration information. The specific information that would be required here would depend on the procedures developed to implement Section 504. If the procedures require verification prior to provision of services, the intake worker would indicate on the application form the registration number from the participant's Acknowledgement Letter from the Selective Service System or attach a copy. If the procedures require only self-certification, the application form might include questions designed to determine whether the individual is required to register with the Selective Service System, and whether or not he has in fact registered. Upon signing the form, the participant would be certifying that the information provided is correct.

 - o Develop Separate Form: A separate form could be developed that would be filled out only by male participants born on or after January 1, 1960, who are at least 18 years old. This form could state the requirement of the Military Selective Service Act and follow the same procedures as outlined above.

- o Maintain Acknowledgement Letter: A copy of the Registration Acknowledgement Letter could be a part of the official file of a participant required to register with the Selective Service System. (This would be an option only if the procedures for enforcing Section 504 included the requirement that participants produce a copy of the Acknowledgement Letter.)

Where to Obtain Additional Information: For additional information on Selective Service Registration contact:

Selective Service System
Registration Information Office
P.O. Box 4638
North Suburban, Illinois 60198

PART THREE

Military Selective Service Act Requirements

o Who must register

-All male citizens of the United States and other male persons residing in the country born on or after January 1, 1960, who have attained their eighteenth birthday.

-Aliens who are permanent residents

-Aliens who are refugees and parolees

-Aliens who are undocumented (illegal)

-Civil Air Patrol Members

-Discharges/Separatees from Active Service (Veterans)

-Dual Nationals

-Enlistees, Delayed Entry Program

-Men Disabled or Handicapped

-Men rejected for enlistment

-National Guardsmen and reservists not on Active Duty

-ROTC Students

-Men who are hospitalized, incarcerated or institutionalized (within 30 days of release)

o Who is Exempted from Registration

-Males born prior to January 1, 1960

-Legal, Nonimmigrant aliens

-Cadets and midshipmen at the service academies

-Men hospitalized, incarcerated, or institutionalized
(must register within 30 days of release)

-Men on active duty in the Armed Forces

-Military Officer Procurement Program students at the
Citadel, North Georgia College, Norwich University and
the Virginia Military Institute

-Females

o When to Register

-Males must register within 30 days of their eighteenth
birthday, either before or after

-Late registration is accepted by Selective Service

o Where to Register

-Registration can be completed at any classified U.S.
Post Office

-U.S. Citizens living outside of the U.S. may register
at any U.S. Embassy or Consular Office

-Registration hours are the business hours during the
days of operation of the particular U.S. Post Office or
Foreign Post

o Procedures for Registration

-Registrant obtains blue and white Selective Service
System Registration Form(SSS Form 1) at any U.S. Post
Office

-Registrant fills in his name, current mailing address
and permanent address (if different), telephone number,
date of birth and Social Security number

-The registration form, with some identification, such
as a driver's license or birth certificate, is given to
a postal clerk who checks it for completeness

- The registrant signs and dates the registration form
- The postal clerk validates the registration form with the Post Office cancellation stamp and forwards it to Selective Service
- Registrant will not receive a draft card
- Selective Service will, within 90 days of registration, send the registrant written confirmation that he has registered. This is called the Registration Acknowledgement Letter (SSS Form 3A or 3AS) (See sample letter in Attachment A)
- Should the registrant not receive an Acknowledgement Letter within 90 days of registering, he should send a letter including his name, address, date of birth, and Social Security number to: Selective Service System; Registration Information Office; P.O. Box 4638; North Suburban, Illinois 60198 (A sample letter of request has been provided in Attachment B to facilitate receipt of the Acknowledgement Letter)
- Should the registrant receive an Acknowledgement Letter that has any incorrect information, he must correct the information on the Correction/Change Form (SSS Form 3B, enclosed with the Acknowledgement Letter), or fill out a yellow Selective Service System Change of Information Form (SSS Form 2), available at any U.S. Post Office, and return to Selective Service. (Sample copy of SSS Form 3B in Attachment C)
- Should a registrant lose or not keep his original Acknowledgement Letter, he should write a letter including his name, address, date of birth and Social Security number to: Selective Service System, Registration Information Office, P.O. Box 4638, North Suburban, Illinois 60198 (A sample letter of request has been provided in Attachment D to facilitate receipt of a copy of the Acknowledgement Letter. A copy should be received in 2 to 3 weeks.)

-Registrant must update the information provided to Selective Service every time he changes his current mailing address or permanent address. This includes informing Selective Service of his current school address, even if the home address remains the same.

-Registrant must report to Selective Service any legal name change. To update any information, the registrant changes in the information on the Correction/Change Form (SSS Form 3B), enclosed with the Acknowledgement Letter, or fills out a yellow Selective Service System Change of Information Form (SSS Form 2), available at any U.S. Post Office, and returns to Selective Service.

-When information is updated by the registrant, Selective Service will send the registrant a new Acknowledgement Letter showing the updated information as proof of registration.

-For additional information or questions regarding Selective Service registration, contact the Selective Service At: Selective Service System, Registration Information Office, P.O. Box 4638, North Suburban, Illinois 60198, telephone (312) 689-9022.

-For posters explaining registration requirements, contact the Office of Government and Public Affairs, Attention: Public Affairs Director, National Headquarters Selective Service System, Washington, D.C. 20435, telephone (202) 724-0790.

For additional information on Job Training Partnership Act requirements, contact: Office of Employment and Training Programs, Employment and Training Administration, Department of Labor, 601 D Street, N.W., Room 6402, Washington, D.C. 20213, telephone (202) 376-7240.



ATTACHMENT A

SELECTIVE SERVICE SYSTEM

ACKNOWLEDGEMENT LETTER

SEPTEMBER 7, 1982

LINDSAY CALVIN JOHNSON
RT 1 FALL BRANCH RD
BLOUNTVILLE, TN 37617

60-0000212-7

Mail Correction/Change
Form to:

Selective Service System
Great Lakes, Illinois 60086

Dear Mr. Johnson,

This letter shows the current information in your Selective Service record and should be kept as evidence of your registration.

Please read every item in your record, especially those with asterisks (**). If an item is incorrect (like your date of birth), include the correct information on the attached CORRECTION/CHANGE FORM and return the form to Selective Service. It is your legal responsibility to notify us of any errors within ten days after receipt of this letter.

The law requires you to notify Selective Service of any changes in your current or permanent address, or any legal name change, within ten days of the date of the change. The law also requires that you provide your social security account number to Selective Service. Failure to do so could result in legal action. If you do not have a social security number you do not have to get one for registration purposes.

TO NOTIFY SELECTIVE SERVICE OF CHANGES IN YOUR RECORD, YOU MAY USE EITHER THE ATTACHED CORRECTION/CHANGE FORM OR THE CHANGE OF INFORMATION FORMS WHICH ARE AVAILABLE AT ANY U.S. POST OFFICE OR OVERSEAS AT AN AMERICAN EMBASSY OR CONSULATE.

If your record is complete and all items shown are correct, please keep this letter and attached form for future use.

Thank you for your cooperation.

(Special note for Hispanic registrants) Si usted desea que esta carta u otra informacion sea enviada en español, marque el encasillado en el formulario incluido.

(DON'T FORGET VOTER REGISTRATION.....REGISTER LOCALLY TO VOTE IN THE NEXT ELECTION)

60-0000212-7	431-35-6054	M	05-16-61	501-423-2684	01-08-82
Selective Service No	Social Security No.	Sex	Date of Birth	Telephone Number	Date of Record

NAME

LINDSAY CALVIN JOHNSON

CURRENT MAILING ADDRESS		PERMANENT ADDRESS	
RT 1 FALL BRANCH RD		RT 1 FALL BRANCH RD	
Number and Street		Number and Street	
BLOUNTVILLE	TN 37617	BLOUNTVILLE	TN 37617
City	State Zip Code	City	State Zip Code

OMB-3248-0003
SSS Form 3A (Dec 81)

Keep this copy for your record

ATTACHMENT B

REQUEST FOR REGISTRATION ACKNOWLEDGEMENT LETTER

Send this form to: Selective Service System
Registration Information Office
P. O. Box 4638
North Suburban, Illinois 60198

I registered with Selective Service about 90 days ago but did not receive my
Registration Acknowledgement Letter.

This is the information I put on my registration Form:

Name: _____
 last first middle

Date of birth: _____
 month day year

Social Security Number: _____

Address: _____

Approximate date I registered: _____

Please send the Acknowledgement Letter to the address below.

signature

date

Send my Acknowledgement Letter to:

ATTACHMENT C
SELECTIVE SERVICE SYSTEM

CORRECTION/CHANGE FORM

MAIL CORRECTION/CHANGE FORM TO:

Selective Service System
 Great Lakes, Illinois 60086

1. This form may be used to correct information on your registration acknowledgement or to make any future changes in your registration record.
2. Make corrections on any information shown below that is incorrect, particularly information with asterisks (***) next to it.
3. To make a correction, cross out the incorrect information, write in the correct information, sign and mail this form to Selective Service in the enclosed envelope.
4. DO NOT use this form to submit additional information about yourself. If such information is needed, we will contact you. If you have questions about the Selective Service System, write the Registration Information Bureau, National Headquarters, Washington, D.C. 20435.

(Special note for Hispanic registrants) Si usted desea que esta carta u otra información le sea enviada en español, marque este encasillado.

Signature of Registrant			Date		
0-0000212-7	431-35-6054	M	05-16-61	501/423-2684	01-05-82
Selective Service No	Social Security No.	Sex	Date of Birth	Telephone Number	Date of Record

NAME
 LINDSAY CALVIN JOHNSON

MAILING ADDRESS	PERMANENT ADDRESS
RT 1 FALL BRANCH RD Number and Street BLOUNTVILLE TN 37617 City State Zip Code	RT 1 FALL BRANCH RD Number and Street BLOUNTVILLE TN 37617 City State Zip Code

U.S. Department of Labor

Employment and Training Administration
601 D Street, N.W.
Washington, D.C. 20213

24 APR 1984

Mr. William R. Rushton
Office of Governor George C. Wallace
State Capitol
Montgomery, Alabama 36130

Dear Mr. Rushton:

On September 30, 1983, we issued a Technical Assistance Guide to assist States in developing procedures to implement Section 504 of the Job Training Partnership Act (JTPA). One option provided in the guide involved verification of registration prior to enrollment.

States implementing this option have encountered some administrative difficulties. Enrollment of some applicants is being delayed because they are unable to provide appropriate documentation substantiating that they have complied with the requirement to register. Some applicants have not registered, while others have not received or are unable to locate their Registration Acknowledgement Letters. The time required to furnish a large number of registrants with additional documentation from the Selective Service System (SSS) for verification purposes is delaying the enrollment of a substantial number of registration-age men into JTPA.

To alleviate the administrative difficulties that have emerged from this process, the State of Utah and the SSS developed and implemented a pilot program to facilitate implementation of Section 504 of JTPA. The SSS is making this option available to all States that wish to participate. The SSS will designate JTPA officials as registrars in States that wish to participate in the program. Receipt of a properly completed registration card by an SSS-designated official will serve as sufficient evidence of SSS registration to permit an otherwise qualified individual to participate in the JTPA program.

Enclosed for your information and use is the SSS publication that describes the Utah JTPA/SSS Pilot Program and information guidelines. Also enclosed is a list of Selective Service Regions as contact points for States that wish to pursue this option.

It has also come to our attention that the U.S. Postal Service has been receiving an increasing number of requests from program operators asking it to verify that applicants for JTPA participation have registered with SSS. The U.S. Postal Service cannot comply with these requests. Rather, verification can be obtained by calling the SSS toll-free number, 1-800-621-5388, and giving the individual's full name, Social Security number and date of birth.

If you wish to participate in the optional procedure developed in the Pilot Program, please contact the appropriate regional SSS office. Also, please advise all local JTPA service delivery areas in your State of the U.S. Postal Service and toll-free number information. Your cooperation is appreciated.

Sincerely,



PATRICK J. O'KEEFE
Deputy Assistant Secretary of Labor

Enclosures



THE DIRECTOR OF SELECTIVE SERVICE
Washington, D.C. 20435

✓
✓

MAR 23 1984

The Honorable Raymond J. Donovan
Secretary of Department of Labor
Washington, D.C. 20210

Dear Mr. Secretary:

In recent months the Selective Service System (SSS) has developed an optional program specifically designed to facilitate the implementation of the registration provision in Section 504 of the Job Training Partnership Act (JTPA). Some states are requiring verification of registration prior to enrollment and some administrative difficulties have emerged. The program we have available will be particularly beneficial to these states.

The SSS will designate benefit officials as registrars in states wanting to participate in the program. Receipt of a properly completed Registration Card by a designated JTPA official will serve as sufficient evidence of SSS registration to permit an otherwise qualified individual to participate in the JTPA program.

Initial coordination with members of your staff has already begun. We are confident that the program offered will alleviate the problems surfacing with verifying that JTPA applicants have met the registration requirement.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas K. Turnage", written in a cursive style.

Thomas K. Turnage

Mar/41

JTPA PROGRAM



MARCH 1984

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JTPA PROGRAM

I. Program Background

Section 504 of the Job Training Partnership Act (JTPA) requires that all persons receiving assistance/benefits, who are required to register with the Selective Service System (SSS), must be registered. Section 629.1(b) of the Department of Labor (DoL) regulations implementing Titles I, II and III requires delivering agents to ensure that persons enrolled in JTPA programs meet the requirements articulated in Section 3 of the Military Selective Service Act.

On September 30, 1983, the DoL disseminated to respective states technical assistance guidelines that were developed with input from SSS. This guidance was needed because the states were delegated the responsibility to ensure that the registration provision in the JTPA was met. The primary purpose of the guidelines is to assist states in developing procedures to implement Section 504 of the JTPA. One option provided in the guidelines is to require proof of registration when making application for JTPA benefits.

In an effort to alleviate registration verification problems encountered in the State of Utah, a pilot program was developed and implemented. Evaluation feedback received from this undertaking was very positive. The problems initially faced were eliminated and the intent of the Solomon Amendment included in the JTPA was accomplished. Based on the success experienced in this statewide initiative, the decision was made to replicate the program in other states expressing a need to resolve similar problems.

II. Problem Statement

Some administrative difficulties that are directly related to verifying a potential JTPA participant has complied with the registration requirement are emerging in several states. Some applicants are being denied participation in the program because they are unable to provide appropriate documentation substantiating they have complied with the requirement to register. Some of these applicants have not registered and others have not received or are unable to locate their Acknowledgment Letters.

If a potential participant in the JTPA program is unable to provide proof of registration, he must register and wait for an Acknowledgment Letter or acquire appropriate documentation from SSS. The time required to furnish a large number of registrants with additional documentation from SSS for verification purposes is preventing a substantial number of registration age men from being accepted into the JTPA program.

III. Program Objectives

Specific objectives have been developed to provide clear direction in the JTPA program design. These objectives are targeted at identified problems presently being experienced by JTPA officials in verifying applicants have registered with SSS.

- A. To register JTPA applicants at intake centers in service delivery areas.
- B. To obtain appropriate documentation from JTPA applicants that ensures compliance with the registration provision.

IV. Program Description

This program will be conducted in JTPA service delivery areas within the states. The State Director/Region Director will serve as the contact point for SSS and the JTPA state liaison official will serve in the same capacity for the state. To initiate program activities, the State Director/Region Director will meet with the state JTPA liaison official to fully discuss the implementation of the statewide effort and deliver registration materials. Emphasis will be placed on the implementation guidelines set forth in Section V of this program.

The state liaison official will redistribute registration materials among the service delivery areas. Materials will be distributed among respective intake centers charged with the responsibility for verifying that an applicant for JTPA assistance is registered with SSS. Persons administering the JTPA at intake centers will be appointed to registrar positions. Such persons will maintain control of all registration materials received and supervise the completion of forms. On a weekly basis, completed forms will be forwarded to SSS for processing.

Precautionary measures will be taken by those responsible at JTPA intake centers to ensure the program is operated in conformance with established guidelines. Registration forms should only be completed after all reasonable efforts to acquire proof have been taken. For example, some applicants may have proof but fail to bring it with them when applying for JTPA benefits. Such applicants should be instructed to obtain and provide their proof as soon as possible. Applicants who cannot provide acceptable proof will be permitted to complete and submit registration forms for subsequent processing.

All JTPA service delivery areas will request additional registration materials from the state liaison officer. If more materials are needed at the state level, the state liaison officer will contact the SSS State Director or Region Headquarters.

The SSS will receive completed registration forms from intake centers on a weekly basis for processing. Forms received will be keyed and automatically matched to the registration data base. All forms received will be processed as a registration, if not already registered, or as an address update if already registered.

All registration forms utilized in this program will be coded and mailed to a designated SSS address to facilitate handling. Forms will be coded prior to forwarding them to the state JTPA liaison officer for distribution to service delivery areas.

V. Implementation Guidelines

The information presented below sets forth the guidelines established for the JTPA program in various states.

A. Program Materials and Supplies

1. Quantities of the Registration Form (SSS Form 1) and the information brochure "Selective Service and You" (SSS Brochure 10) will be supplied by National Headquarters. These materials will be requested by the Region Director from the Registration Division.

2. All posters, pass-outs or other display pieces required must be requested from the Government and Public Affairs Office in National Headquarters.
3. Region Headquarters will provide any other materials required.

B. Identification of Registration Forms

All registration forms completed as the result of this program will be precoded U T 1 in red. This code will be placed in the upper right hand corner of the "Do Not Write In The Above Space" block. (See attachment A)

C. Registration Process

JTPA officials should make every effort to obtain proof of registration from applicants. If an applicant is unable to locate proof, he should then be asked to complete a registration form for processing.

A JTPA official(registrar) must conduct each registration and validate each form by initialing and dating in the lower right hand corner of the registration form. The appropriate I.D. block must be checked. Each registrant will be given a copy of the publication "Selective Service and You." All blank registration forms must remain in personal control of the JTPA officials. (See attachment B)

D. Distribution of Completed Forms

Completed forms will be forwarded to SSS at the end of each week. All completed forms will be mailed in envelopes to the address below:

Selective Service System (JTPA)
P.O. Box 4632
North Suburban, IL 60198

E. Processing and Reports

1. The SSS Data Management Center will employ appropriate procedures that will prevent duplicate registrations. Duplicate registrations identified will not be entered into the Master File, but will be utilized to update the registrant's record.
2. The SSS Data Management Center will provide the Registration Division in National Headquarters with a monthly statistical report. This report will indicate the total number of coded registration forms received and the number of duplicate registration forms identified.

F. Ordering Materials

The JTPA state liaison officer will request registration materials from the SSS State Director or Region Director. The Region Director will request materials from National Headquarters.

G. Questions on Registration

All questions regarding registration should be directed to SSS Registration Information Office. This can be accomplished by calling 1-800/621-5388.

H. Appointment of Registrars

JTPA officials involved in this program will be appointed to uncompensated registrar positions. The Uncompensated Registrar Appointment Form 402 will be utilized in accordance with instruction provided in the procedural directive. The original copy of each SSS Form 402 will be maintained in Region Headquarters.

Attachment B

REGISTRATION PROCEDURES

The registration procedures established for the JTPA program are set forth below:

1. Provide the JTPA applicant who does not have proof of registration with SSS a Registration Form (SSS Form 1) and the "Selective Service and You" brochure. Direct the applicant to a place where he can fill out the form. Instruct him to follow the completion directions on the back of the form.
2. Tell the applicant to return the completed form to you.
3. Upon receiving the form, you should review it for completeness, accuracy and legibility and ask the registrant to sign/date it. If the form returned is illegible, the applicant must fill out another form.
4. You should check to see if all blocks on the form are filled in by the applicant. If not, the applicant should be asked to provide the missing information.
5. You should ask the applicant registering to present some identification. If he does not present any identification, you should accept the form after making sure the entries are complete and legible and then check the "No I.D." block in the lower right hand corner of the form. If the applicant registering presents acceptable identification, you should check the "I.D." block.
6. You will then date and initial the form in the box provided in the lower right corner.
7. When a handicapped person is not capable of completing the form, you may complete the Registration Form. You will sign the person's name and initial the signature.
8. Registration Forms collected each day are to be stored in a secure drawer or file until they are mailed to SSS on Friday of each week.

The following points should be remembered:

1. Check birthdate, name, address, ZIP Code and Social Security Number entries for completeness, accuracy and legibility.
2. Do not refuse to accept any form from a person obviously required to register.
3. Identification is preferred but need not be presented for a registration to be accepted.
4. Give the person registering the "Selective Service and You" brochure.

A chart showing men required or not required to register is attached.

WHO MUST REGISTER
Only Male Persons

<u>CATEGORY</u>	<u>MUST REGISTER</u>	<u>NOT REQUIRED TO REGISTER</u>
All male U.S. citizens born after December 31, 1959, who are 18 but not yet 26 years old, except as noted below	X	
Military-related Members of the Armed Forces on active duty		X*
Cadets and Midshipmen at Service Academies or the Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Program **		X*
National Guardsmen and Reservists not on active duty (active duty for training does not constitute "active duty" for registration purposes)	X	
Delayed Entry Program enlistees	X	
ROTC students	X	
Separatees from Active Military Service; separated for any reason before age 26	X*	
Men rejected for enlistment for any reason before age 26	X	
Civil Air Patrol members	X	
Aliens *** Lawful nonimmigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists w/unexpired Forms I-94, I-95A or Border Crossing Documents I-185, I-186, I-586, or I-444).		X
Permanent resident aliens	X	
Refugee, parolee, and asylee aliens	X	
Undocumented (illegal) aliens	X	
Dual national U.S. citizens	X	
Confined Incarcerated, or hospitalized or institutionalized for medical reasons		X*
Handicapped (physically or mentally) Able to function in public with assistance	X	
Not able to function in public with assistance		X

* MUST register within 30 days of release unless already age 26 or already registered when released or unless exempt during entire period age 18 through 25.

** Students enrolled at: The Citadel, North Georgia College, Norwich University, and Virginia Military Institute.

*** Residents of Puerto Rico, Guam, Virgin Islands, and Northern Mariana Islands are U.S. citizens. Citizens of American Samoa are nationals and must register when they are habitual residents in the United States. Habitual residence is presumed whenever a national, or a citizen of the Republic of the Marshall Islands or the Federated States of Micronesia resides in the United States for more than one year in any status except as a student or employee of the government of his homeland.

SELECTIVE SERVICE SYSTEM REGIONS
Mailing Addresses and Telephone Numbers

<u>Mailing Address</u>	<u>Telephone Number</u>	<u>Region Area</u>
<u>Region I</u>		
Selective Service System Region I Bldg. 75, R-207, USNB Philadelphia, PA 19112-5003	COM: 215-897-6651	Connecticut Delaware District of Columbia Heidelberg, FRG Maine Maryland Massachusetts New Hampshire New Jersey New York Pennsylvania Rhode Island Vermont
<u>Region II</u>		
Selective Service System Region II 805 Walker Street, Room 118A Marietta, GA 30060-2731	FTS: 8-404-429-6664 COM: 404-429-6664	Alabama Florida Georgia Kentucky Mississippi North Carolina Puerto Rico South Carolina Tennessee Virgin Islands Virginia West Virginia
<u>Region III</u>		
Selective Service System Region III Bldg. 1, Room M-23 Great Lakes, IL 60088-5027	COM: 312-688-4540	Illinois Indiana Michigan Minnesota Ohio Wisconsin
<u>Region IV</u>		
Selective Service System Region IV Bldg. 1239, West Wing, 1st Floor Naval Air Station Dallas, TX 75211-9506	FTS: 8-214-266-6713 COM: 214-266-6713	Arkansas Louisiana New Mexico Oklahoma Texas

Region V

Selective Service System
Region V
Bldg. 7, Room 160
Treasure Island
San Francisco, CA 94130-5052

FTS: 8-556-3411
COM: 415-556-3411

Alaska
Arizona
California
Guam
Hawaii
Idaho
Nevada
Northern Mariana Isl
Oregon
Washington

Region VI

Selective Service System
Region VI
Fitzsimons Army Medical Ctr.
Bldg. T-318
Aurora, CO 80045-5001

COM: 303-361-8155

Colorado
Iowa
Kansas
Missouri
Montana
Nebraska
North Dakota
South Dakota
Utah
Wyoming



SELECTIVE SERVICE SYSTEM
UNCOMPENSATED REGISTRAR APPOINTMENT
 (MPPM)

JTPA

PRIVACY ACT NOTICE

The authority for requesting the information in this form is the Military Selective Service Act (50 U.S.C. App 451 et seq.). The purpose is to establish written authority for you to act officially and perform as a Selective Service System Registrar. This information may be used to verify your official status and performance of duty to Federal, state and local governmental agencies and the public. Disclosure is voluntary but failure to provide the requested information will preclude your appointment.

USE TYPEWRITER OR BALL POINT PEN

<input type="checkbox"/> MISS <input type="checkbox"/> MRS <input type="checkbox"/> MS <input type="checkbox"/> MR	NAME (Last, first, middle)	HOME PHONE (Include Area Code)
		BUSINESS PHONE (Include Area Code)
HOME ADDRESS	NO., STREET, CITY, STATE OR FOREIGN COUNTRY, ZIP CODE	
BUSINESS ADDRESS	NO., STREET, CITY, STATE OR FOREIGN COUNTRY, ZIP CODE	
U.S. CITIZEN? YES <input type="checkbox"/> NO <input type="checkbox"/>	AGE 18 OR OVER? YES <input type="checkbox"/> NO <input type="checkbox"/>	

OATH OF OFFICE

I do solemnly swear (or affirm) that as a Registrar under the Military Selective Service Act, I will support and defend the Constitution of the United States against all enemies, foreign and domestic, that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter; SO HELP ME GOD.

WAIVER OF PAY AND TRAVEL REIMBURSEMENT

I understand that I am a Volunteer and that I will not receive any pay, travel reimbursement or compensation in any form for my services as a Volunteer Registrar.

CERTIFICATION

I certify that the information I have provided on this form is true.

SIGNATURE

DATE

FOR APPOINTING OFFICIAL'S USE ONLY

REGISTRATION AREA	PERIOD OF APPOINTMENT
-------------------	-----------------------

The above named person is appointed a volunteer registrar for the area shown during the period indicated.

NAME & TITLE (Print or Type)

SIGNATURE

DATE