INSTRUCTIONS FOR BINDING PETITIONS IN THIS BINDER

- 1. Thrust a binding post through each of the holes from the outside in Cover No. 1; then force the pressboard strip down over the posts to hold them upright and in alignment.
- 2. After petition is executed place certificate of arrival, triplicate declaration, any miscellaneous papers, and petition, in this order, over posts, face down to keep petition serial numbers in numerical order. If declarations are without photographs, certificates of arrival should be alternated first at top and then at bottom of pages, to preserve an even thickness. If photographs are attached, certificates of arrival should always be placed at top of pages.
- 3. Photographs will cause a bulge where they are located, and the binding edge should be built up level with this bulge as the volume is being filled. For this purpose filler strips will be brought to you by an Examiner. When the maximum pressure of the thumbs on the binding edge and on the photographs indicates that this irregularity in thickness is equal to that of a filler strip, place one over the posts. As declarations with photographs increase, the exclusive use of full-length strips will cause the binding edge at certificate of arrival end to build up more rapidly than at photograph end. This will be overcome by breaking a strip in half and placing one half over posts opposite photograph, alternating with a long strip. The thumb test should be made sufficiently often to guard against the necessity for placing more than one long or one short strip over the posts at any one place.
- 4. Carefully follow above instructions, and when thickness of binding edge (thickness to be determined by thumb pressure as explained above) reaches width of channel back for your binder, namely inches, add petitions, if necessary, to bring the total number in the volume to a multiple of 5. Then place Cover No. 2 in position and bind temporarily by screwing down the slotted caps, and set aside for permanent locking by an Examiner.
- 5. At close of business each day place Cover No. 2 over posta and screw slotted caps in place so as to avoid any possible misplacement of the original petitions or supporting papers.
- 6. Index daily all petitions filed on that date so that when binder is filled the indexing for this volume will have been completed.
- NOTE.—Forward a requisition (Form 2201) to the bureau for a new binder and retitions (Form 2204-LA) in sufficient time to permit of them reaching you just before binder is filled, or if petitions only are wanted, order that form and note on requisition "binder not needed." To provent misplacement of the channel back do not order same until actually needed for a completed volume.

W. H. WAGNER.

U. S. Department of Labor Assistant to the Commissioner.
Immigration and Naturalization Service.

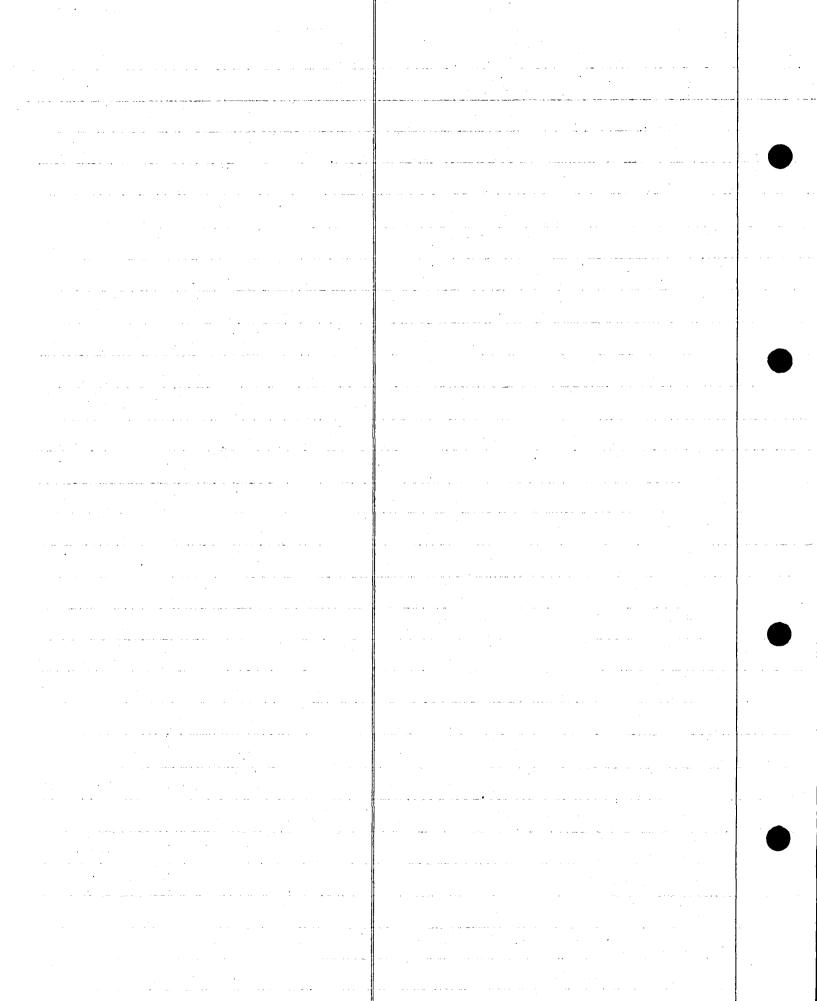
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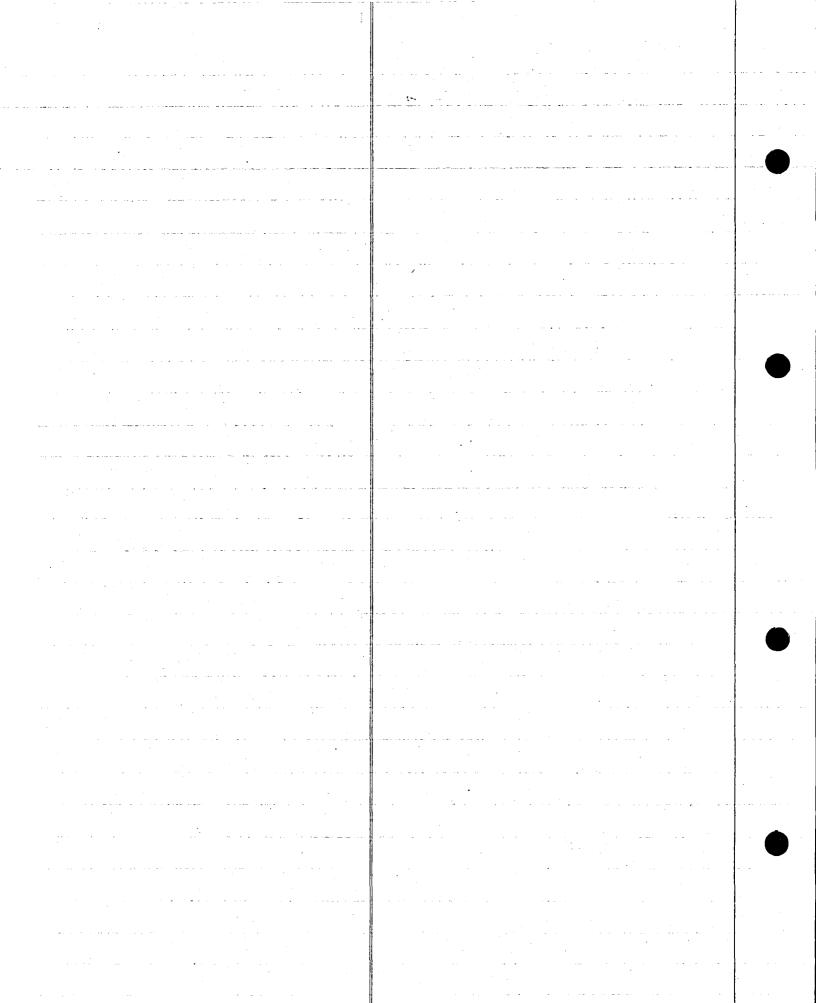
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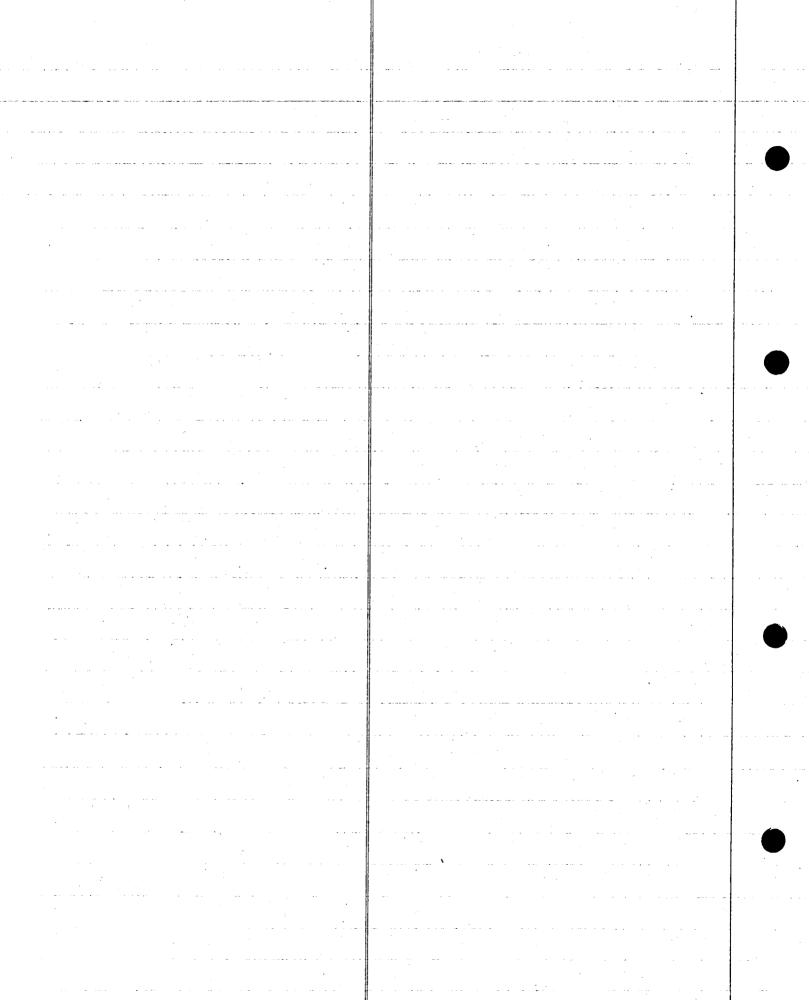
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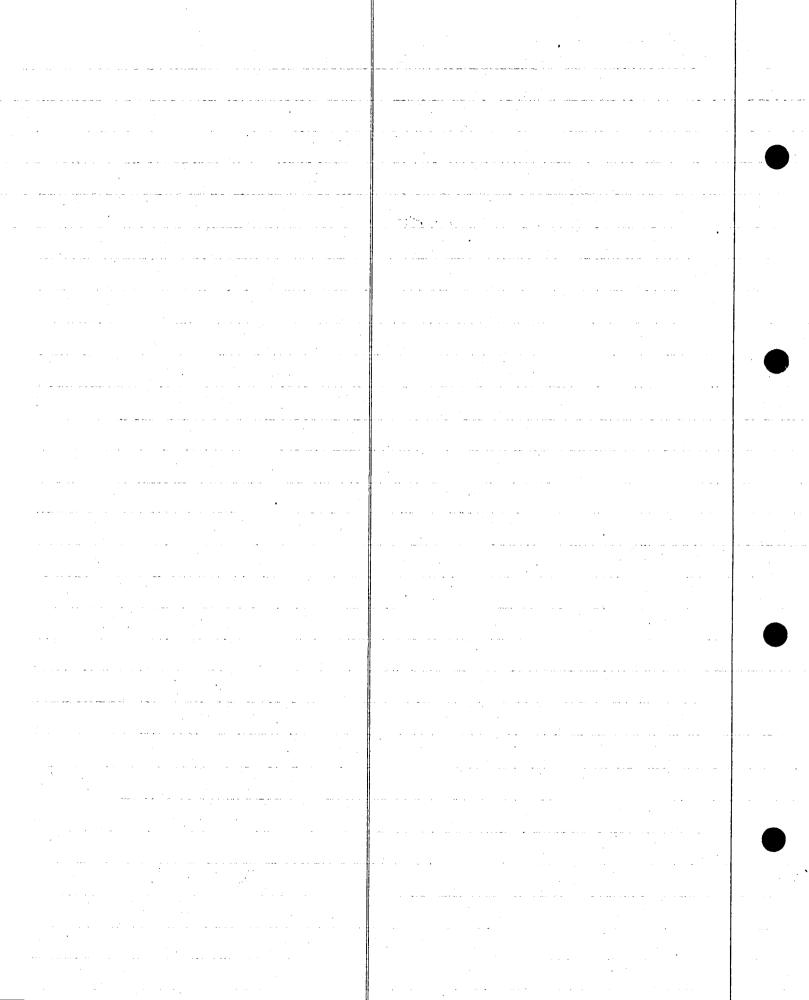
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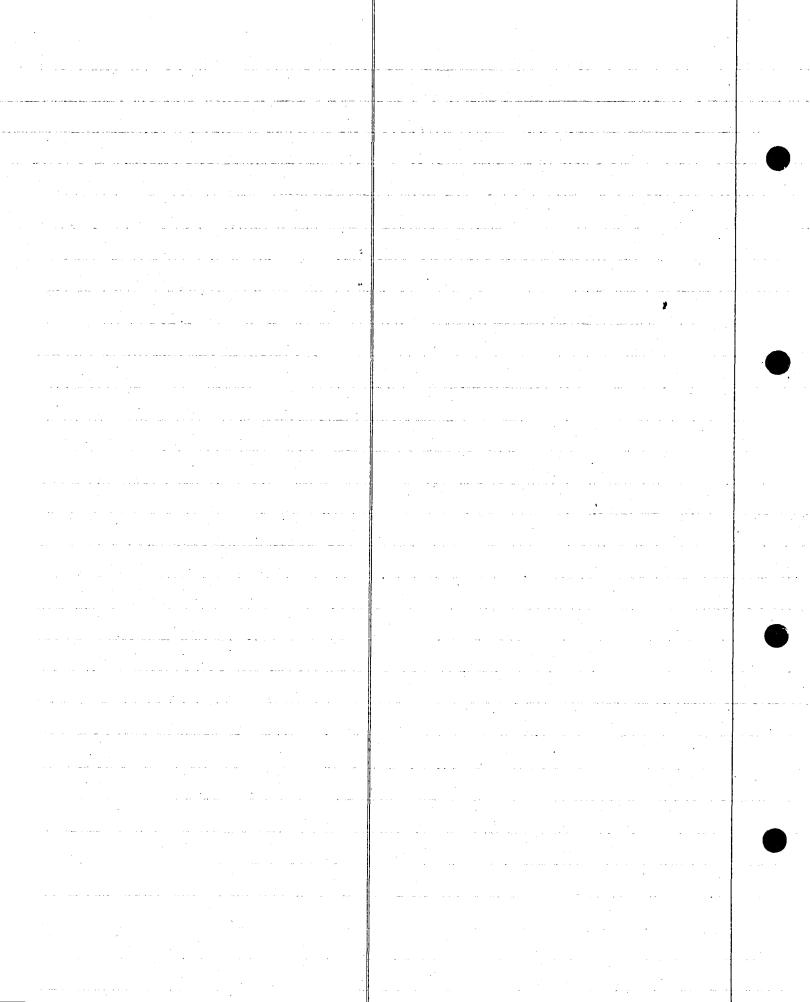
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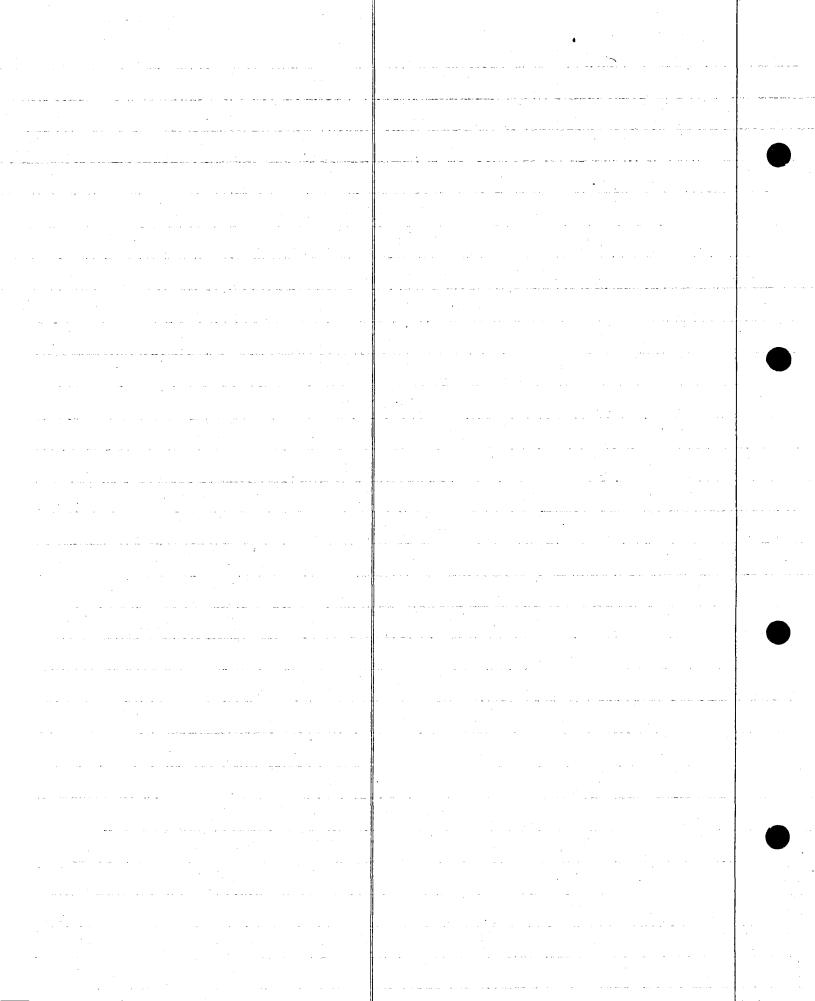
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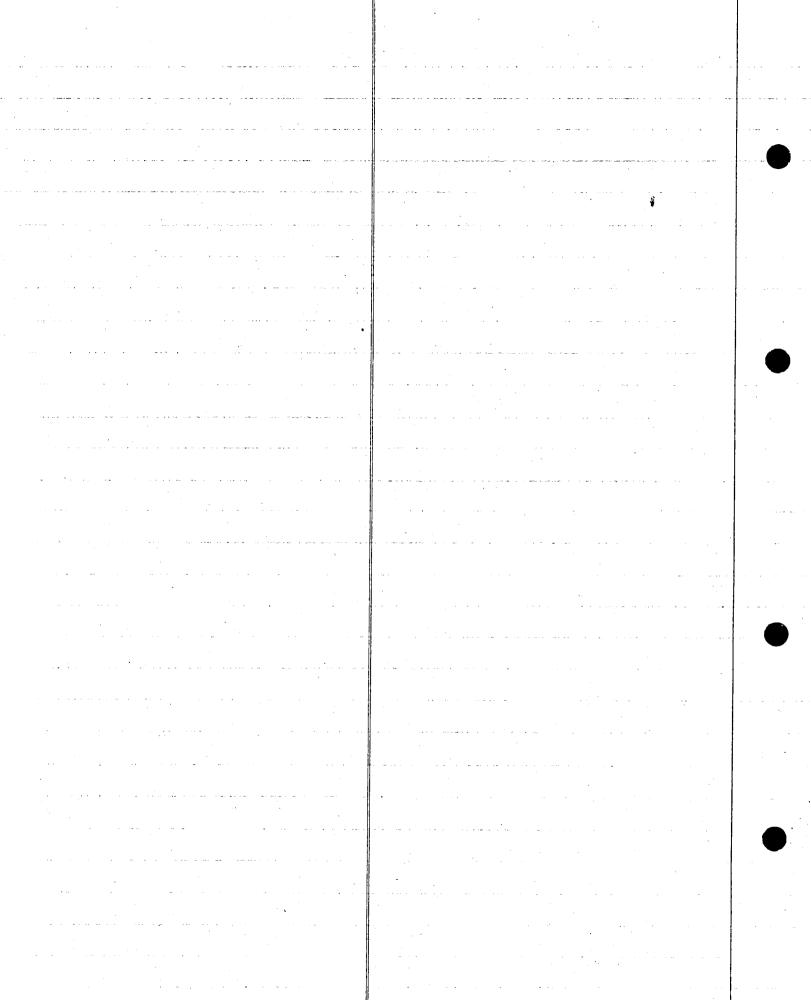


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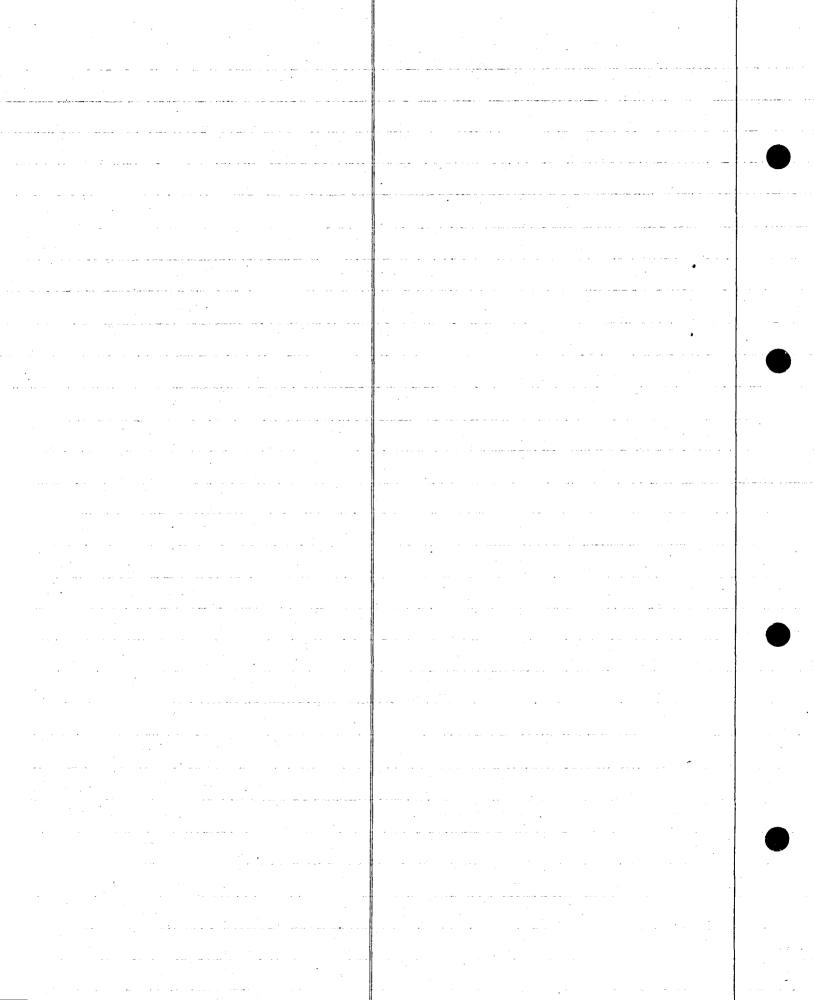
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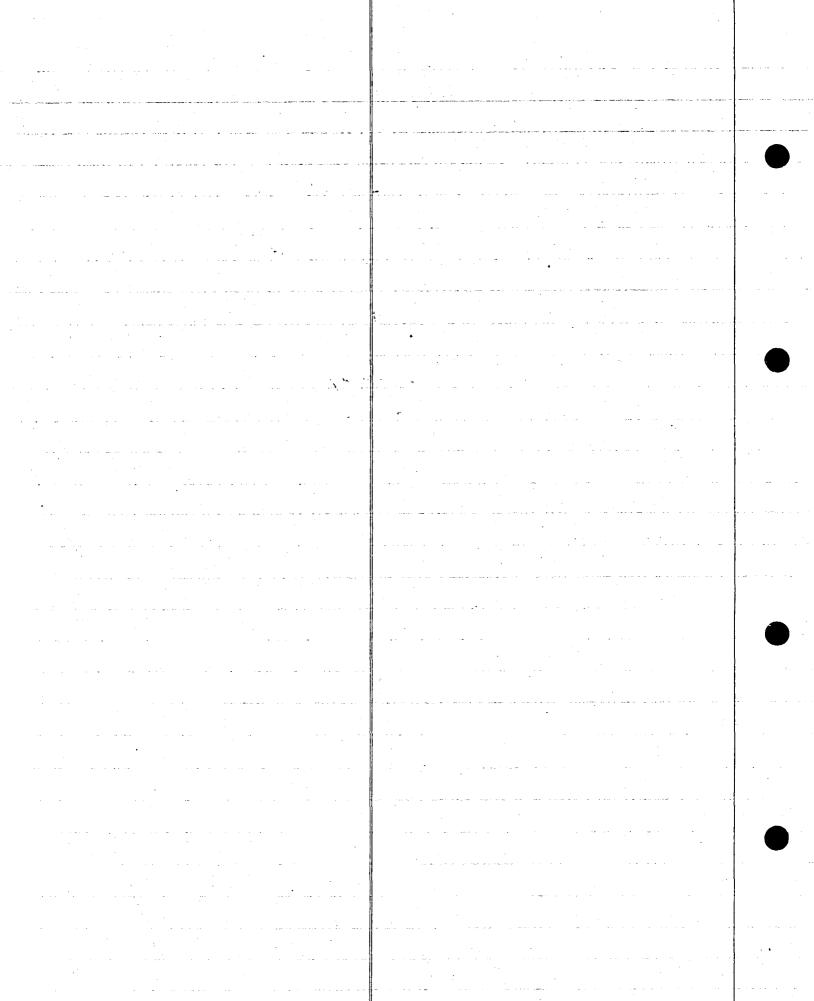


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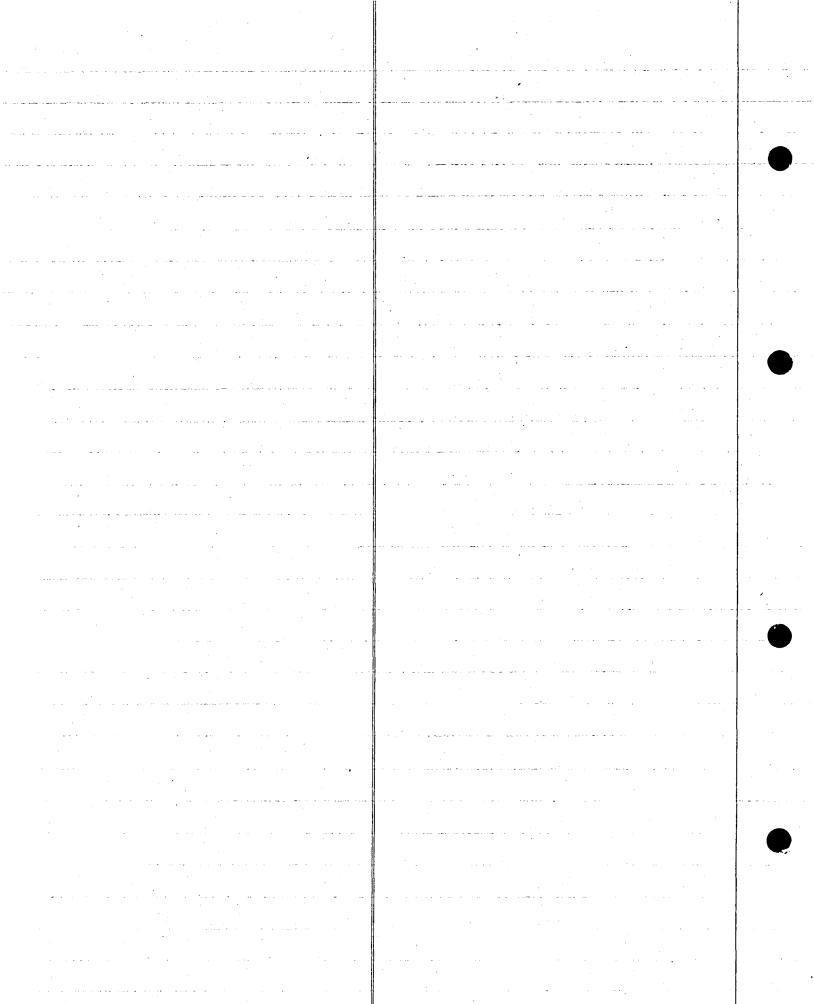
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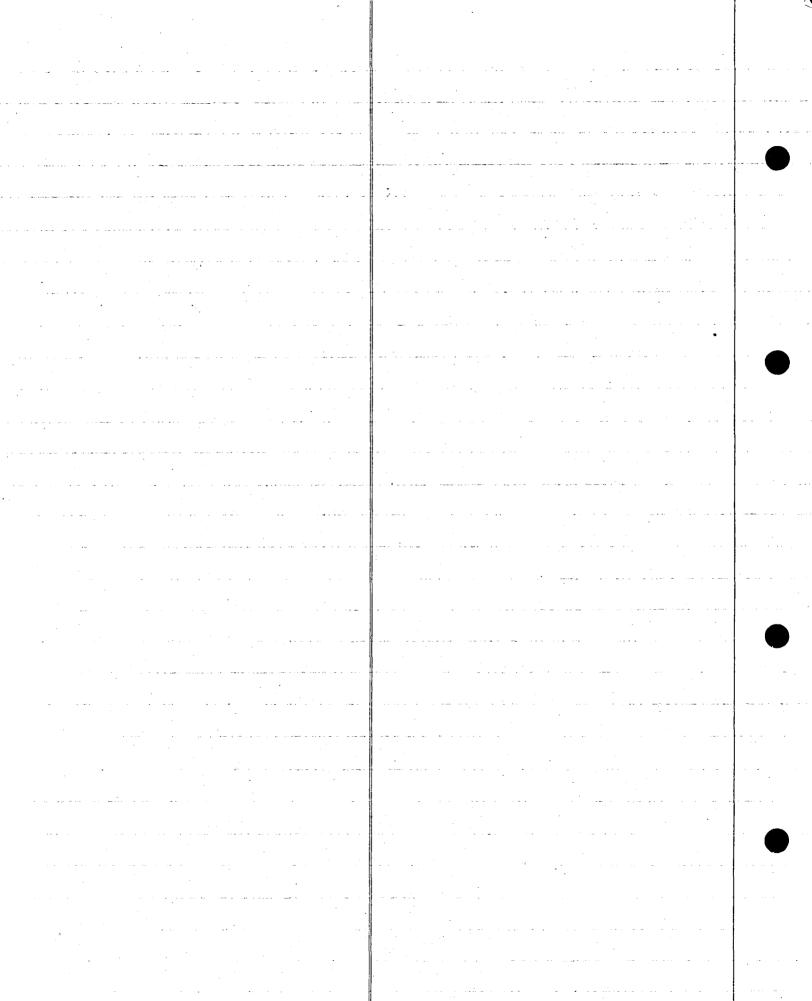
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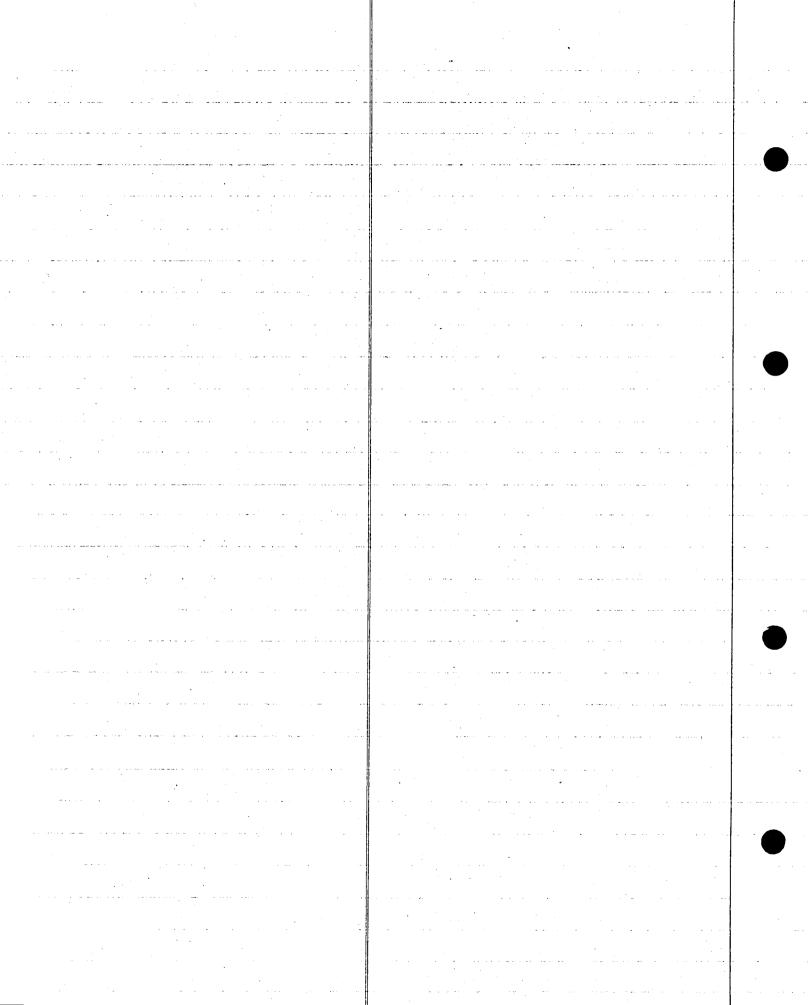


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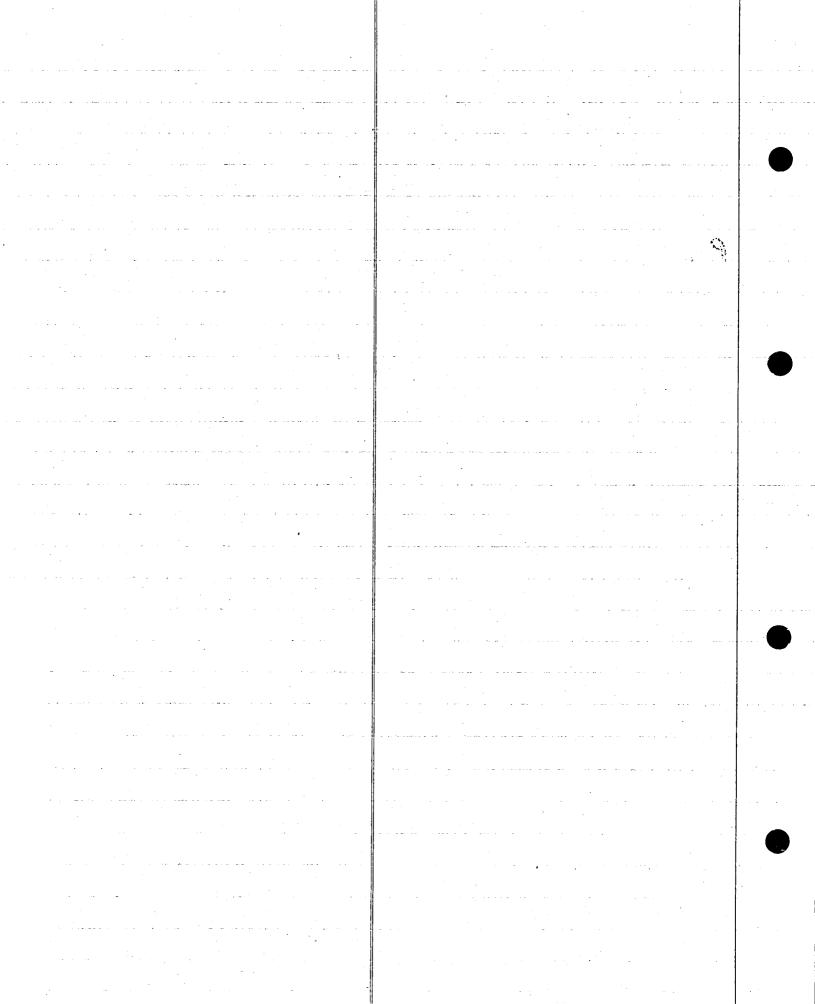
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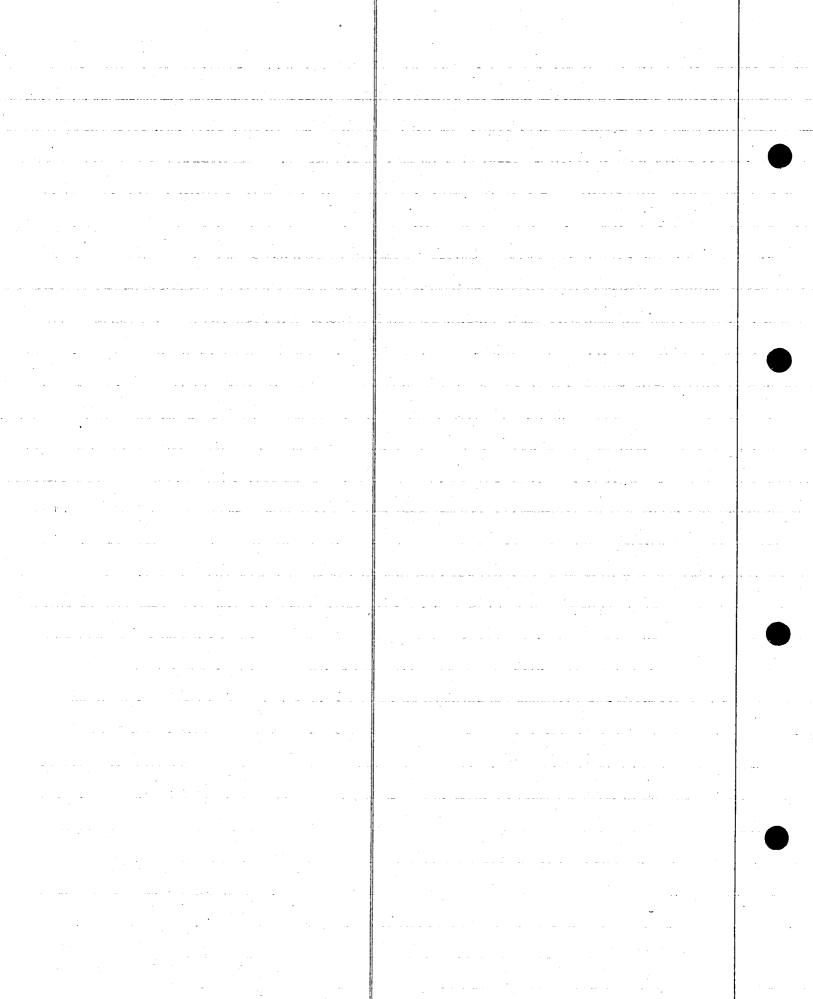
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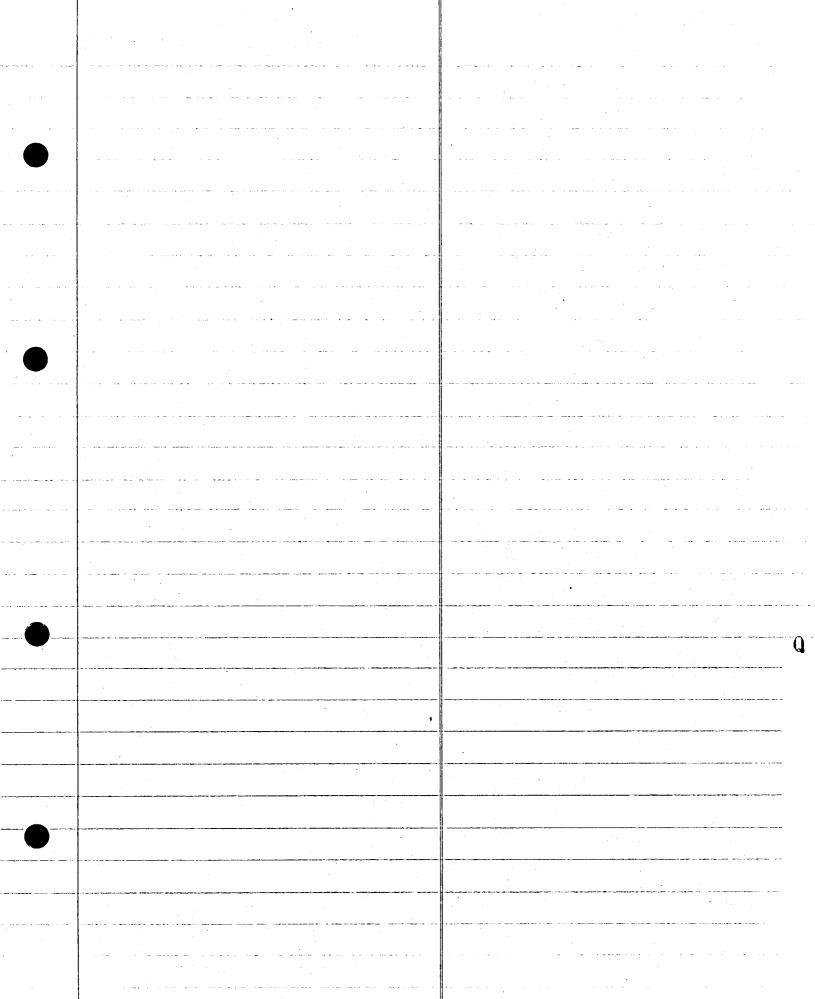


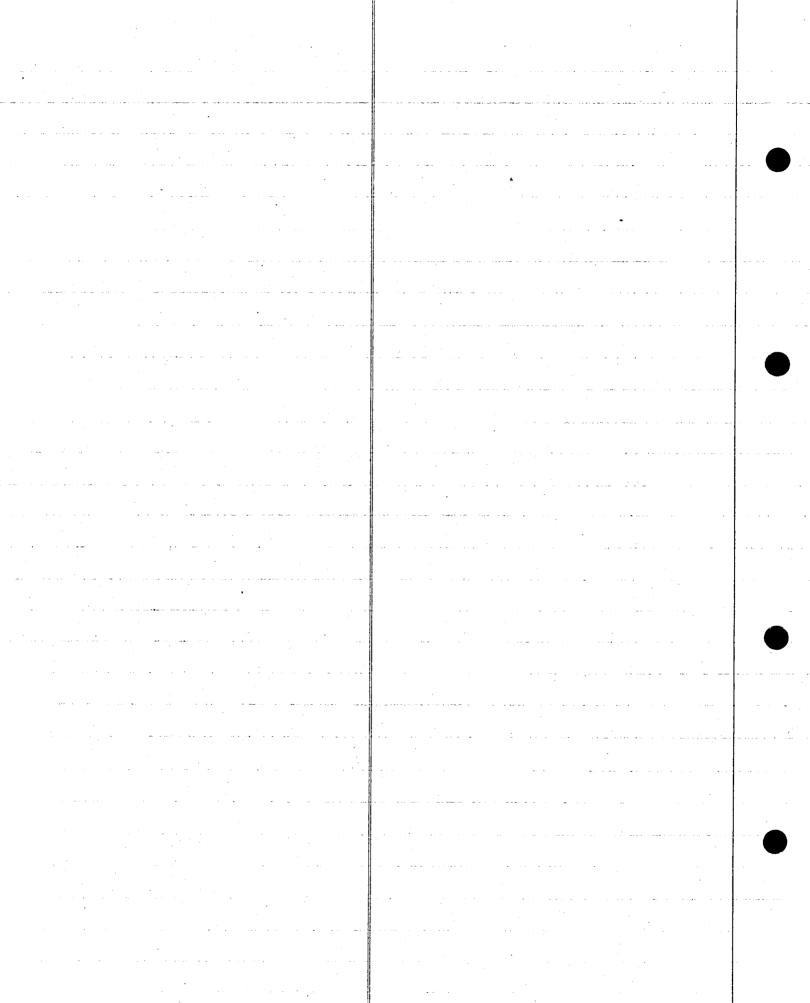
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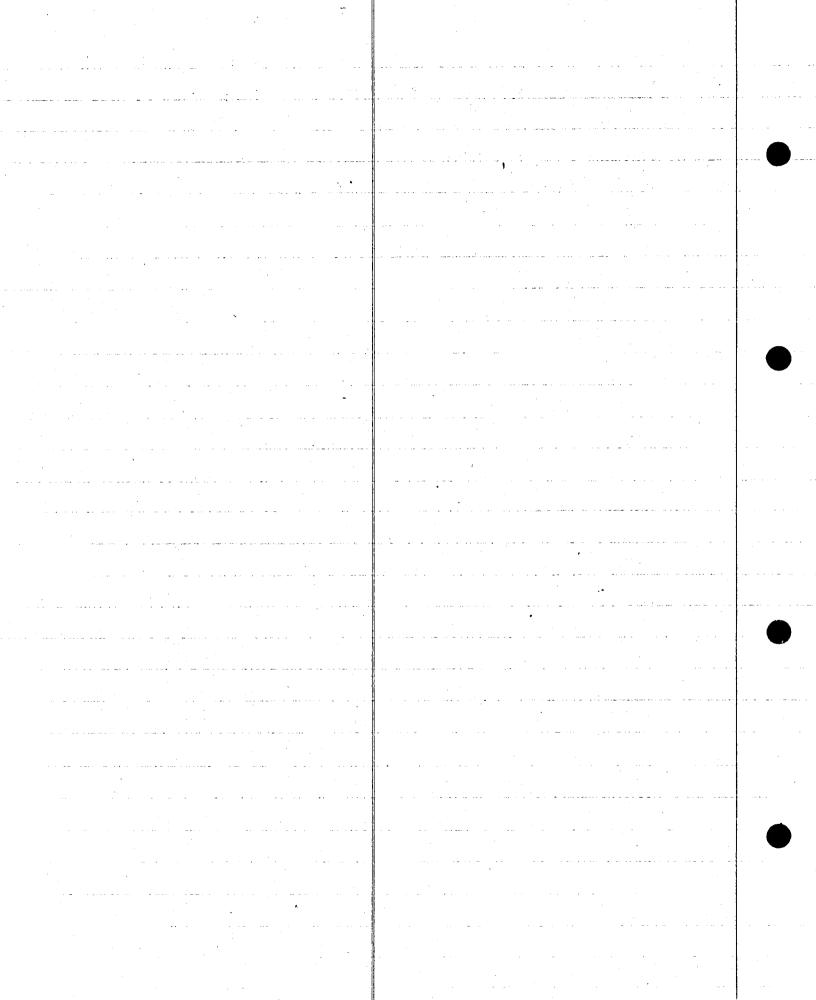
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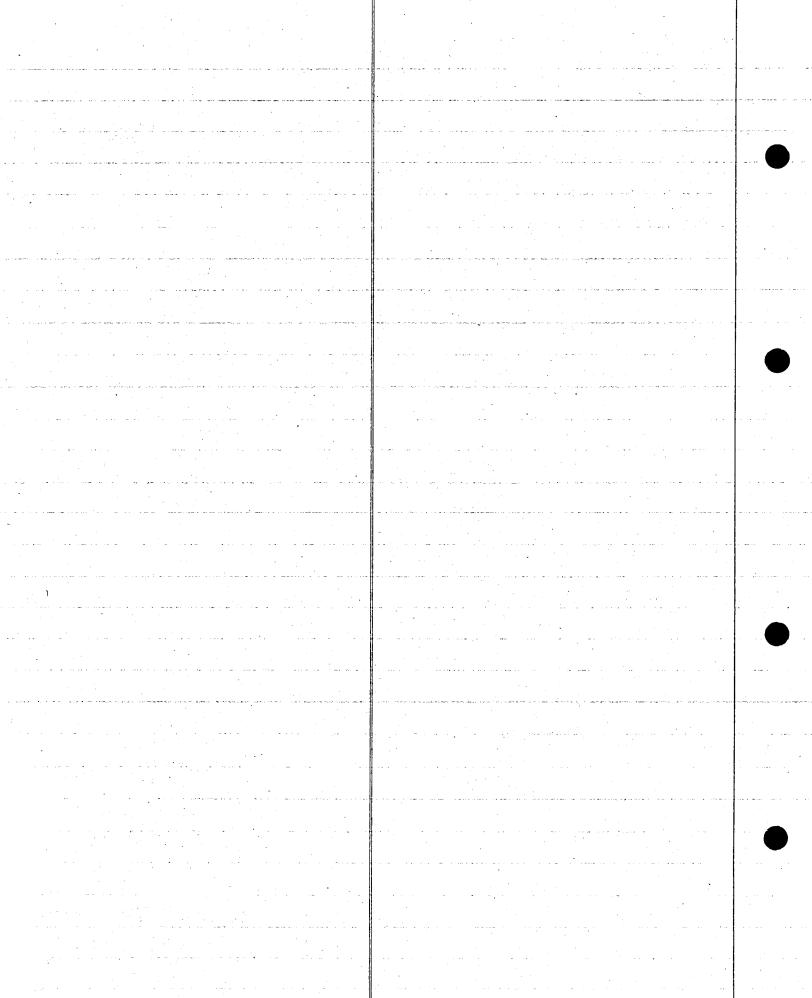




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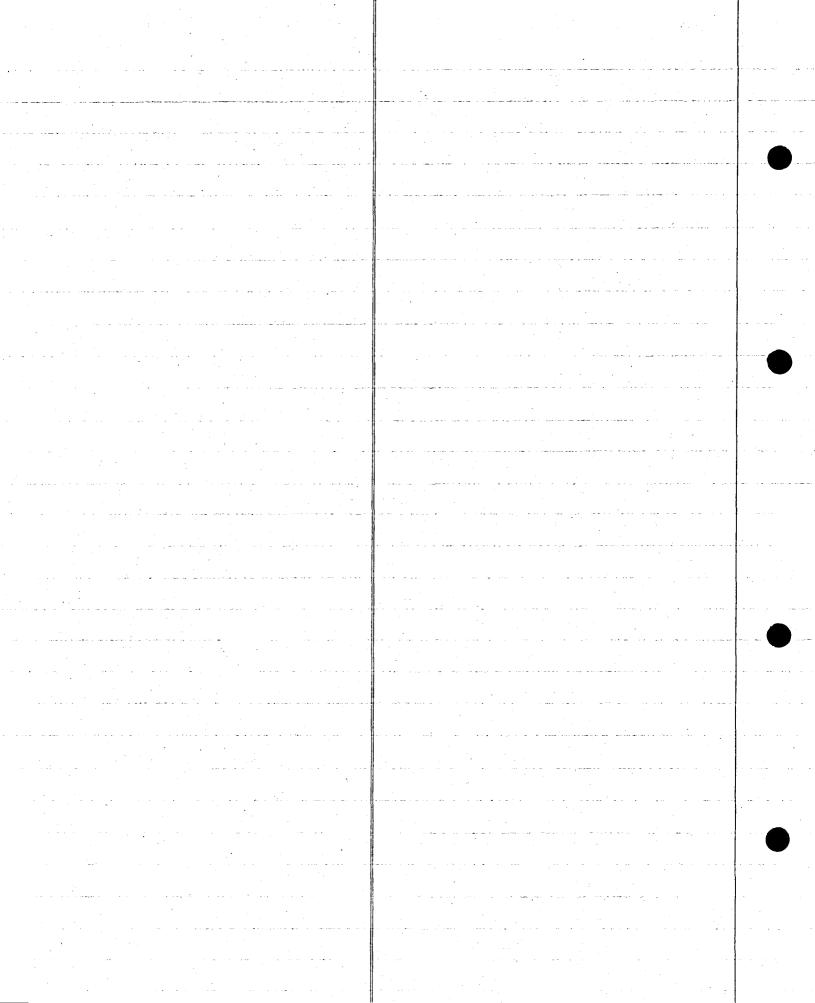


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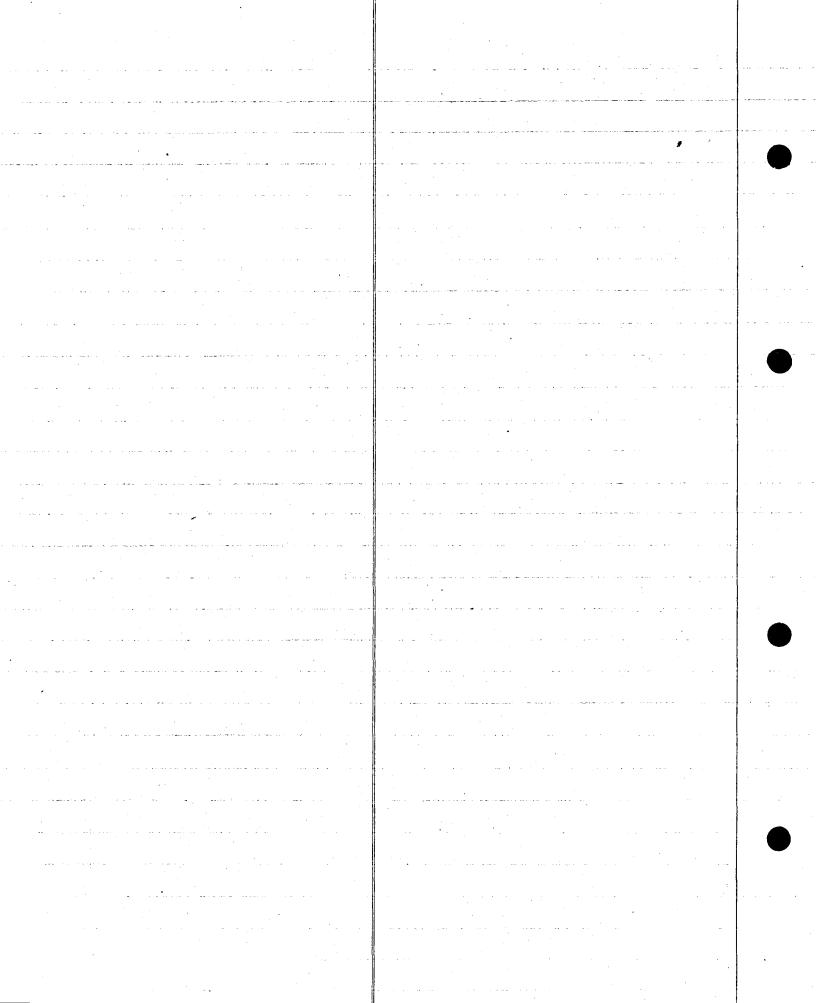
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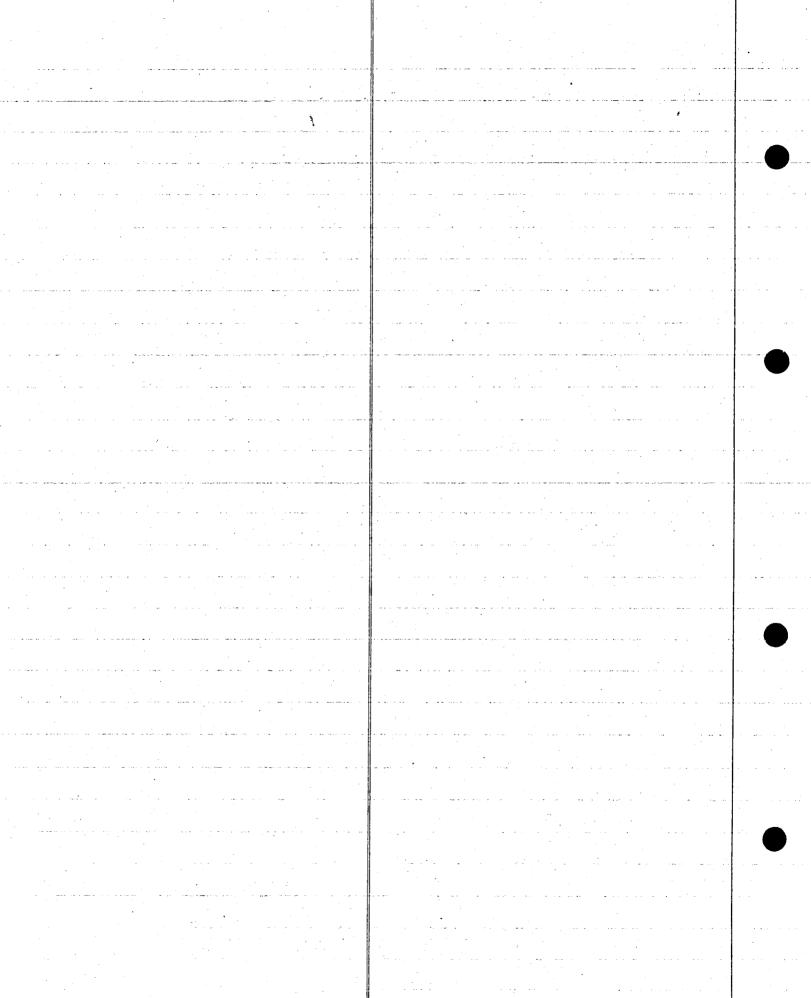


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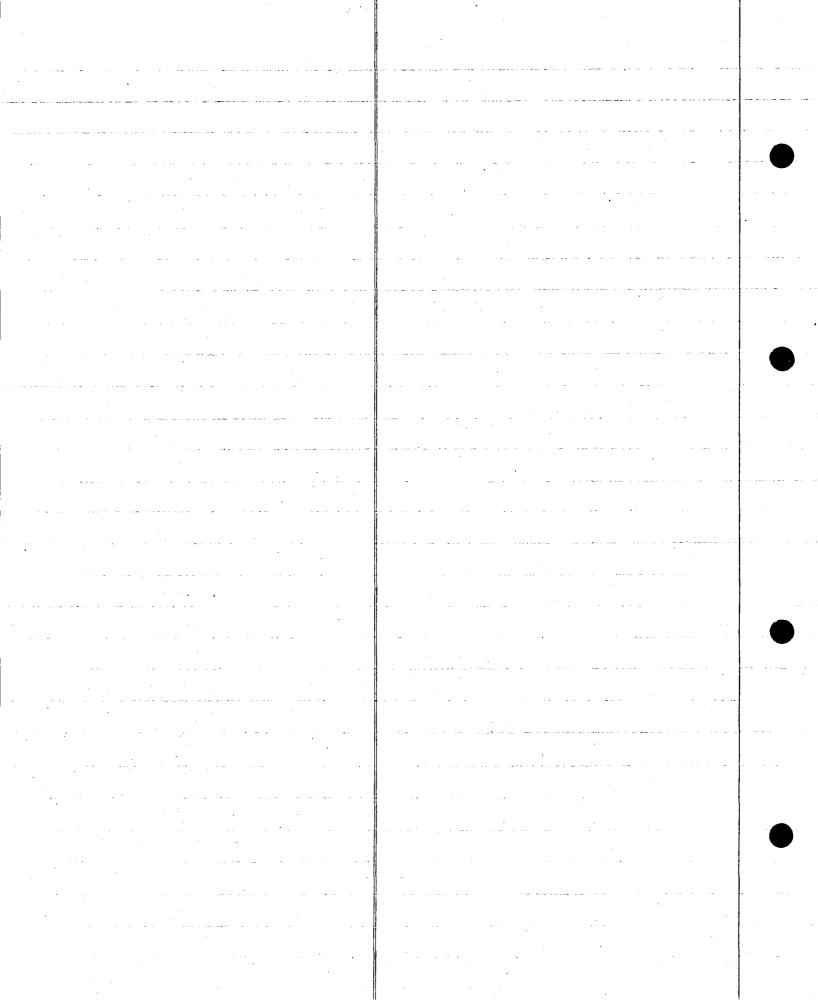


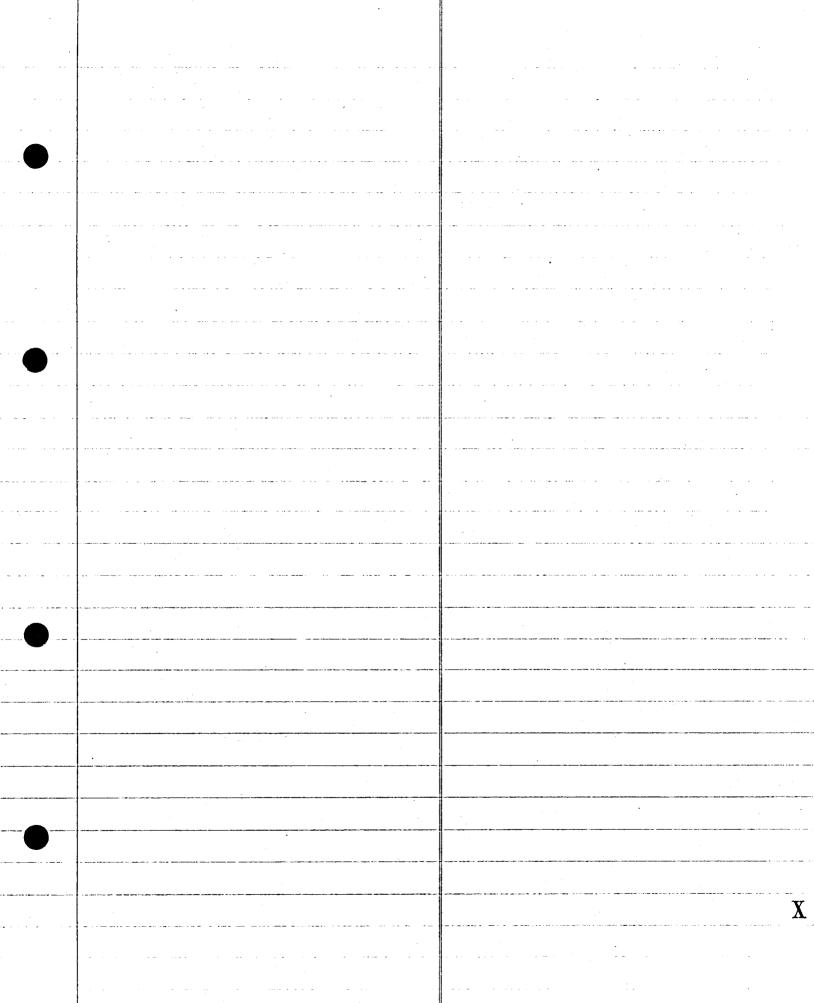
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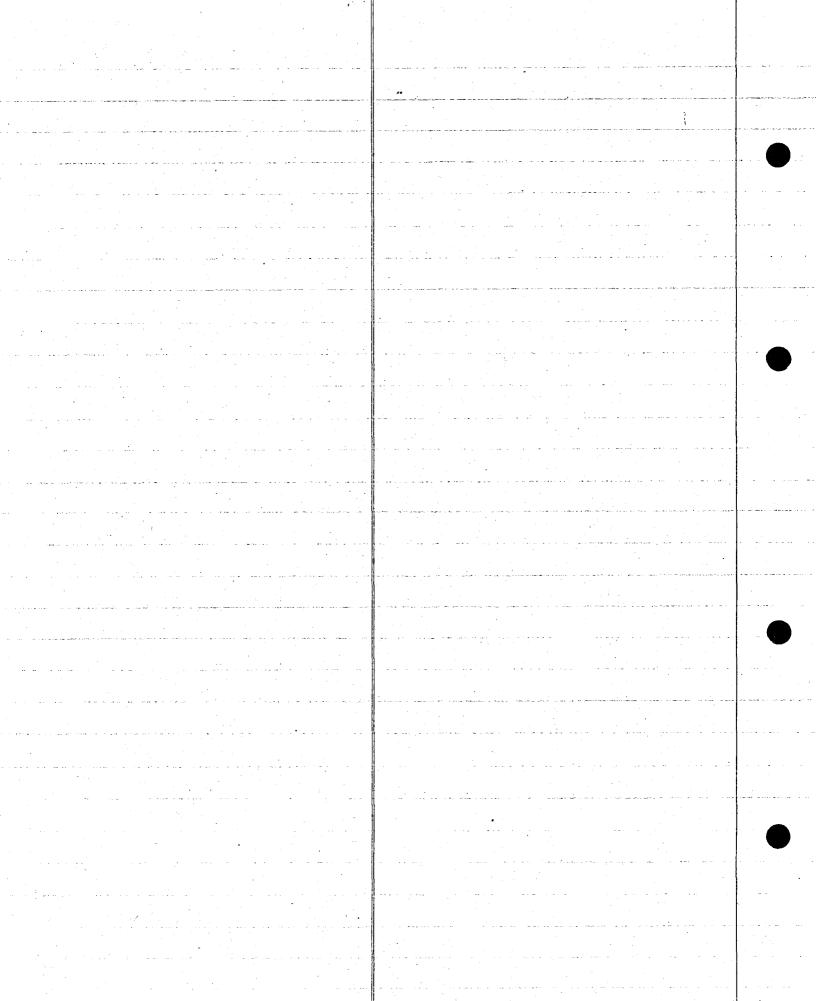


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