

B1.12

67/14  
C

NOTICE TO THE PUBLIC  
The following information is being  
provided for your information.  
The information is being provided  
for your information.



B1.

SELECTION OF  
IMPORTANT RECORD AND REGISTRATION FORMS  
UTILIZED BY  
THE CIVIL AFFAIRS DIVISION  
WESTERN DEFENSE COMMAND



5/8/44



FORM PM-1

CHANGE OF RESIDENCE REPORT CARD



FORM PM-1

CHANGE OF RESIDENCE REPORT CARD

Public Proclamation No. 1, issued March 2, 1942, required any Japanese, German, or Italian alien and any person of Japanese ancestry, then resident in Military Area No. 1, who changes his place of habitual residence to obtain and execute a "Change of Residence Notice" at any United States Post Office within the states of Washington, Oregon, California, or Arizona. All persons affected were required to execute such notices not more than five and not less than one day prior to change of residence. Public Proclamation No. 2, issued 16 March 1942 made these regulations effective in all states of the Western Defense Command, namely, Washington, Oregon, California, Montana, Idaho, Nevada, Utah, and Arizona. Only one card was made out by each person and this card was sent by the Postmaster to the Provost Marshal, Western Defense Command, Presidio, San Francisco, California, who forwarded it to the Statistical Division of the Wartime Civil Control Administration.

Information posted to Master Tracer File and PM-1 cards then filed in alphabetical order in inactive file. Such cards also available in inactive file for Germans and Italians.



FORM: PM-1

## CHANGE OF RESIDENCE REPORT CARD

FOR  
OFFICE USE

1. NAME (print or type) \_\_\_\_\_  
(FIRST) (MIDDLE) (LAST)

2. LAST ADDRESS \_\_\_\_\_  
(STREET ADDRESS OR RURAL ROUTE)

(CITY) (COUNTY) (STATE)

3. NEW ADDRESS, OR DESTINATION \_\_\_\_\_  
(STREET ADDRESS OR RURAL ROUTE)

(CITY) (COUNTY) (STATE)

4. SEX: Male ☐ Female ☐ 5. AGE \_\_\_\_\_ 6. RACE: White ☐ Japanese ☐

7. CITIZEN OF \_\_\_\_\_ (COUNTRY) 8. ALIEN REGISTRATION No. \_\_\_\_\_ (FOR ALIENS ONLY)

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_  
(PARENT'S NAME FOR CHILDREN UNDER 14)



FORM WCCA S-3 (Rev.)

SOCIAL DATA REGISTRATION



FORM WCCA S-3 (Rev.)

SOCIAL DATA REGISTRATION

The Civil Control Stations were staffed by experienced Social Workers who interviewed each family representative and filled out a Social Data Registration form for the family. In addition to giving certain family characteristics, items such as: number of persons, address, departure date, method of travel, property arrangements needed, etc. were entered on this form, as well as the following characteristics of each individual in the family: relationship to head, sex, age, country of birth, education, occupation, alien registration number, and physical condition. The original of this form was retained at the Control Station and later transmitted to the Federal Security Agency. One copy was mailed to the Statistical Division of the W.C.C.A., one copy was delivered to the destination of the evacuees by the transportation officer and one copy was sent to the Assembly Center 24 hours in advance of the arrival of the evacuees. Thus the Assembly Center Manager was able to estimate the number of families, the size of families, the number of infants, the presence of cooks, waiters, etc., who could be employed immediately in the Center. This advance information facilitated preparations for the arrival of evacuees, in planning housing and feeding requirements, and certain immediate work assignments.

The Social Data Registration form was the primary source of information for index cards in the Master Tracer File. The 35,063 forms resulted in index cards for all persons evacuated. (See Form WCCA Stat-5).

Active file now maintained by Research Branch, CAD, in family folders, together with copies of record checks. A set of the forms has been supplied to the Office of The Provost Marshal General for use in identification of members of evacuee family groups being record checked. Another set accompanied the evacuees to their Relocation Center.



## SOCIAL DATA REGISTRATION

1. Last Name	First	Middle	2. Persons in Family	3. Family Number
4. Present Address			5. Assembly Center Notations:	
			(a) Location	
			(b)	
6. Normal Head of Family: <input type="checkbox"/> With Family <input type="checkbox"/> Elsewhere <input type="checkbox"/> Interned			(c)	
7. Departure to _____ on:			8. Medical inspection appointment:	
Day _____			Day _____	
Month and date _____			Month and date _____	
Hour _____			Hour _____	
Meet at (place) _____			Reported illness _____	
Mode of travel: <input type="checkbox"/> Own car <input type="checkbox"/> Bus or train				

## 9. Present Family group:

NAME	Relation to head	Sex	Age	Country of birth	Education		Occupation and industry	Alien Reg. No., or Remarks	Physical condition
					In school	Grade			
A	Head								
B									
C									
D									
E									
F									
G									
H									
I									

10. Property Arrangements needed: ☐ Household furniture ☐ Automobile ☐ Business ☐ Farm

11. Date of Registration: \_\_\_\_\_ 12. Interviewer: \_\_\_\_\_



FORM WCCA S-3 SP

SOCIAL DATA REGISTRATION



FORM WCCA S-3 SP

SOCIAL DATA REGISTRATION

This form was developed from the Form S-3 (Rev.) for the registration of all Japanese being evacuated from Hawaii to the Mainland Relocation Centers. The principal addition to this form is a space for information concerning family members living elsewhere and not with the evacuee family group. Of principal interest in this respect are the family members shown as being interned by the Department of Justice.

Forms have been received covering 1,037 Hawaiian evacuees who were transferred to various Relocation Centers in four groups from 19 November 1942 to 12 March 1943.

One set of these forms are maintained in an active file by the Research Branch, Civil Affairs Division, and have been inter-leaved in the family folders of Mainland evacuees. Another set accompanied the evacuees to their Relocation Center.



## SOCIAL DATA REGISTRATION

1. Last name	First	Middle	2. Persons in family	3. Family number
4. Residence address			3(a) Transfer Unit No.	
6. Travel via			5. Destination and notations:	
			(a) Destination	
			(b)	
			(c)	
7. Present members of family group: (Include as "Head" the person listed under Item 1, above.)			(d)	

NAME	Relation to head	Sex	Age	Country of birth	Education		Occupation and industry	Alien Reg. No., or Remarks	Physical condition
					In school	Grade			
A	Head								
B									
C									
D									
E									
F									
G									
H									
I									

8. Other members of this family group: (Include parents, husband or wife, and children who have lived with this family group during the past 12 months.)

NAME	Relation to head	Sex	Age	Country of birth	Present address

9. Baggage: \_\_\_\_\_ suitcases; \_\_\_\_\_ trunks; \_\_\_\_\_ boxes; other (specify) \_\_\_\_\_

10. Medical inspection, and remarks \_\_\_\_\_

Date of registration \_\_\_\_\_

Interviewer \_\_\_\_\_



FORM WCCA STAT-5

INDEX CARD



FORM WCCA STAT-5

INDEX CARD

This is the card that is used in the Master Tracer File. White cards signify American-born Japanese and green cards signify foreign-born Japanese. The pink card is used in a supplementary file for Alien Japanese who have been detained or interned by the Department of Justice and concerning whom information has been received by the Civil Affairs Division. A salmon card has recently been ordered to be utilized for the transcription of the names of Japanese who were neither voluntary or involuntary evacuees, but who, at the time of evacuation, were living in the so-called "Free-Zone". It will be noted that this index card is designed to trace an individual from his pre-evacuation address through the Assembly Center and to the Relocation Center. No attempt has been made by the Civil Affairs Division (except in the case of Tule Lake segregants) to trace an evacuee beyond his first relocation address. The principal source of these cards are the Social Data Registration (Form S-3, Revised, and S-3 SP) and the Change of Residence Report Card (Form PM-1).

More than 120,000 of these cards are now on hand in an alphabetical file maintained by the Research Branch, Civil Affairs Division. They are in constant active use as a primary means of establishing identity and relocation address of Japanese who formerly lived on the West Coast.



(LAST)	(FIRST)	(MIDDLE)
NAME		
M. <input type="checkbox"/> F. <input type="checkbox"/>	AGE BIRTH-PLACE:	U.S. <input type="checkbox"/> OTHER
OCCUPATION		
NEAREST RELATIVE (NAME) (RELATIONSHIP)		
PREVIOUS ADDRESS		

(LAST)	(FIRST)	(MIDDLE)
NAME		
M. <input type="checkbox"/> F. <input type="checkbox"/>	AGE BIRTH-PLACE:	U.S. <input type="checkbox"/> OTHER
OCCUPATION		
NEAREST RELATIVE (NAME) (RELATIONSHIP)		
PREVIOUS ADDRESS		

(LAST)	(FIRST)	(MIDDLE)
NAME		
M. <input type="checkbox"/> F. <input type="checkbox"/>	AGE BIRTH-PLACE:	U.S. <input type="checkbox"/> OTHER
OCCUPATION		
NEAREST RELATIVE (NAME) (RELATIONSHIP)		
PREVIOUS ADDRESS		
OTHER ADDRESS		
ASSEMBLY CENTER / / ASSEMBLY CENTER / /		
RELOCATION CENTER / / RELOCATION CENTER / /		

WCCA FORM STAT-5 INDEX CARD



FORM WCCA IS-1

COMPLAINT FORM



FORM WCCA IS-1

COMPLAINT FORM

All instances which came to the attention of the Internal Security police in Assembly Centers were recorded on the complaint form, which thus became the first and the basic record in all police cases. This report recorded answers to the questions; who, where, when, why, and how; the identification of the person initiating the complaint; identification of the officers involved; notation of persons suspected; notation of persons arrested; and notation of characteristics similar to other incidents of crime. Space is also provided for noting, at a later date, the disposition of the case. The complaint form was filled out by the Assembly Center clerk, in triplicate. The original copy was mailed immediately to the Interior Security Branch of the Wartime Civil Control Administration. The blue copy was filed in the Assembly Center records and the white tissue copy was given to the officer assigned to the case.

The original copies are held on file by the Research Branch, Civil Affairs Division, and have been used as a basis of posting information to the Master File cards (Form CAD JR-1) in cases of infractions which were deemed serious or subversive in nature.



## COMPLAINT FORM

<b>Crime</b> _____		<b>Classification</b> _____	
Victim _____		Prelim. Report by _____	
Residence address _____	Ph. _____	Superior officer _____	
Business address _____	Ph. _____	Other officers _____	
Where committed _____		_____	
When committed _____		Persons arrested _____	
How committed _____		_____	
_____		_____	
Person(s) suspected _____		Arrested by _____ Date _____	
_____		Connect with _____	
_____		_____	
Reported by _____		_____	
Address _____ Ph. _____		_____	
Reported to _____		Beat and detail _____	
Time reported _____		Beat officer received complaint by Light <input type="checkbox"/> Box <input type="checkbox"/>	
How reported: Phone <input type="checkbox"/> Person <input type="checkbox"/> Letter <input type="checkbox"/> Telegram <input type="checkbox"/>		On view <input type="checkbox"/> At station <input type="checkbox"/> Citizen <input type="checkbox"/>	

## NOTATION ON CRIME CARD:

Cleared by arrest _____	Date _____	Clerk _____
Property recovered—Value _____	Date _____	Clerk _____
Unfounded _____	Date _____	Clerk _____
Classification changed _____	Date _____	Clerk _____
F.U. officer notified _____	Date _____	Clerk _____

Center  
Number

Headquarters number



COMPLAINT FORM

Crime _____		Classification _____	
Victim _____		Prelim. Report by _____	
Residence address _____	Ph. _____	Superior officer _____	
Business address _____	Ph. _____	Other officers _____	
Where committed _____		_____	
When committed _____		Persons arrested _____	
How committed _____		_____	
_____		_____	
_____		Arrested by _____ Date _____	
Person (s) suspected _____		Connect with _____	
_____		_____	
Reported by _____		_____	
Address _____ Ph. _____		_____	
Reported to _____		Beat and detail _____	
Time reported _____		Beat officer received complaint by Light <input type="checkbox"/> Box <input type="checkbox"/>	
		On view <input type="checkbox"/> At station <input type="checkbox"/> Citizen <input type="checkbox"/>	
How reported: Phone <input type="checkbox"/> Person <input type="checkbox"/> Letter <input type="checkbox"/> Telegram <input type="checkbox"/>			

NOTATION ON CRIME CARD:

Cleared by arrest _____	Date _____	Clerk _____
Property recovered—Value _____	Date _____	Clerk _____
Unfounded _____	Date _____	Clerk _____
Classification changed _____	Date _____	Clerk _____
F.U. officer notified _____	Date _____	Clerk _____

Center  
Number

Headquarters number



			Headquarters number
F.U. officer notified	Date	Clerk	
Classification changed	Date	Clerk	
Unfounded	Date	Clerk	
Property recovered—Value	Date	Clerk	
Cleared by arrest	Date	Clerk	Center Number
NOTATION ON CRIME CARD:			

How reported: Phone <input type="checkbox"/> Person <input type="checkbox"/> Letter <input type="checkbox"/> Telegram <input type="checkbox"/>		On view <input type="checkbox"/> At station <input type="checkbox"/> Citizen <input type="checkbox"/>
Time reported		Beat officer received complaint by Light <input type="checkbox"/> Box <input type="checkbox"/>
Reported to		Beat and detail
Address Ph.		
Reported by		
Person(s) suspected		Connect with
		Arrested by Date
How committed		
When committed		Persons arrested
Where committed		
Business address Ph.		Other officers
Residence address Ph.		Superior officer
Victim		Prelim. Report by
Crime		Classification

COMPLAINT FORM

Crime		Classification	
Victim		Prelim. Report by	
Residence address Ph.		Superior officer	
Business address Ph.		Other officers	
Where committed			
When committed		Persons arrested	
How committed			
		Arrested by Date	
Person(s) suspected		Connect with	
Reported by			
Address Ph.			
Reported to		Beat and detail	
Time reported		Beat officer received complaint by Light <input type="checkbox"/> Box <input type="checkbox"/>	
		On view <input type="checkbox"/> At station <input type="checkbox"/> Citizen <input type="checkbox"/>	
How reported: Phone <input type="checkbox"/> Person <input type="checkbox"/> Letter <input type="checkbox"/> Telegram <input type="checkbox"/>			

NOTATION ON CRIME CARD:			Center Number
Cleared by arrest	Date	Clerk	
Property recovered—Value	Date	Clerk	
Unfounded	Date	Clerk	
Classification changed	Date	Clerk	
F.U. officer notified	Date	Clerk	Headquarters number



FORM WCCA IS-9

PROPERTY RECEIPT



FORM WCCA IS-9

PROPERTY RECEIPT

This property receipt was used either when the Internal Security police in Assembly Centers received or confiscated property of an individual, or when police returned property to an individual.

The original of these forms are held on file by headquarters, Civil Affairs Division. In cases where they evidence contraband property which has not been returned, the information has been posted to Japanese Contraband Property Record cards (Form CAD CP-1).



## PROPERTY RECEIPT

Center No. \_\_\_\_\_

Owner \_\_\_\_\_ Family No. \_\_\_\_\_

*Type of property:*Address \_\_\_\_\_ Found \_\_\_\_\_ ☐Recovered \_\_\_\_\_ ☐Officer receiving property \_\_\_\_\_ Contraband \_\_\_\_\_ ☐Personal \_\_\_\_\_ ☐Date received \_\_\_\_\_ No. of parcels \_\_\_\_\_ Evidence \_\_\_\_\_ ☐

Description of property \_\_\_\_\_

Property released by: (Officer) \_\_\_\_\_ Date \_\_\_\_\_

The above described property has been received by me:

(Signed) \_\_\_\_\_ Address \_\_\_\_\_

## PROPERTY RECEIPT

Center No. \_\_\_\_\_

Owner \_\_\_\_\_ Family No. \_\_\_\_\_

*Type of property:*Address \_\_\_\_\_ Found \_\_\_\_\_ ☐Recovered \_\_\_\_\_ ☐Officer receiving property \_\_\_\_\_ Contraband \_\_\_\_\_ ☐Personal \_\_\_\_\_ ☐Date received \_\_\_\_\_ No. of parcels \_\_\_\_\_ Evidence \_\_\_\_\_ ☐

Description of property \_\_\_\_\_

Property released by: (Officer) \_\_\_\_\_ Date \_\_\_\_\_

The above described property has been received by me:

(Signed) \_\_\_\_\_ Address \_\_\_\_\_



FORM WCCA R-2

OCCUPATIONAL EMPLOYMENT RECORD



FORM WCCA R-2

OCCUPATIONAL EMPLOYMENT RECORD

The Occupational Employment Record was filled out in each Assembly Center for all workers over 16 years of age. This card constituted the basic records of the Employment Officer and were used as a basis for work assignments. The back of the card is designed to provide a record of all work assignments, by date and type of work.

These cards have been filed in the family folders which were established in each Assembly Center and which are now on hand at headquarters, Civil Affairs Division. They have been referred to occasionally by Civil Service Commission investigators and other agencies seeking to establish records of the employment of individual Japanese while in Assembly Centers.



WCCA FORM R-2

## OCCUPATIONAL EMPLOYMENT RECORD

Name \_\_\_\_\_ Identification No. \_\_\_\_\_

Location \_\_\_\_\_ Age \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_

English: Speak \_\_\_\_\_ Read \_\_\_\_\_ Write \_\_\_\_\_ Physical Condition \_\_\_\_\_

Occupation \_\_\_\_\_  
(PRIMARY)

\_\_\_\_\_  
(SECONDARY)

Other \_\_\_\_\_

\_\_\_\_\_



FORM WCCA R-4

FAMILY LEDGER



FORM WCCA R-4

FAMILY LEDGER

The Family Ledger sheet was designed by the Operations Branch for use in Assembly Centers. One sheet was posted for each family and debits and credits were kept on a family basis.

These forms have been filed in the family folder which is now maintained at headquarters, Civil Affairs Division. These forms may be important at some later date in establishing the record of cash and "kind", benefits received by family groups while living in Assembly Centers.



WCCA FORM R-4

# FAMILY LEDGER

IDENTIFICATION No. \_\_\_\_\_

REMARKS:	NAME OF FAMILY HEAD	NUMBER IN FAMILY
----------	---------------------	------------------

ASSEMBLY CENTER	BLK.	BRK.	APT.	ENTERED	TRANS.
RECEPTION CENTER	BLK.	BRK.	APT.	ENTERED	DEPARTED







FORM WCCA STAT-7

VISITOR'S INDEX CARD



FORM WCCA STAT-7

VISITOR'S INDEX CARD

These cards were specifically designed to transcribe information concerning all but administrative and vendor visits to Assembly Centers. On 1 August 1942 a reporting system was instituted whereby all Assembly Center Managers submitted daily reports to the Wartime Civil Control Administration listing all visits which had been made to the Assembly Centers by outsiders. The Visitor's Index Cards were transcribed from these daily reports. They were prepared in duplicate, and the ribbon copies were inserted in an alphabetical file according to the name of the Visitor, while the carbon copies were inserted in a separate alphabetical file according to the name of the visitee. The completed "Visitor-Visitee" file contained information concerning approximately 23,800 visits made to residents of Assembly Centers from 1 August to 31 October 1942.

The dual file of these forms is not currently in active use as a searching or record checking medium. It might, however, prove valuable for investigators who are interested in tracing visitors who were received by evacuees while in Assembly Centers, subsequent to 1 August 1942. The files of these forms have been microfilmed and are available for positive reproduction.



(VISITOR)	
(ADDRESS)	(VISITEE)
Purpose	Parcels Contra
Center:	Date:
	Sheet No.
VISITOR'S INDEX CARD	
WCCA FORM STAT-7	



FORM WCCA R-6

ROSTER OF MOVEMENT OF EVACUEES



FORM WCCA R-6

ROSTER OF MOVEMENT OF EVACUEES

This form was filled out daily by each Assembly Center listing departing evacuees. Of most importance was its use as a supplement to train lists showing transfer of evacuees from Assembly to Relocation Centers.

These forms have been microfilmed, and the microfilm is available for positive reproduction. The form is valuable in providing exact information concerning the date that persons and families left each Assembly Center. They are presently maintained in an inactive file.



WCCA Form No. R-6

### ROSTER OF MOVEMENT OF EVACUEES

Roster No. ....  
Sheet ..... of ..... Sheets

Order No. \_\_\_\_\_ Dated \_\_\_\_\_ 1942

Center To or From.....

[illegible]



FORM WCCA STAT-4 A

ADDRESS TRACER (MOTOR VEHICLE CARD)



FORM WCCA STAT-4 A

ADDRESS TRACER (MOTOR VEHICLE CARD)

This adaptation of Stat-4 was designed to combine information concerning motor vehicles owned by evacuees with name and current address of the owner. The card was printed in four different colors (white-California; green-Washington; salmon-Oregon; buff-Arizona) to expedite the identification of the state of registration. In addition to information identifying the owner and the motor vehicle, the card provides space for recording name and address of "legal owner" and of "last registered owner" (person to whom the vehicle might have been transferred). After the registries of motor vehicles of Arizona, California, Oregon and Washington had searched their files for motor vehicles registered to Japanese, and entered the information on the cards, the cards were transmitted to the Master Tracer File for search concerning present address of the owner.

These cards are currently held in an inactive file at headquarters, Civil Affairs Division, according to the Relocation Center address to which the evacuee owner was originally transferred.



(LAST)	(FIRST)	(MIDDLE)					
NAME:			LICENSE No.				
ADDRESS:			MAKE AND YEAR:				
LAST REGIS- TERED OWNER:			SERIAL No.				
ADDRESS:			ENGINE No.				
LEGAL OWNER:			BODY TYPE:				
ADDRESS:			APPRAISED VALUE \$				
LOCATION OF VEHICLE:							
OTHER INFORMATION:							
NAME FOUND:			SEX	AGE	JC	JA	ALIEN REG. No.:
PREVIOUS ADDRESS:							WCCA FORM STAT-4A ADDRESS TRACER
OTHER INFORMATION:							
SEARCHED:	DATE:	CEO:	FAMILY No.	DESTINATION AND DATE:			



FORM WCCA R-100

INDIVIDUAL REQUEST FOR REPATRIATION



FORM WCCA R-100

INDIVIDUAL REQUEST FOR REPATRIATION

This form was provided by the Wartime Civil Control Administration for the use of evacuees in Assembly Centers who wished to make formal application for repatriation (or expatriation) to Japan. It was also provided by the Wartime Civil Control Administration to the War Relocation Authority for similar use by residents of Relocation Centers. Since 1 November 1942 it has been used exclusively in Relocation Centers, and the form number has been changed by the War Relocation Authority to Form WRA-231. In the case of Assembly Center residents requesting repatriation, one copy of the form was held by the Wartime Civil Control Administration, one was provided to the War Relocation Authority, and one sent to the State Department through the Office of the Assistant Secretary of War. One copy of each such form originating in a Relocation Center has from the beginning been transmitted by War Relocation Authority, first to the Wartime Civil Control Administration, and later to the Civil Affairs Division. Thus, a complete file of these forms has been assembled and maintained on file by the Research Branch, Civil Affairs Division. Index cards have been posted from the forms (Form CAD JR-7), and these cards inter-leaved in the Master Record File. More than 5,000 Requests for Repatriation have been transcribed by 1 March 1944.

Since all the forms thus far received have been transcribed to cards, it is contemplated that the forms themselves will be shortly transmitted to the Office of The Provost Marshal General for its use and files.



WESTERN DEFENSE COMMAND AND FOURTH ARMY  
Office of Assistant Chief of Staff, Civil Affairs Division  
WARTIME CIVIL CONTROL ADMINISTRATION

INDIVIDUAL REQUEST FOR REPATRIATION  
(Read attached instructions before filling in this form)

FOR OFFICE USE

1. NAME: (a) \_\_\_\_\_

(b) Other names: \_\_\_\_\_

2. PERSONAL DESCRIPTION: (a) Sex: Male . . . . ☐ Female . . . . ☐

(b) Date of birth: \_\_\_\_\_ (c) Age \_\_\_\_\_

(d) Height: \_\_\_\_\_ feet, \_\_\_\_\_ inches. Weight: \_\_\_\_\_ pounds.

(e) Marital status: Single . . . . ☐ Married . . . . ☐ Widowed . . . . ☐ Divorced . . . . ☐

(f) Place of birth: \_\_\_\_\_

3. CITIZEN OF: Japan . . . . ☐ United States . . . . ☐ Dual Citizen . . . . ☐ Alien Registration No. \_\_\_\_\_

4. ENTRY INTO THE UNITED STATES: (a) Last arrived in the United States at:

\_\_\_\_\_ on \_\_\_\_\_  
(Port or place of entry) (Month, day, and year)

(b) Came in by \_\_\_\_\_  
(Name of vessel, Steamship Co., or other means of transportation)

(c) Came as a (Check one): Passenger . . . ☐ Crew member . . . ☐ Stowaway . . . ☐ Other \_\_\_\_\_

(d) Entered the United States as a (Check one): Permanent resident . . . . ☐ Visitor . . . . ☐ Student . . . . ☐ Treaty  
merchant . . . . ☐ Seaman . . . . ☐ Official of a foreign government . . . . ☐ Employee of a foreign government offi-  
cial . . . . ☐ Other \_\_\_\_\_

5. RESIDENCE OUTSIDE THE UNITED STATES:

Departed	Returned	Country	Occupation or activity

6. EDUCATIONAL HISTORY (Include all schools attended, whether in the United States, Japan or any other country):

Type of school	Name of school	Location of school	From—	To—
Grammar school				
High school				
College and postgraduate				
Other school or formal training				



7. EMPLOYMENT HISTORY (Last five (5) years):

From—	To—	Occupation	Name of Employer (Or kind of own business)	City or Town

8. RESIDENCE ADDRESS (Last five (5) years):

From—	To—	Number and Street, or R. F. D.	City or Town	State

9. RELATIVES IN THE UNITED STATES OR ABROAD (Include parents, husband or wife, children, and brothers and sisters whether or not they are members of the immediate household):

Name	Relationship	Sex	Age	Present Address

CERTIFICATE

I have read, or I have had read to me, the above statements concerning myself and certify that they are true and complete. This request is filed voluntarily and I understand that it does not bind the Government of the United States or any agency thereof to seek or guarantee agreement as to my repatriation.

Date \_\_\_\_\_ Signed \_\_\_\_\_

Center \_\_\_\_\_ Witness \_\_\_\_\_



FORM WCCA R-101

REQUEST FOR REPATRIATION - FAMILY SUMMARY



FORM WCCA R-101

REQUEST FOR REPATRIATION - FAMILY SUMMARY

This form was made out in triplicate by all family groups requesting repatriation as a group while in Assembly Centers. It was used during the entire Assembly Center Request for Repatriation Program and was adopted for a few months by the War Relocation Authority, subsequent to the transfer of all evacuees to that Authority on 1 November 1942. For family groups in Assembly Centers requesting repatriation, this form is the only source of information for those members under the age of 18. After 1 November 1942, however, the War Relocation Authority had an Individual Request for Repatriation made out for each family member requesting repatriation, no matter how young.







FORM WCCA R-103

NOTICE AND GENERAL INSTRUCTIONS TO JAPANESE SEEKING REPATRIATION



FORM WCCA R-103

NOTICE AND GENERAL INSTRUCTIONS TO JAPANESE SEEKING REPATRIATION

This form was used prior to 1 November 1942 for distribution to all Assembly Center and Relocation Center residents who wished to apply for repatriation.



WESTERN DEFENSE COMMAND AND FOURTH ARMY  
Office of Assistant Chief of Staff, Civil Affairs Division  
WARTIME CIVIL CONTROL ADMINISTRATION

---

NOTICE AND GENERAL INSTRUCTIONS  
TO JAPANESE SEEKING REPATRIATION

1. The acceptance of a formal request for repatriation by the Wartime Civil Control Administration does not bind the government of the United States to grant repatriation.
2. Any person who submits a request form may telegraph at government expense, through the Center Manager, to members of his immediate family (*see definition below*) who are living in other Centers, Detention Camps, or are at known addresses in other States, for the purpose of determining their desires as to repatriation.
3. The filing of a repatriation request form does not bind the individual or family concerned to accept repatriation at a later date if changed circumstances make it inadvisable at that time. However, persons applying for repatriation who are American citizens must understand that by so applying they indicate their willingness to forfeit such citizenship.
4. A request for repatriation will be accepted from any person 18 years of age or older, who was born in Japan, or who was born in the United States and has dual citizenship.
5. Each individual who is 18 years of age or older and is eligible to request repatriation, must fill in and sign an individual form. A child under 18 years of age must conform to the decision of its parent or guardian. Thus a family consisting of a father, mother, two children 18 years of age or older, and two children under 18 years of age must submit four individual requests (the father, mother, and two older children) if the entire family wishes to be repatriated. The two younger children will be listed on the father's form as minor dependents.
6. When an individual becomes eligible for repatriation, the members of his immediate family also are eligible. The immediate family includes the spouse (husband or wife), a dependent mother, a dependent father, an unmarried child who may be a foster child, stepchild, adopted child, or ward.
7. Where two or more persons in a family wish to be repatriated together a "Family Summary Form" must be submitted with the individual request form.
8. Since individual request forms prepared for submission to the WCCA will be available in Assembly Centers, they cannot be filled in personally by members of the family in other places. A responsible member of the family in the Center may make out the form for such a person after communicating with him (or her). The signature on such a form should clearly show the name of the person who is responsible for it as well as the name and other facts about the person for whom repatriation is being requested.
9. Each individual 18 years of age and over will be permitted to execute his (or her) form in private and to sign it in the presence only of the Center Manager or a non-Japanese employee designated by him.
10. All forms must be filled in and signed in triplicate (three copies). All of the information except the signature may be typewritten. Clearly printed entries are preferred to ordinary handwriting. Japanese characters may not be used except in the signature of persons who write only in Japanese. Persons unable to write in either English or Japanese will make an X mark for the signature on the signature line, after which X mark will be written his name in full, by the Center Manager or other witness; this mark to be witnessed by a near relative or friend.
11. The Manager of the Assembly Center, or a non-Japanese employee designated by him, will receive, examine, and forward the completed forms to the Repatriation Section, Wartime Civil Control Administration, 1231 Market Street, San Francisco, California. The forms should be signed and given to the Manager not later than Friday night, July 24, 1942.



FORM WCCA R-104

INSTRUCTIONS FOR THE "INDIVIDUAL REQUEST FOR REPATRIATION"



FORM WCCA R-104

INSTRUCTIONS FOR THE "INDIVIDUAL REQUEST FOR REPATRIATION"

This form was used by the Wartime Civil Control Administration and was provided for the use of the War Relocation Authority for distribution to persons interested in applying for repatriation. It explains step by step how to complete the Individual Request for Repatriation (Form WCCA R-100).



## WESTERN DEFENSE COMMAND AND FOURTH ARMY

Office of Assistant Chief of Staff, Civil Affairs Division  
WARTIME CIVIL CONTROL ADMINISTRATION

INSTRUCTIONS FOR THE  
"INDIVIDUAL REQUEST FOR REPATRIATION"

Before reading the following specific instructions for the "Individual Request for Repatriation" form, read the "Notice and General Instructions" prepared for those Japanese who wish to be repatriated.

The following instructions must be followed in filling in the individual request form. Assistance will be given by the Assembly Center Manager or by his representative, but the sole responsibility for the proper preparation of this form must rest upon the person who signs it.

**ITEM 1. Name.** (a) Print your present name, that under which you are registered with the Wartime Civil Control Administration. (b) Give all other names by which you have been known here or abroad, including maiden name; if a married woman, professional names, and nicknames.

**ITEM 2. Personal Description.** (a) Show your sex, and (e) your marital status by check marks in the proper boxes. (b) Give month, day and year of birth. (c) Enter age at last birthday. (d) Give your height in feet and inches; your weight in pounds. (f) Name the city in which or nearest to the place where you were born. Also name the province (Ken) and the country.

**ITEM 3. Citizenship.** Show by a check in the proper box whether you are a citizen of Japan, or of the United States, or have a dual citizenship. If a citizen of Japan, give your Alien Registration Number.

**ITEM 4. Entry into the United States.** (a) Give the port or place and the date of your last arrival into the United States. (b) State the name of the vessel or other means of transportation, as railroad, bus, auto, etc., by which you arrived on the date and at the place given in 4 (a) above. (c) Check the answer which describes how you last arrived. If none of the specific answers applies, write in the space following "Other" how you arrived. (d) Show by a check in the proper box the classification under which you last entered the United States. If none of the specific answers applies, write in the space following "Other" your classification at the time of last arrival.

**ITEM 5. Residence Outside the United States.** List all periods of residence outside of the United States, including all visits to countries other than the United States, for whatever purpose (education, business, vacation, etc.) during which you were absent from the United States for one month or more. For each such period of absence from the United States give the month and year of departure, the month and year of return, the country or countries visited, and your occupation, activity, or purpose of travel during that period.

**ITEM 6. Educational History.** List each separate school attendance or period of formal education or training. Give the name of the school, its location in terms of place and country and the beginning and ending of each period of attendance. If this schooling occurred in Japan or any other foreign country, classify it as to the approximate equivalent of American schools as listed under "type of school."

**ITEM 7. Employment History.** List each separate occupation, employer or place of employment you have had during the past five (5) years. The first entry should be the last employment you had before coming to the Assembly Center; the next entry, the immediately previous employment, etc. The month and year of beginning and of ending each period of employment should be given under "From" and "To", respectively. Write in the proper columns your occupation, the name of your employer or the kind of business engaged in, if in business for yourself, and the city or town where employed. Show any breaks in employment because of unemployment, school attendance, illness of one month or more, etc.

**ITEM 8. Residence Addresses.** Give the required information for each residence address at which you lived for one month or more during the last five (5) years. List first the most recent address, then the immediately previous address, etc.

**ITEM 9. Relatives in the United States and in Other Countries.** Give the name, relationship to yourself, sex, age and present place of residence of the following relatives: Your father, mother, husband or wife, children (including foster and adopted children), and your brothers and sisters. Each such person who is now living should be listed, whether they live in the United States, Japan or any other country, and whether or not they are members of your immediate household. List also your wife's parents and her brothers and sisters if they are living with you in your immediate household.

**Certificate.** The certificate at the end of the form should be signed by you in the presence of the Center Manager or an employee named by him. If you cannot write your name in English, Japanese characters will be accepted, but all of the other entries on the form must be in English.



FORM WCCA R-105

LIST OF JAPANESE REQUESTING REPATRIATION



FORM WCCA R-105

LIST OF JAPANESE REQUESTING REPATRIATION

This form was used exclusively by the Wartime Civil Control Administration to summarize information concerning all persons requesting repatriation, or for whom repatriation was requested, i.e., minors under age of 18, and interned persons. As much as possible, lists were made up by Center of origin of the applicants. Upon the completion of a list, two copies were sent to the War Department for transmission to the State Department, two copies were sent to G-2 (C.I.B.), one copy was provided the War Relocation Authority, and one copy was retained by Wartime Civil Control Administration. There were 2,700 persons listed on this form.



[illegible]

\*Did not submit a signed application. Listed by head of family on Family Summary Sheet.



Wartime Civil Control Administration  
JAPANESE REQUESTING REPATRIATION

Information shown here is that submitted by the applicant and has not been verified. Items which may be particularly subject to error are citizenship, last entry date into the United States, and entry status.

Family Number	Name	Relationship to Head	Sex	Age	Citizenship	Last Entry Date	Entry Status	Occupation	Previous Address

\*Did not submit a signed application. Listed by head of family on Family Summary Sheet.

WCCA FORM R-105  
Office of Assistant Secretary for War Relocation  
War Relocation Authority  
NOTARIAL LIST OF JAPANESE

Information shown here is that submitted by the applicant and has not been verified.

Family Number	Name	Relationship to Head	Sex	Age

\* Did not submit a signed application



FORM WCCA R-106

FORM LETTER TO PERSONS UNDER REPATRIATION CONSIDERATION



FORM WCCA R-106

FORM LETTER TO PERSONS UNDER REPATRIATION CONSIDERATION

In September and October, 1942, this form letter, together with Forms R-107 and R-108, were used by the Wartime Civil Control Administration to notify certain evacuees that they were under consideration by the State Department for repatriation to Japan. The form letters were supplied with a detachable reply slip on the bottom by means of which the persons concerned could immediately respond as to whether or not they would actually accept repatriation, if later offered. Form R-106 was prepared especially for persons who had already submitted Requests for Repatriation.



WESTERN DEFENSE COMMAND AND FOURTH ARMY  
*Office of Assistant Chief of Staff, Civil Affairs Division*

WARTIME CIVIL CONTROL ADMINISTRATION  
1231 Market Street  
San Francisco, California

Certain Japanese persons are currently being considered for repatriation to Japan. You, and the members of your family listed above, are being so considered. If the name of an interned, or non-resident, family member appears above it is only to inform you that he also is being considered for repatriation. If he is interned, or at a known private address within the United States, he will be communicated with by another governmental agency.

According to our records, your family has already filed Requests for Repatriation (WCCA Forms R-100 and R-101). It may be, however, that certain family members listed above were not included in your former Request for Repatriation. If this is true, they should immediately file their Request if they desire repatriation. The necessary forms and instructions are available from the Director of your Center.

*To Decline Repatriation:* It is assumed that you still desire repatriation. If, however, any person listed above has changed his mind and would not accept repatriation, if offered, the following procedure should be followed: All persons 18 years of age and older who are being considered for repatriation, but who wish to decline repatriation, should sign five copies of a declaration to that effect. These forms may be obtained from the Director of your Center. Family members under 18 years of age will be governed by the decision of their respective parents or guardians.

In addition, each person listed above, who is 18 years of age or older, should sign his or her name in full, as it appears above, in the appropriate space provided below, indicating his or her decision. That part of this sheet should then be torn off at the perforated line and mailed at once in the enclosed pre-addressed envelope.

KARL R. BENDETSSEN  
Colonel, G.S.C.  
Assistant Chief of Staff  
Civil Affairs Division

CUT HERE

The undersigned will *accept*  
repatriation, if offered

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

The undersigned will *decline*  
repatriation, if offered

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....



FORM WCCA R-107

FORM LETTER TO PERSONS UNDER REPATRIATION CONSIDERATION



FORM WCCA R-107

FORM LETTER TO PERSONS UNDER REPATRIATION CONSIDERATION

This form letter was prepared by the Wartime Civil Control Administration in September, 1942, especially for persons receiving direct repatriation consideration by the State Department but who had not previously filed a Request for Repatriation.



WESTERN DEFENSE COMMAND AND FOURTH ARMY  
*Office of Assistant Chief of Staff, Civil Affairs Division*

WARTIME CIVIL CONTROL ADMINISTRATION  
1231 Market Street  
San Francisco, California

Certain Japanese persons are currently being considered for repatriation to Japan. You, and those members of your family listed above, are being so considered. If the name of an interned, or non-resident, family member appears above it is only to inform you that he also is being considered for repatriation. If he is interned, or at a known private address within the United States, he will be communicated with by another governmental agency.

All persons 18 years of age and older who are being considered for repatriation must make a decision as to whether or not they would accept repatriation if it should be offered. The decision of children under 18 years of age will be governed by that of their parents or guardians.

*If repatriation would be accepted*, three copies of a Request for Repatriation (WCCA Form R-100) should be filled out and signed by each person 18 years of age and older. Three copies of the Family Summary Form (WCCA Form R-101) should also be filled out if appropriate. These forms, together with printed instructions concerning their use, may be procured from the Director of your Center.

*If repatriation would be declined*, each person 18 years of age and older should sign five copies of a Declaration of Declination. The Director of your Center has a supply of these forms for your use. Persons under 18 years of age must be governed by the decision of their respective parents or guardians.

In addition, each person listed above, who is 18 years of age or older, should sign his or her name in full, as it appears above, in the appropriate space provided below, indicating his or her decision. That part of this sheet should then be torn off at the perforated line and mailed at once in the enclosed pre-addressed envelope.

KARL R. BENDETSSEN  
Colonel, G.S.C.  
Assistant Chief of Staff  
Civil Affairs Division

CUT HERE

The undersigned will *accept*  
repatriation, if offered

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

The undersigned will *decline*  
repatriation, if offered

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....



FORM WCCA R-108

FORM LETTER TO PERSONS UNDER REPATRIATION CONSIDERATION



FORM WCCA R-108

FORM LETTER TO PERSONS UNDER REPATRIATION CONSIDERATION

This form letter was especially prepared by the Wartime Civil Control Administration in September, 1942, for persons indirectly receiving repatriation consideration because of the direct consideration being accorded certain members of their household.



WESTERN DEFENSE COMMAND AND FOURTH ARMY  
*Office of Assistant Chief of Staff, Civil Affairs Division*

WARTIME CIVIL CONTROL ADMINISTRATION  
1231 Market Street  
San Francisco, California

Certain members of your family group are currently being considered for repatriation to Japan. Because of your relationship to them it is possible that you also may be considered for repatriation in the future although you are not being so considered at present.

It is necessary that we know in advance both the names of the persons who would accept repatriation, if offered, and those who would decline.

*If repatriation would be accepted*, three copies of a Request for Repatriation (WCCA Form R-100) should be filled out and signed by each person listed above who is 18 years of age or older. Three copies of the Family Summary Form (WCCA Form R-101) should also be filled out when appropriate. These forms, together with printed instructions concerning their use, may be procured from the Director of your Center.

*If repatriation would be declined*, each person listed above who is 18 years of age or older, should sign five copies of a Declaration of Declination. The Director of your Center has a supply of these forms for your use. Persons under 18 years of age must be governed by the decision of their respective parents or guardians.

In addition, each person listed above, who is 18 years of age or older, should sign his or her name in full, as it appears above, in the appropriate space provided below, indicating his or her decision. That part of this sheet should then be torn off at the perforated line and mailed at once in the enclosed pre-addressed envelope.

KARL R. BENDETSSEN  
Colonel, G.S.C.  
Assistant Chief of Staff  
Civil Affairs Division

CUT HERE

The undersigned will *accept*  
repatriation, if offered

.....

.....

.....

.....

.....

.....

.....

.....

The undersigned will *decline*  
repatriation, if offered

.....

.....

.....

.....

.....

.....

.....

.....



FORM WCCA STAT-20

SHIP'S MANIFEST DEPARTURE INDEX CARD

FORM CAD JR-2

SHIP'S MANIFEST ARRIVAL INDEX CARD



FORM WCCA STAT-20

SHIP'S MANIFEST DEPARTURE INDEX CARD

This card is used to transcribe information from Departure Ship's Manifests concerning Japanese who have sailed for Japan. The Research Branch, Civil Affairs Division, has had information transcribed and placed on file cards covering Japanese who sailed from the ports of Seattle, San Francisco and Los Angeles for Japan during the calendar year 1941, and for those leaving the port of San Francisco for Japan back to 1 July 1937.

A total of 4,755 Japanese (both alien and American-born) were found to have sailed from West Coast ports to Japan during the 1941 calendar year alone.

FORM CAD JR-2

SHIP'S MANIFEST ARRIVAL INDEX CARD

This card is used to transcribe information from Arrival Ship's Manifests concerning Japanese who have sailed from Japan. During the year 1943 Clerk Typists were sent by the Civil Affairs Division into the office of the Immigration and Naturalization Service at Seattle, San Francisco and Los Angeles to transcribe these cards from Arrival Ship's Manifests for all Japanese arriving at those ports from Japan during the 12 year period of 1930 through 1941.

These cards are now maintained in an active, alphabetical file by the Research Branch, Civil Affairs Division, and cover 33,616 alien Japanese arrivals and 24,067 American-born Japanese who returned to these ports after sojourning in Japan.



[illegible]

2. NAME:		(LAST)		(FIRST)		ARRIVAL	
3. VESSEL:				4. DATE: / /		1. SAN FRANCISCO	
5. AGE:		6. M. <input type="checkbox"/> F. <input type="checkbox"/>		7. NATIONALITY: U.S. <input type="checkbox"/> JAP <input type="checkbox"/> OTHER:			8. MARRIED OR SINGLE:
9. OCCUPATION:				10. PLACE OF BIRTH:			
11. LAST PERMANENT RESIDENCE:							
12. NAME AND ADDRESS OF NEAREST RELATIVE IN COUNTRY OF ORIGIN:							
13. FINAL DESTINATION:							
14. IF IN U. S. BEFORE: WHEN:		PLACE:		DATE OF LAST DEPARTURE: / /			
15. IF JOINING A RELATIVE OR FRIEND:		(RELATIONSHIP)		(NAME)		(PLACE)	
SHIP'S MANIFEST CARD (ARRIVAL) CAD FORM JR-2 SF							



FORM JR-1

(MASTER RECORD INDEX CARD)



FORM JR-1

(MASTER RECORD INDEX CARD)

The front of this card is used for identification information. The top half is used for whatever identification appears in the original source material being subjected to research scrutiny; the bottom half contains whatever further identification it has been possible to obtain in the Master Tracer File of Japanese who formerly lived on the West Coast or in the Ship's Manifest Index Card Files.

All information gained from original source material, such as Japanese newspapers, directories, organization lists, etc., is posted to the back of the card.

This file is constantly expanding as the research work of the Research Branch, Civil Affairs Division, progresses and as new sources of information are exploited and translated. By 1 March 1944 it is estimated that information has been transcribed to these cards and filed which involves more than 50,000 persons.



		(LAST)	(FIRST)	(ALTERNATES)	ALIEN	CITIZEN	
		NAME:					
RESEARCH					(YEAR)	TRANSLATOR	
						TYPIST	
ADDRESS:							
REMARKS:							
STATISTICAL	(LAST)			(FIRST)	SEX	AGE	ALIEN REG. NO.
	NAME:						
	PREVIOUS ADDRESS:				OCCUPATION		
	RELATIVES:						
	(CENTER)		(DATE)	(CENTER)		(DATE)	
	EVAC. TO:		TRANS. TO:				
	NOW LOCATED:					FAMILY NO.	
	REMARKS:						
					SEARCHED BY	DATE	
	JR - 1						



SOURCE	ORGANIZATION	OFFICE	YEAR	AMOUNT CONTRI- BUTION	ACTIVITY



FORM CAD JR-3 (Rev.)

RECORD CHECK SHEET



FORM CAD JR-3 (Rev.)

RECORD CHECK SHEET

This sheet is used as a "cover" or "face" sheet by the Research Branch, Civil Affairs Division, while checking cases for branches of the Army or other investigative agencies through its files.

As files are consolidated or new records obtained, the sheet is revised from time to time to conform with existing conditions and checks which are to be made. It will be noted on the present sheet, for instance, that "Repatriation" appears as a separate file. Now that the "Repatriation Applicant" Index Card has been consolidated with the Master Record File, it will be abolished on the face sheet as a separate block. The first blank column in each block is used by the file clerk when checking a case in that file to indicate by a plus (+) or minus (-) mark whether or not a card has been found in that file for the person indicated at the left. The second blank column in each block is used by the file clerk to insert her initials as a record that she made that particular search. Minus marks concerning the subject or parents are rechecked by another clerk, in order to avoid missing records if they exist.



**CIVIL AFFAIRS DIVISION**  
Presidio of San Francisco, California

**RECORD CHECK SHEET**

PLACE	DATE STARTED:				
(SURNAME)	(AM. FIRST NAME)	(JAP. FIRST NAME)	FAM. NO.	JNT. BD. NO.	WDC NO.

  

RECORD CHECK	MASTER RECORD	REPAT.	FIXED DEPOSITS	ARRIVALS	SPECIAL CASE NO.
SUBJECT	1	8	15	22	RECORD CHECK
FATHER	2	9	16	23	RECORD RE-CHECK
MOTHER	3	10	17	24	REFER TO PREVIOUS RECORD CHECKS
BROTHERS	4	11	18	25	
SISTERS	5	12	19	26	
OTHER (SPECIFY)	6	13	20	27	
EMPLOYER	7	14	21	28	ORG. ED.



FORM CAD JR-5

(SOURCE CARD)



FORM CAD JR-5

(SOURCE CARD)

As items of information are translated by the Research Branch, Civil Affairs Division, from Japanese language sources, they are first transcribed to this Source Card. The information is later re-transcribed to the Master Record Index Card. The Source Card is always kept on file as an "item" file, whereas the Master Record File is more in the nature of a "dossier" file.



NAME \_\_\_\_\_ No. \_\_\_\_\_

CHARACTERS \_\_\_\_\_ CIT. \_\_\_\_\_ AL. \_\_\_\_\_

ADDRESS \_\_\_\_\_

SOURCE \_\_\_\_\_ TR. \_\_\_\_\_

ORGANIZATION \_\_\_\_\_

REMARKS \_\_\_\_\_

FORM CAD-JR-5

MRC \_\_\_\_\_ SC. CD \_\_\_\_\_



FORM CAD JR-6

BANK RECORD CARD



FORM CAD JR-6

BANK RECORD CARD

For many years the Japanese in America were constantly solicited to deposit their savings in Japan, rather than in this country. The branches of two Japanese banks in the United States had a monopoly on the business of transmitting the funds for deposit in Japan. These banks were the Yokohama Specie Bank and the Sumitomo Bank. Records were obtained by the Research Branch, Civil Affairs Division, from the West Coast branches of these banks (through the Alien Property Custodian and the California Superintendent of Banks) covering so-called "fixed" or "term" deposits, for the period of mid-1937 through 1941.

The original records were largely in Japanese, and for a period it was necessary to use translators in searching these files for record checks. In order to expedite the search of these records and make the information more generally useful, the present bank record card was designed and the original records translated and transcribed thereto. There are more than 30,000 of these cards now in an active alphabetical file maintained by the Research Branch, Civil Affairs Division, representing a cash purchase value of approximately 80,000,000 yen or \$22,000,000.







FORM CAD JR-7

REPATRIATION APPLICANT INDEX CARD



FORM CAD JR-7

REPATRIATION APPLICANT INDEX CARD

This card has been transcribed by the Research Branch, Civil Affairs Division from all formal repatriation application papers received by the Wartime Civil Control Administration or transmitted by the War Relocation Authority. The card has been inter-leaved in the alphabetical Master Record File.



(LAST)	(FIRST)	(OTHER)	REPATRIATION APPLICANT (FORM CAD-JR-7)	
NAME				
FAM. REG. NO.	SEX	AGE	PLACE OF BIRTH	CITIZEN- SHIP
				ALIEN REG. NO.
TOTAL YRS. RESI- DENCE IN JAPAN	TOTAL YRS. EDUCA- TION IN JAPAN		ADDRESS OR CENTER AT TIME OF APPLICATION	
RELOCATION ADDRESS		GIVE SOURCE OF THIS INFORMATION (R-100 OR R-101). BY WHOM SIGNED?		
IF APPLICATION WITH- DRAWN, GIVE DATE	APPLICATION DATE OF		OCCUPA- TIONS	
NAME AND ADDRESS OF LAST EMPLOYER PRIOR TO EVACUATION				
RESIDENCES AND DATES				
RELATIVES				
FATHER MOTHER SPOUSE BROTHERS AND SISTERS			CHILDREN	
			OTHER (SPECIFY)	



FORM CAD JR-8

ORGANIZATION CARD



FORM CAD JR-8

ORGANIZATION CARD

This card is used by the Research Branch, Civil Affairs Division, to record all information gained concerning the activities of Japanese organizations as such in America. A separate card or series of cards is maintained for each organization concerning which information has been gained. As new items are accumulated or translated, they are posted to the card of the organization involved. As of 1 March 1944 it is estimated that some 3,500 organizations are indexed on these cards in the Organization File.



ORGANIZATION CARD  
FORM CAD-JR-8

NAME:

ALTERNATES:

TRANSLATION:

ADDRESS:

SOURCE

ACTIVITY

(OVER)



FORM CAD JR-9

REFERENCE CARD



FORM CAD JR-9

REFERENCE CARD

These cards have been used to catalog all books, directories, and periodicals gathered from various sources in the Archives of the Research Branch, Civil Affairs Division. Much of this material is in the Japanese language, and it will be noticed that provision has been made on the card for the name of the book or periodical to be entered in the original Japanese characters, as well as in the Romanji transliteration and the English translation. Since some of these items in the library are on loan, it has been necessary to provide a section on the card for later attention, if the item is to be returned at a particular date. It should be noted that the back of the card provides space for a running record of the details of processing or research conducted in the item covered by the card. There are over 1,500 cards in this index.



NAME (ROMAJI)		NAME (JAPANESE)		CAD NO.
NAME (ENGLISH)		(PLACE)	(PUBLISHER)	(DATE)
CITATION				
AUTHOR	TYPE	NO. PAGES	FORMAT	PRESENT LOCATION
ACQUIRED			STATUS (GIFT - LOAN - PURCHASE ETC.)	
FROM WHOM				
ADDRESS			TO BE RETURNED	
WHEN				
BY WHOM			DISPOSITION	
CONTENTS:				
<div>REFERENCE CARD</div> <div>CAD JR-5</div>				

(OVER)



## PROCESS RECORD

[illegible]



FORM CAD R-1

INDIVIDUAL IDENTITY RECORD

(TULE LAKE SEGREGANT)



FORM CAD R-1

INDIVIDUAL IDENTITY RECORD

(TULE LAKE SEGREGANT)

At the time that Japanese are assigned to the Tule Lake Center as segregants, they are registered by elements of the Ninth Service Command, in order to make identifications complete as an implementation to the maintenance of external security. This is the primary identification form which is completed for all segregants 15 years of age and older. Information concerning minors under the age of 15 is posted to this card but photographs and fingerprints are not obtained.

A complete file of these identity cards is maintained in alphabetical order at headquarters, Civil Affairs Division.



TULE LAKE

## INDIVIDUAL IDENTITY RECORD

CENTER ID. NO.  
T-

(LAST)

(JAP. FIRST)

(AM. FIRST)

NAME

ALIAS

ADDRESS (1-DEC-1941)

DATE OF  
REGIS.

SEX

AGE AND DATE  
OF BIRTHCOUNTRY  
OF BIRTHFAMILY  
REG. NO. S-ALIEN  
REG. NO.

HT.

WT.

IDENTIFYING  
MARKS AND SCARS

PLACE

DATE

ASSEMBLY  
CENTERRELOCATION  
CENTERADMITTED THIS  
CENTER FROMFRONT AND PROFILE VIEW  
TO INCLUDE CENTER ID. NO.

REMARKS AND FINAL DISPOSITION

## Right Hand

1. Thumb

2. Index finger

3. Middle finger

4. Ring finger

5. Little finger

## Left Hand

6. Thumb

7. Index finger

8. Middle finger

9. Ring finger

10. Little finger



## RESEARCH RECORD

SOURCE	INFORMATION AND DATES



FORM CAD R-2

FAMILY DATA SHEET



FORM CAD R-2

FAMILY DATA SHEET

This sheet is also used by the Ninth Service Command in the registration of segregants at the Tule Lake Center. Information entered on the sheet is obtained from the segregant family head, who is asked to give details, not only concerning members of his family being segregated with him, but also information concerning other family members in other parts of the United States and/or in Japan.

The complete file of Family Data Sheets is maintained at headquarters, Civil Affairs Division.



## FAMILY DATA SHEET

3. FAM. REG. NO.

S-

1. PERSON REGISTERING AS  
RESIDENT FAMILY HEAD

(LAST)

(JAP FIRST)

(AMER. FIRST)

2. ADDRESS

(1 DEC. 1941)

ST. AND NO.

(PLACE)

4. CENTER

5. MEMBERS OF FAMILY GROUP ADMITTED TO THIS CENTER

ENTER IN "A" AS "HEAD" THE PERSON  
LISTED UNDER ITEM 1 ABOVE

NAME		RELATION TO HEAD	SEX	DATE OF BIRTH	COUNTRY OF BIRTH	ALIEN REG- ISTRATION NO.	FORMER FAM. REG. NO	CENTER ID NO.
(LAST)	(FIRST)							
A.								
B.								
C.								
D.								
E.								
F.								
G.								

6. OTHER MEMBERS OF THIS FAMILY GROUP IN THE UNITED STATES  
INCLUDE PARENTS, HUSBAND OR WIFE, BROTHERS OR SISTERS AND CHILDREN

NAME		RELATION TO HEAD	SEX	YR. OF BIRTH	COUNTRY OF BIRTH	FAMILY REG. NO.	PRESENT ADDRESS
(LAST)	(FIRST)						
A.							
B.							
C.							
D.							

7. OTHER MEMBERS OF THIS FAMILY GROUP IN JAPAN  
INCLUDE PARENTS, HUSBAND OR WIFE, BROTHERS OR SISTERS, AND CHILDREN

NAME		RELATION TO HEAD	SEX	YR. OF BIRTH	COUNTRY OF BIRTH	IF PREVIOUSLY IN UNITED STATES		
						LAST ADDRESS IN UNITED STATES (ST. AND NO.)	(PLACE)	DATE LEFT U. S.
A.								
B.								
C.								
D.								

8. DATE OF  
REGISTRATION9. SIGNATURE OF PERSON  
REGISTERED UNDER ITEM 1



FORM CAD R-3

(TULE LAKE INDEX CARD)



FORM CAD R-3

(TULE LAKE INDEX CARD)

With the exception of fingerprints, this card contains substantially the same information as that entered on the Individual Identity Record (Form CAD R-1). Both the blue and the white copies of this card are kept on file by the Commanding Officer of the perimeter guard maintained by the Ninth Service Command at the Tule Lake Center. The blue card is maintained in identification number order, and the white card in alphabetical order, in order that identification may be made either by name or by identification number. Space is provided on the front of the card for posting of pertinent information concerning the activities of the segregant while at Tule Lake. On the back of the card appear the segregant's front and profile photographs, as well as his addresses (block and barracks number) within the Center.



(LAST)		(JAP. FIRST)		(AM. FIRST)	TULE LAKE
NAME					
ALIAS					CENTER ID. NO. T-
SEX	AGE & DATE OF BIRTH		COUNTRY OF BIRTH		FAMILY REG. NO. S-
HT.	WT.	IDENTIFYING MARKS & SCARS			ALIEN REG. NO.
ADDRESS (1-DEC '41)					DATE ADMITTED
SUBSEQUENT ADDRESSES & DATES					
PRINCIPAL ACTIVITIES					
FORM CAD-R-3 (OVER)					

(LAST)		(JAP. FIRST)		(AM. FIRST)	TULE LAKE
NAME					
ALIAS					CENTER ID. NO. T-
SEX	AGE & DATE OF BIRTH		COUNTRY OF BIRTH		FAMILY REG. NO. S-
HT.	WT.	IDENTIFYING MARKS & SCARS			ALIEN REG. NO.
ADDRESS (1-DEC '41)					DATE ADMITTED
SUBSEQUENT ADDRESSES & DATES					
PRINCIPAL ACTIVITIES					
FORM CAD-R-3 (OVER)					



FORM CAD E-1

INDIVIDUAL APPLICATION TO ESTABLISH RESIDENCE  
WITHIN MILITARY AREA NO. 1 OR THE CALIFORNIA PORTION  
OF MILITARY AREA NO. 2, WESTERN DEFENSE COMMAND



FORM CAD E-1

INDIVIDUAL APPLICATION TO ESTABLISH RESIDENCE  
WITHIN MILITARY AREA NO. 1 OR THE CALIFORNIA PORTION  
OF MILITARY AREA NO. 2, WESTERN DEFENSE COMMAND

In order to fully identify persons of Japanese ancestry who for one reason or another may make application to re-enter the evacuated areas of the West Coast, as well as to gain information concerning their background which would be helpful in checking their previous activities and loyalty to the United States, a series of application and registration forms have been developed by the Civil Affairs Division. The primary form to be used in this program is the Individual Application. As of 1 March 1944 Japanese wishing to re-enter the evacuated area are asked to fill out four copies of this form for each applicant (including minors) and to transmit them to the attention of the Civil Affairs Division.



TO: The Commanding General, Western Defense Command  
THROUGH: Civil Affairs Division, Forward Echelon, Ninth Service Command  
Presidio of San Francisco, California

**INDIVIDUAL APPLICATION TO ESTABLISH RESIDENCE WITHIN MILITARY AREA NO. 1 OR  
THE CALIFORNIA PORTION OF MILITARY AREA NO. 2, WESTERN DEFENSE COMMAND**

Each applicant will complete and sign four copies of this form. All persons 12 years and older will sign their own Applications. A parent or guardian may sign the Application of a child under the age of 12. If more space is needed for completion of any item, use separate sheets of paper and attach them to copies of this form. In addition, the following will be submitted for each applicant:

- a. Two positive prints of a recent identification photograph (size 1½" x 1½"), with signature written on margin.  
b. Four copies of "Family Application" (Form CAD E-2), even though a single person is applying, will be completed by the applicant family head and submitted together with forms and photographs for family member applicants. c. One copy of a completed "Individual Identity Record" card (Form CAD E-3) with full set of fingerprints taken by an authorized technician. d. One copy of the 1½" x 1¾" Form CAD E-4 with right index fingerprint taken by an authorized technician.

All these documents will be transmitted together to the Civil Affairs Division, Forward Echelon, Ninth Service Command, Presidio of San Francisco, California. Each person filing an Individual Application will be advised as soon as possible of the action taken. If favorable action is taken, a Certificate of Exemption will be issued.

**Print or Typewrite**

**1. Information Concerning Applicant.**

(last) (Jap. first) (Am. first) (maiden)

(a) Name: ..... (b) Date of birth .....

(c) Place of birth: ..... (d) Sex: ..... (e) Race: ..... (f) Citizenship: .....

(g) Marital status: (single, married, divorced, separated, widowed)

..... If married, give date and place of marriage: .....

(h) County & State of proposed residence: .....

**(i) Residence Addresses Since January 1, 1939**

(give present address first, followed by previous addresses)

Dates		Street and Number	City or town	State
From	To			

(j) Was your birth ever registered with any Japanese governmental agency for the purpose of establishing a claim to Japanese citizenship? ..... If yes, have you applied for cancellation of such citizenship? .....

When? ..... Where? .....

(k) Have you visited or lived in Japan? ..... If yes, give following information:

Dates in Japan		Name & relationship of person with whom you resided	Type of school attended and years of attendance
From	To		

(l) Organizations of which you are, or have been, a member:

Name of Organization	Dates of membership	Offices held	Place

(m) Churches or religions of which you are, or have been, an adherent: .....

(n) Have you attended a Japanese Language School in the United States? ..... If yes, give dates of attendance, name and place of school: .....

(o) Are any funds or property being held for you in Japan? ..... If yes, give following information:

Nature of funds or property	Date established for your credit	Institution handling transaction	Approximate value in Japanese Yen

(p) Have you ever applied for repatriation or expatriation to Japan? .....

(OVER)

DO NOT WRITE IN THIS SPACE

FAM.  
ID. NO.

CLASSI-  
FICATION

ACTION

CERT. OF  
EX. NO.



2. **Information Concerning Spouse of Applicant**

(last) (Jap. first) (Am. first) (maiden)

(a) Name: (b) Date of birth:

(c) Place of birth: (d) Sex: (e) Race: (f) Citizenship:

(g) **Residence Addresses Since January 1, 1939**

Dates		Street and Number	City or town	State
From	To			

3. **Information Concerning Family Members in the Armed Forces of the United States**

(including applicant, spouse, or relatives of applicant or spouse)

(a) Name: (b) Relationship to applicant:

(c) Race: (d) Citizenship: (e) Date entered Service:

(f) Branch of Armed Forces (Army, Navy, Marine Corps or Coast Guard):

(g) Serial No.: (h) Present rank: (i) Give present station; if

outside U. S., APO No. will be sufficient:

(j) **Residence Addresses Since January 1, 1939**

Dates		Street and Number	City or town	State
From	To			

4. **Information Concerning Parents, Brothers and Sisters of Applicant**

Name	Relation-ship	Living?	Date and place of birth	Citizen-ship	Race	Present address

5. **Information Concerning Parents, Brothers and Sisters of Applicant's Spouse**

Name	Relation-ship	Living?	Date and place of birth	Citizen-ship	Race	Present address

6. **In this space state as concisely as possible the basis for making this application.**

7. **Statement of Applicant:** I have read, or had read to me, the questions and answers given on this form, and, to the best of my knowledge and belief, the answers are complete and true.

Date: Place: Signature:

8. **Statement of Director of War Relocation Project** (to be used if applicant is a resident of such a Project): The Applicant has been cleared for Indefinite Leave by the War Relocation Authority.

Date: Project: Signature:



FORM CAD E-2

FAMILY APPLICATION



FORM CAD E-2

FAMILY APPLICATION

This form accompanies all Individual Applications on the part of Japanese to re-enter the evacuated area. It ties together the relationships of members of the family group applying to re-enter the area as a group.



TO: The Commanding General, Western Defense Command  
THROUGH: Civil Affairs Division, Forward Echelon, Ninth Service Command,  
Presidio of San Francisco, California

**FAMILY APPLICATION**

Instructions: This form will be completed in quadruplicate and submitted with the "Individual Application (s) to Establish Residence within Military Area No. 1 or the California Portion of Military Area No. 2, Western Defense Command" (Form CAD E-1) for each family group, or for each person applying alone.

The following person or family group is applying to establish residence within Military Area No. 1 or the California portion of Military Area No. 2, Western Defense Command.

PRINT OR TYPEWRITE

Name	Relationship	Sex	Date of Birth	Place of Birth
A	Applicant Family Head			
B				
C				
D				
E				
F				
G				
H				
I				
J				

Date: .....

Place: .....

Signature of adult  
acting as applicant  
family head: .....



FORM CAD E-3

INDIVIDUAL IDENTITY RECORD



FORM CAD E-3

INDIVIDUAL IDENTITY RECORD

This form completes the physical identification of Japanese applying to re-enter the evacuated area. A  $1\frac{1}{2}$ " x  $1\frac{1}{2}$ " identification photograph is affixed to the box in the upper left-hand corner. This form is to be completed and submitted to the Civil Affairs Division by all applicants, including minors.



CLASSI-  
FICATION

DO NOT WRITE IN THIS SPACE  
(LAST) (JAP. FIRST)

# INDIVIDUAL IDENTITY RECORD

(AM. FIRST) (MAIDEN)

DO  
NOT  
WRITE  
IN  
THIS  
SPACE

FAM.  
ID. NO.  
CERT. OF  
EX. NO.

NAME

SEX

DATE  
OF BIRTH

PLACE  
OF BIRTH

CITI-  
ZENSHIP

ALIEN  
REG. NO.

ADDRESS  
(DEC. 1, 1941)

HT.

WT.

IDENTIFYING MARKS,  
SCARS AND ABNORMALITIES

DATES

FROM

TO

ASSEMBLY  
CENTER

RELOCATION  
CENTER

PRESENT  
ADDRESS

SIGNATURE OF APPLICANT  
(SIGNED IN PRESENCE OF FINGERPRINTER)

STATEMENT OF FINGERPRINT TECHNICIAN  
THE FINGERPRINTS OF THE PERSON WHOSE SIGNATURE  
APPEARS ABOVE WERE TAKEN ON THIS CARD BY ME.

SIGNATURE OF  
TECHNICIAN

DATE

POSITION

(DO NOT WRITE IN THIS SPACE)

PLACE

Right Hand

1. Thumb

2. Index finger

3. Middle finger

4. Ring finger

5. Little finger

Left Hand

6. Thumb

7. Index finger

8. Middle finger

9. Ring finger

10. Little finger

Note amputations in proper space

(DO NOT FOLD THIS CARD)



FORM CAD E-6

INDEX CARD - APPLICANT FOR EXEMPTION



FORM CAD E-6

INDEX CARD - APPLICANT FOR EXEMPTION

If applications for re-entry to the evacuated area are received by the Civil Affairs Division, these index cards are immediately prepared and are so designed for posting that the case can be followed from the time the application forms are received until the application is either rejected or accepted and a Certificate of Exemption issued.



(LAST)	(JAP FIRST)	(AM. FIRST)	(MAIDEN)
NAME			
ADDRESS (AT TIME OF APP.)			
LETTER OF INQUIRY REC.	FORMS & INSTR. SENT	FORMS RECEIVED	
INTERIM REMARKS			
DISPO. SITION		CERT. OF EXEMP. NO.	
FAM. ID. NO.	201 REF.		
CLASSI- FICATION			
INDEX CARD — APPLICANT FOR EXEMPTION — FORM CAD E-6			



FORM CAD INST-1

INSTITUTIONAL INDEX CARD



FORM CAD INST-1

INSTITUTIONAL INDEX CARD

These cards have been prepared for all Japanese who are institutionalized as patients or inmates of medical, mental, penal, or other institutions of like nature within the evacuated area. They are held in an active file at headquarters, Civil Affairs Division.



1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	W	O	C	A										
Last													First													Middle													
Name																											Institution:												
Address:																																							
M Birth Place:													Date of entry:																										
F Date:													Probable release:																										
Last pre-evacuation non-institutional address:													Reason for Institutionalization:														Med.												
Occupation:													Family No. (W.C.C.A.)														Men.												
Nearest Relative:													Other No.														Pen.												
Address:																											Misc.												
Remarks:																																							



FORM CAD CP-1

JAPANESE CONTRABAND PROPERTY RECORD



FORM CAD CP-1

JAPANESE CONTRABAND PROPERTY RECORD

Certain property was declared contraband for Japanese by Proclamation of the Commanding General, Western Defense Command and Fourth Army. These cards were posted from all available records in the hands of the Civil Affairs Division concerning such property which had been picked up from Japanese either prior to evacuation or in Assembly Centers, or, in certain cases, on entering Relocation Centers.

The cards themselves, as well as contraband property in storage, have been transferred by the Civil Affairs Division to the War Relocation Authority.



JAPANESE CONTRABAND PROPERTY RECORD

AL. REG. NO.

CITIZEN-  
SHIP: U. S. ☐ JAP ☐ OTHER: \_\_\_\_\_

PRE-EVACUATION  
ADDRESS:

(ST. AND NO.)

(TOWN)

(STATE)

ASS.  
CENT

PRIVATE RELOCA-  
TION ADDRESS:

(ST. AND NO.)

(TOWN)

(STATE)

(OVER)



[illegible]







