



**INFORMATION FOR
REGISTRARS**

SYSTEM



**Completing a Registration Form
only takes a few minutes!**



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INFORMATION FOR REGISTRARS FOR THE SELECTIVE SERVICE SYSTEM

PURPOSE

This booklet furnishes information about the Selective Service System (SSS) Uncompensated Registrars, how to apply for a Registrar appointment, and how to administer Selective Service registrations.

PART I: INFORMATION ABOUT REGISTRAR APPOINTMENTS

SELECTIVE SERVICE SYSTEM UNCOMPENSATED REGISTRARS

Uncompensated Registrars are persons volunteering their services to assist in the administration of Selective Service registrations. Every person who volunteers for uncompensated service shall take an Oath of Office and agree to a Waiver of Pay before assuming duties. This requirement will be fulfilled when the potential Registrar completes and signs the **SSS Form 402, Uncompensated Registrar Appointment Form** (see sample form on page 2), and obtains Selective Service approval.

QUALIFICATIONS FOR REGISTRAR APPOINTMENT

The Director of the Selective Service System or a Selective Service Region Director may consider a person for appointment as a Registrar who is:

1. At least 18 years of age;
2. A citizen of the United States; and
3. Registered with Selective Service, if required to do so.

APPLICATION FOR AN UNCOMPENSATED REGISTRAR APPOINTMENT

If you have been solicited to apply for an uncompensated registrar appointment, you must complete an **SSS Form 402, Uncompensated Registrar Appointment Form** and submit it to:

Selective Service System
Registrar Program
P.O. Box 94737
Palatine, IL 60094-4737

Be sure to enter all pertinent information on the SSS Form 402. You must await official written approval by Selective Service before you can administer registrations. Once appointed, you will receive an initial supply of registration materials to begin the administration of registrations.

Additional SSS Form 402's are available by writing to the Selective Service Address on page 1 or by calling **(847) 688-6888**. You may also contact this office for additional registration forms. Please include on all your communication the three-digit code identifying your program (located in the upper right-hand corner of the SSS Registration Form) so that we can identify the correct registration materials to send to you.

If you have not been solicited to be a SSS High School Registrar but would like to be one, you can go to the SSS Web site: www.sss.gov to initiate your enrollment into our High School Registrar Program.

PERIOD OF REGISTRAR APPOINTMENT

Registrars are appointed for an indefinite period, or until termination or separation from the position held at the time of the appointment. The participating organization where the Registrar is appointed is responsible for informing Selective Service of a Registrar's separation from the position from which he/she received the appointment to administer Selective Service registrations. Upon an individual's separation from the designated Registrar position, the organization should submit a new **SSS Form 402** nominating another qualified individual for Registrar appointment.

SELECTIVE SERVICE SYSTEM UNCOMPENSATED REGISTRAR APPOINTMENT (FFPM)	
<p>PRIVACY ACT NOTICE The accuracy for regarding the information in this form is the Military Selective Service Act (50 U.S.C. App. 4601-4605). 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 in Federal, state and local governmental agencies and the public. Providing the information is voluntary, but failure to provide the information will preclude your appointment.</p>	
USE TYPEWRITER OR BALL POINT PEN	
<input type="checkbox"/> MR. <input type="checkbox"/> MRS. <input type="checkbox"/> MS. <input type="checkbox"/> DR. <input type="checkbox"/> Other _____	SOCIAL SECURITY ACCOUNT NUMBER _____
NAME (Last, First, Middle-Initial) _____ BUSINESS PHONE: () _____ BUSINESS FAX: () _____	
BUSINESS NAME AND ADDRESS (Include Name, No., Street, City, State or Foreign Country, ZIP Code)	
BUSINESS EMAIL ADDRESS: _____	
TO QUALIFY AS A REGISTRAR ONE MUST BE A U.S. CITIZEN, AT LEAST 18 YEARS OLD, AND REGISTERED WITH THE SELECTIVE SERVICE SYSTEM IF REQUIRED TO DO SO.	
ARE YOU A U.S. CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> DATE OF BIRTH: _____	I CERTIFY THAT I AM WAS IN COMPLIANCE WITH THE REGISTRATION REQUIREMENT OF THE MILITARY SELECTIVE SERVICE ACT.
NOMINATED REGISTRAR REPLACES (When Applicable) NAME: _____ (Last, First, Middle)	<input type="checkbox"/> I AM/WAS NOT REQUIRED TO REGISTER BECAUSE: _____
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 no allegiance to any other nation, government or purpose of enemies; and that I will well and lawfully discharge the duties of the office in which I am/ was to serve.	
STATEMENT OF PAY AND TRAVEL REIMBURSEMENT I understand that I am/ was not a paid registrar and I will not receive any pay, travel reimbursement or compensation in any form for my services as a registrar/registrar.	
CERTIFICATION I certify that the information I have provided on this form is true.	
NOMINATED REGISTRAR'S SIGNATURE: _____ DATE: _____	
WWW.SSS.GOV/REGISTRATION/FORMS FORM REGISTRATION	

Illustration: **SSS Form 402**

QUESTIONS CONCERNING REGISTRAR APPOINTMENTS

If you have questions about the SSS Registrar Program or a particular Registrar appointment, you may contact your servicing SSS Region Headquarters (see address and telephone numbers on page 9). You may also find information on the Registrar Program by going to the SSS Web site. Also, if you need a copy of any guidelines that may have been established for your particular Registration Program, you can contact your servicing SSS Region Headquarters, or the Selective Service Registration Section of Public & Intergovernmental Affairs at:

Selective Service System
Registration Division
Arlington, VA 22209-2425
Telephone: (703) 605-4078
Web: www.sss.gov

PART II: SELECTIVE SERVICE REGISTRATION INFORMATION

WHO MUST REGISTER

Section 3 of the Military Selective Service Act requires that all male United States citizens and male aliens, except aliens lawfully admitted to the United States as nonimmigrants on visas (e.g., students, tourists, and diplomatic and consular personnel and their families), residing in the United States and its territories, who are 18 through 25 years of age, register with Selective Service. They must do so within 30 days before or after their 18th birthday. Men may still register late, as long as they have not yet turned 26 years of age. For further information on who must register, refer to the **“Who Must Register”** chart on page 10.

JOB TRAINING AND OTHER BENEFITS LINKED TO REGISTRATION

Men who fail to register, as required by law, may lose eligibility for valuable benefits or privileges, such as job training under the Federal Workforce Investment Act (WIA), student financial aid under the Title IV of the Higher Education Act, and Educational benefits, which include such need-based programs as Guaranteed Student Loans and Pell Grants. In addition, the opportunity to work for the Federal Government and the U.S. Postal Service, or, if an immigrant, the privilege of becoming a United States citizen may be denied to otherwise eligible men if they fail to register.

REGISTRATION PROCEDURES

The following registration procedures will assist Registrars in the administration of registrations.

Registration procedures are as follows:

1. Ask men of registration age who do not have proof of having registered with Selective Service to complete a **Registration Form (SSS Form 1)** illustrated below. Young men can also register via the Internet at the **Selective Service System Web site (www.sss.gov)**. As appropriate, provide them with a copy of the **“Selective Service and You”** brochure (Illustrated on opposite page).

SELECTIVE SERVICE SYSTEM REGISTRATION FORM DO NOT WRITE IN THIS SPACE

PRINT ONLY IN BLACK INK AND IN CAPITAL LETTERS ONLY

DATE OF BIRTH: (MM-DD-YYYY) - -

SEX: (Mark with "X") Male Female

SOCIAL SECURITY ACCOUNT NUMBER - -

LAST NAME

FIRST NAME & MIDDLE NAME

CURRENT MAILING ADDRESS: STREET ADDRESS & APARTMENT NUMBER

CITY

STATE

ZIP CODE

TODAY'S DATE: (MM-DD-YYYY) - -

I AFFIRM THE FOREGOING STATEMENTS ARE TRUE

SSS FORM 94 (JAN 02) OMB APPROVAL 3240-002

SIGNATURE **INT**

Illustration: SSS Form 1 (HS7)

2. Direct the prospective registrant to a place where he can fill out the Registration Form. Instruct him to follow the directions on the form.
3. Review the completed Registration Form for accuracy and legibility. Ensure the form is signed and dated and that all applicable blocks are completed. If not, ask the prospective registrant to provide the missing information. If the information is illegible, ask him to fill out another form.
4. If a man with disabilities is unable to complete a registration form without assistance, someone may complete it for him. The form must be signed by the individual who completed the form if the registrant is unable to sign it himself.

NOTE:

- Do NOT refuse to accept a Registration Form from someone who may be required to register. Please refer to the “**Who Must Register**” chart on page 10, if you are in doubt.
- To verify a registration, the registrant can go to the Selective Service System Web site (www.sss.gov) and click on “**To Check a Registration.**”
- If a man is uncertain about his registration status, he may call the **SSS registration Information Office at (847) 688-6888 or 1-888-655-1825** to check if he has been assigned a Selective Service Number (SSN). If there is no registration record for him, ask him to complete a Registration Form.
- See page 6 for more information on registration verification and other registration procedures, or the booklet “**Selective Service and You,**” which is available on-line at www.sss.gov.



Illustration: “**Selective Service & You**” (Brochure 10)

WHAT TO DO WITH COMPLETED REGISTRATION FORMS

Store all registration supplies and completed Registration Forms in a secure location. All completed forms should be mailed at the end of each week to the following address:

Selective Service System
P.O. Box 94732
Palatine, IL 60094-4732

ACKNOWLEDGMENT OF REGISTRATIONS

Selective Service will normally process completed Registration Forms within 30 - 45 days after receipt at our Data Management Center. A Registration Acknowledgment will then be forwarded to the registrant's current address. If the registrant's current address is the location of your organization, such as an educational or vocational training facility, be sure that he receives his Registration Acknowledgment. However, if he no longer participates in the program, you should send the acknowledgment to his forwarding address or return it to the above Selective Service address, explaining that you do not have a forwarding address.

WHERE TO CALL OR WRITE FOR REGISTRATION INFORMATION AND VERIFICATION OF REGISTRATIONS

For registration information or verification of registrants, you may either call Selective Service at: 1-888-655-1825, or go to the Selective Service Web site to check (or verify) a registration, or you may write to:

Selective Service System
Registration Information Office
P.O. Box 94638
Palatine, IL 60094-4638

TO VERIFY REGISTRATIONS BY FAX OR INTERNET

You may verify registrations via facsimile (fax) by requesting the **SSS Fax Verification Form and fax telephone number** from the Selective Service Registration Information Office at the above address and telephone number, or click "**To Check a Registration**" at the Selective Service Web site (**www.sss.gov**).

OTHER IMPORTANT REGISTRATION INFORMATION

- **Early Submission of Registration Information** - Registration Forms may be completed and submitted to SSS or registration information may be entered on the SSS Web site as early as age 17. However, a man's registration record will not be processed until 30 days before his 18th birthday.
- **Late Registrations** - Selective Service can accept a Registration Form from a man to until he reaches 26. Selective Service cannot register men who have already reached their 26th birthday. However, a 1986 amendment to the Military Selective Service Act allows men who did not willfully and knowingly fail to register before their 26th birthday to obtain a “**Status Information Letter**” from the Selective Service System.
- The Status Information Letter provides the status of a man's registration record and whether Selective Service records indicate if there is any evidence that he knew of his requirement to register with the Selective Service System. Status Information Letters are often needed by men seeking Federal benefits, including student financial aid or, for immigrants, United States citizenship, when they did not register and are 26 years of age or older.
- **How to Request a Status Information Letter** - Men who would like to request a Status Information Letter from Selective Service may do so by calling the **Registration Information Office** and requesting a Status Information Form: **(847) 688-6888** or they can go to the the Selective Service System Web site (www.sss.gov) and click on **Get Form to Request a “Status Information Letter”**, or by writing to:

Selective Service System (SIL)
P.O. Box 94638
Palatine, IL 60094-4638

On the Status Information Form, the individual states his full legal name, date of birth, Social Security Account Number, address, and the reason why he did not register between the ages of 18 through 25. The completed form and copies of supporting documents, if any, should be returned to the above address. Typically, Selective Service will respond to a status information request within 30 to 45 days of receiving the completed form.

HOW TO OBTAIN SSS REGISTRATION MATERIALS

If you need a supply of Selective Service registration materials, you may request them by mailing in the “Supply Order Form” which was included in your last supply package. Please mail this form to the address listed on the front of the form. If you do not have a copy of the “Supply Order Form,” you may call (**1-888-655-1825**), or contact your servicing SSS Region Headquarters (see page 9).

DESCRIPTION OF SSS REGISTRATION MATERIALS

- Registration Forms

SSS Form 1 - The Registration Forms are to be completed by men required to register within 30 days of their 18th birthday. Registrations may be completed as early as age 17 and up through age 25. Men who have reached their 26th birthday are no longer eligible to register.

- Brochures

Brochure 10: “Selective Service and You” (Time to Register) - This Brochure may be provided to prospective registrants, if requested. It contains basic information about SSS registration, penalties for failure to register, and certain benefits students may not be eligible for if they fail to register. These benefits include:

- Federal financial aid for college (under Title IV of the Higher Education Act of 1985);
- Federal job training under the Workforce Investment Act; and
- Federal employment, including the U.S. Postal Service employment.

- Posters

Selective Service registration posters can be used as an announcement display and should be posted as appropriate. Some of the posters available have been designed for specific Registration Programs.

- Return Envelopes

Envelopes are only supplied for Registration Programs with high registration volumes. Use only for mailing completed registration forms. Registrars should mail completed forms at the end of each week. Multiple completed registration forms can be placed in a single envelope.

- Supply Order Form

Use the Supply Order Form when requesting additional supplies. Please make copies of this form for future supply requests.

Selective Service System Region Headquarters Mailing Addresses and Telephone Numbers

Mailing Address	Telephone Number	States/Territories
REGION I	(847) 688-6888	Connecticut Delaware District of Columbia Illinois Indiana Maine Maryland Massachusetts Michigan New Hampshire New Jersey New York Ohio Pennsylvania Rhode Island Vermont Wisconsin
Selective Service System Region I North Chicago, IL 60064-9983		
REGION II	(770) 319-6036	Alabama Arkansas Florida Georgia Kentucky Louisiana Mississippi North Carolina South Carolina Tennessee Texas Virginia West Virginia Puerto Rico Virgin Islands
Selective Service System Region II Smyrna, GA 30080-8979		
Region III	(720) 941-1670	Alaska Arizona California Colorado Hawaii Idaho Iowa Kansas Minnesota Missouri Montana Nebraska Nevada New Mexico North Dakota Oklahoma Oregon South Dakota Utah Washington Wyoming Guam Northern Mariana Islands
Selective Service System Region III Denver, CO 80207-2323		

Who Must Register

With only a few exceptions, the registration requirement applies to all male U.S. citizens and male aliens residing in the United States who are 18 through 25 years of age.

Category	YES	NO
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 (active duty for training does not constitute "active duty" for registration purposes)		X*
Cadets and Midshipmen at Service Academies or Coast Guard Academy		X*
Cadets at the Merchant Marine Academy	X	
Students in Officer Procurement Programs at The Citadel, North Georgia College and State University, Norwich University, Virginia Military Institute, Texas A&M University, Virginia Polytechnic Institute and State University		X*
National Guardsmen and Reservists not on active duty	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 non-immigrants on visas (e.g., diplomatic and consular personnel and families, non-immigrant foreign students, tourists with unexpired Forms I-94, I-95A, or Border Crossing Documents I-185, I-186, or I-144)		X
Permanent resident aliens	X	
Special (seasonal) agricultural workers (I-688)	X	
Special agricultural workers (I-688A(I-688B or I-766))		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 or without assistance	X	
Continually confined to a residence, hospital, or institution		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.

** 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.

NOTE: Immigrants who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after they were 26 years old were never required to register. Also, immigrants born before 1960 who did not enter the United States or maintained their lawful non-immigrant status by continually remaining on a valid visa until after March 29, 1975, were never required to register.



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