

COMBINED DISPLACED PERSONS EXECUTIVE c/o G-5 Division USFET

ANNEX "B"

20 August, 1945.

Instructions for Use of Form

GENERAL

- 1. Each nationality group of displaced persons should be given instructions separately. Any individual wanting to locate relatives must write out each individual request on a separate slip of paper with the requisite details. These slips must then be sorted so that the surnames of persons sought appear in alphabetical order.
- Details should then be TYPED on the form, using separate sheets for each nationality and putting surnames of persons sought in alphabetical order.
- If not typed, all details in BLOCK CAPITALS.
- 4. Where an enquirer is seeking more than one person with the same surname these persons should be entered in consecutive "A" spaces. The enquirer's name should be entered in the first "B" space; in succeeding "B" spaces only the word "SAME" and the appropriate word under "RELATIONSHIP" should be entered.
- All details must be CLEARLY LEGIBLE so that lists may be reproduced immediately or receipt by the Central Tracing Bureau.
- Completed lists should be forwarded at once to CDPX, c/o USFET G-5, APO 757 US Army.

DETAIL

- 1. (Items 1, 2, 3, 4 & 5) Name and number of Assembly Centre, nearest town, Kreis Regierungsbezirke and Land/Province must be fully completed for purposes of location.
- (Item 7) All sheets for one nationality sent in at one time should bear the same lis number (1 for the first instalment, 2 for the second and so on) to prevent duplication and omissions.
- (Item 8) The date on which the sheet is completed must be entered to indicate wher the enquirer is known to have been at the Centre.
- 4. (Item 9) Forwarding unit is the Team or Detachment responsible for the Centre.
- 5. (Item 10) Each pair of spaces "A" and "B" will be numbered serially within the nationality list to facilitate reference.
- (Item 11) Surname of married women should be followed by the maiden name in brackets.
- 7. (Item 11) Christian names should be entered in full, not by initials.
- 8. (Item 12) Under Sex, M (male) and F (female) should be entered.
- 9. (Item 13) Under birth date enter exact day, month and year of birth if known; if not, year of birth, approximate if not known accurately.
- 10. (Item 15) Under Relationship, enter (in "B" only) relationship of enquirer to person sought.