

# Information for Registrars



**Selective Service  
System**

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## **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.



## **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 Operations Directorate at:

Selective Service System  
Registration Division  
Arlington, VA 22209-2425  
Telephone: (703) 605-4078  
Web: [www.sss.gov](http://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 the 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](http://www.sss.gov)). As appropriate, provide them with a copy of the "Selective Service and You" brochure.



**SELECTIVE SERVICE SYSTEM REGISTRATION FORM**  
Register online ([www.sss.gov](http://www.sss.gov))  
or complete this form

DO NOT WRITE IN THIS SPACE

PRINT ONLY IN BLACK INK AND IN CAPITAL LETTERS ONLY

<b>1</b> DATE OF BIRTH: (MM-DD-YYYY) <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/>	<b>2</b> SEX: (Mark with "X") <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>3</b> SOCIAL SECURITY NUMBER <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/>
<b>4</b> LAST NAME <input style="width: 100%; height: 20px;" type="text"/>		
FIRST NAME & MIDDLE NAME <input style="width: 100%; height: 20px;" type="text"/>		
<b>5</b> CURRENT MAILING ADDRESS: STREET ADDRESS & APARTMENT NUMBER <input style="width: 100%; height: 20px;" type="text"/>		
CITY <input style="width: 100%; height: 20px;" type="text"/>	STATE <input style="width: 20px; height: 20px;" type="text"/>	ZIP CODE <input style="width: 20px; height: 20px;" type="text"/>
<b>6</b> TODAY'S DATE: (MM-DD-YYYY) <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/> - <input style="width: 20px; height: 20px;" type="text"/>	<b>7</b> I AFFIRM THE FOREGOING STATEMENTS ARE TRUE <div style="border: 1px solid black; width: 100%; height: 40px; margin-top: 5px;"></div>	
<b>SIGNATURE</b>		AGENCY USE <input style="width: 100%; height: 20px;" type="text"/>

SSS FORM 1 (JAN 12)    OMB APPROVAL 3240-0002

Mail this form to:  
Selective Service System  
P.O. Box 94732  
Palatine, IL 60094-4732

We estimate the public reporting burden for this collection will vary from two minutes per response, including time for reviewing instructions, searching existing data sources, gathering data, and completing and reviewing the information. Send comments regarding the burden statement or any other aspects of the collection of information, including suggestions for reducing this burden to: Selective Service System, SSS Forms Officer (3240-0002), Arlington, VA 22209-2425. The OMB control number 3240-0002, is currently valid. Persons are not required to respond to this collection unless it displays a valid OMB control number.

INT

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.

4

**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](http://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 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.

## **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](http://www.sss.gov)).

## PART III: GENERAL INFORMATION

### 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 up 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 Selective Service System Web site ([www.sss.gov](http://www.sss.gov)) and click on Forms to Request a "Status Information Letter", or by writing to:

Selective Service System  
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.

#### **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**

Pre-addressed envelopes are only supplied for Registration Programs, to be used with completed registration forms only. 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.

## Selective Service System Region Headquarters Mailing Addresses and Telephone Numbers

Mailing Address	Telephone Number	States/Territories
<b>REGION I</b> Selective Service System Region I North Chicago, IL 60064-9983	(847) 688-4540	Connecticut Delaware District of Columbia Illinois Indiana Maine Maryland Massachusetts Michigan New Hampshire New Jersey New York Ohio Pennsylvania Rhode Island Vermont Wisconsin
<b>Region II</b>	(770) 319-6036	Alabama Arkansas Florida Georgia Kentucky Louisiana Mississippi North Carolina South Carolina Tennessee Texas Virginia West Virginia Puerto Rico Virgin Islands
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

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	
<b>Military Related</b>		
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*
ROTC Students	X	
National Guardsmen and Reservists not on active duty	X	
Delayed Entry Program enlistees	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	
<b>Immigrants**</b>		
Lawful non-immigrants on visas (e.g., diplomatic and consular personnel and families, foreign students, tourists with unexpired Form I-94, or Border Crossing Document DSP-150)		X
Permanent resident immigrants (USCIS Form I-551)	X	
Seasonal agriculture workers (H-2A Visa)		X
Refugee, parolee, and asylee immigrants	X	
Undocumented immigrants	X	
Dual national U.S. citizens	X	
<b>Confined</b>		
Incarcerated, or hospitalized or institutionalized for medical reasons		X*
<b>Handicapped physically or mentally</b>		
Able to function in public with or without assistance	X	
Continually confined to a residence, hospital, or institution		X
<b>Transgender People</b>		
U.S. citizens or immigrants who are born male and have changed their gender to female	X	
Individuals who are born female and have changed their gender to male		X

Notes available on following page

\*Must register within 30 days of release unless already age 26.

**NOTE:** To be fully exempt you must have been on active duty or confined continuously from age 18 to 26.

\*\*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 or reside in the U.S. for at least one year. Habitual residence is presumed and registration is required whenever a national or a citizen of the Republic of the Marshall Islands, the Federated States of Micronesia, or Palau, resides in the United States for more than one year in any status, except when the individual resides in the U.S. as an employee of the government of his homeland; or as a student who entered the U.S. for the purpose of full-time studies, as long as such person maintains that status.

**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.



**National Headquarters  
Selective Service System  
Arlington, VA 22209-2425**