

REGISTRATION FORM

Read carefully the instructions and notes on and accompanying this form before you start to fill it in. You must answer each item: if it does not apply to you, write "Nil". Use ink, write clearly, and check your answers. You must also sign the form with your usual signature.

Registration No.
DEO Code.
NS2 & NS3 ppd.
& Ckd. / .. / 6 ..
Regd. NS2 issued. / .. / 6 ..

1. Surname (in BLOCK letters).....
2. Christian names (in full).....
3. Usual place of living, stating—
 - (a) the house number, street and town or suburb in which you live. (Do not give an address care of a Post Office.) }
 - (b) the Local Government Area, e.g. Municipality, Shire, Roads Board District, etc., in which you live }
 - (c) the telephone number where you live }
4. Present place of residence (if the same as your usual place of living, write "as above", but if different, state—(a) the house number, the street, the town or suburb; (b) the Local Government Area; and (c) the telephone number of your present place of residence) }
5. Date of birth—The day of 19.....
6. Country of birth (if Australia, state city or town, and State or Territory).....
7. If not born in Australia, state date of last arrival in Australia (READ note about item 7.).....
8. State whether you are a "natural born" or "naturalized" British subject.
If naturalized, state place and date of naturalization.....
9. If suffering from serious physical handicap, for example, if you are blind or crippled, give particulars; also state whether in receipt of an invalid pension }
10. (a) Age at which you completed your full-time schooling..... years and months.
(b) Grade or form number of the school class you were then attending
(READ note about item 10 (b).)
(c) If you attended a secondary school state the highest qualification you obtained
(READ note about item 10 (c).)
(d) Give particulars of educational qualifications obtained after leaving secondary school (READ note about item 10 (d).)
.....
(e) If you are a student now, state—
(i) Whether full time or part time.....
(ii) Whether day, evening or correspondence.....
(iii) Name of school, college, university, etc.....
(iv) Course of study.....
(v) Stage reached.....
(f) If you intend to become a student or to undertake further studies on completion of your present course, state—
(i) Proposed course of study.....
(ii) Intended date of commencing course.....
(iii) Whether full time or part time.....
(iv) Whether day, evening or correspondence.....
(v) Name of proposed school, college, university, etc.....
11. (a) State whether you are single, married, widowed or divorced.....
(b) If married, state (i) full name of wife..... (ii) date of marriage the day of 19....., and (iii) place of marriage.....
(c) If you intend to marry in less than six months from now, state intended date of marriage.....
(d) If you are widowed or divorced and have dependent children, give full names and dates of birth of children.....
12. If you are an employee (READ note about item 12) state—
(a) Your employer's name.....
(b) Address of place where you work.....
(c) Your usual occupation with your employer.....
13. If you are an apprentice (READ note about item 13) state (a) date of commencement of apprenticeship, the day of 19..... and (b) date of expected completion of apprenticeship, the day of 19.....

14. If you are engaged in business on your own account (READ note about item 14) state—
 (a) Name of your business.....
 (b) Address of your business.....
 (c) Nature of your business.....
 (d) If you employ other persons, how many.....

15. If you have not started work since leaving school, university, technical college, etc., but intend to do so soon, give particulars.....

16. If you are unemployed, state reason and give particulars of your usual occupation (READ note about item 16).....
17. If you are a member of the Citizen Forces, state—
 (a) Whether Citizen Naval Forces; Citizen Military Forces; or Citizen Air Force.....
 (b) Unit and service number (READ note about item 17 (b.)).....
 (c) Date of joining the Force.....

1st Fold here

18. If you have applied, or intend to apply, to join the Citizen Forces, state—
 (a) Whether Citizen Naval Forces; Citizen Military Forces; or Citizen Air Force.....
 (b) Unit.....; (c) Date of application or intended application.....

19. To be completed only by persons who are not British subjects but who wish to volunteer for national service (READ Instruction 3)—
 (a) Nationality.....; (b) Alien Registration Certificate or Alien Reference Number.....

20. To be completed only by persons (including persons who are not British subjects) who wish to volunteer for national service before reaching age 20. (READ Instruction 4)—
 State reason for volunteering for earlier call up.....

21. Particulars of your next of kin. (READ note about item 21)—
 Name (in full)..... Relationship.....
 Address

I CERTIFY that the above information is true and correct.
 Date.....
 Usual Signature of Person Registering (READ Instruction 5.).....

2nd Fold here

Instructions for Posting. After detaching the N.S. 1A sheet, fold this form, commencing from the top along the lines on this side of the form, and seal it, using the glued strip, so that the address is on the outside. Add to the printed address the name of the capital city of the State in which you usually live. If you live in the Australian Capital Territory insert "Sydney", or in the Northern Territory insert "Adelaide". The form should then be posted. No envelope or stamps are necessary.

3rd Fold here

NATIONAL SERVICE REGISTRATION PAPERS ONLY

No postage stamp required if posted in Australia

Registrar,
 National Service Registration Office,
 Department of Labour and National Service,

4th Fold here

COMMONWEALTH OF AUSTRALIA

DEPARTMENT OF LABOUR AND NATIONAL SERVICE

National Service Act 1951-1964

INSTRUCTIONS AND NOTES FOR COMPLETING REGISTRATION FORM

Please read these instructions carefully

1. The Registration Form must be filled in by every male person who—

- is a British subject and is ordinarily resident in Australia, and
- turns 20 during a half yearly period notified by the Minister for Labour and National Service in the Commonwealth Gazette,

irrespective of where he lives or of his occupation.

If you have recently arrived in Australia and you or your family intend to make your home in Australia, you are considered to be ordinarily resident in Australia as from the time of your arrival.

The only British subjects who do not have to register are—

- Members of the Permanent Naval, Military or Air Forces;
- Aboriginal natives of Australia, that is to say, full blooded aboriginal natives, half castes, or persons with an admixture of aboriginal blood living as aboriginal natives or among aborigines (other than those aboriginal natives described in the Regulations); and
- Diplomats as described in section 18 of the National Service Act.

If you cease to be within one of these three classes of persons you must register within 14 days.

2. There will be two registrations of 20-year-olds each year: the first will be held for those turning 20 in the half-year 1st January to 30th June; the second will be for those turning 20 in the half-year 1st July to 31st December. For each registration the Minister will fix a registration date and public announcements of this will be made.

If you turn 20 in a half-yearly period notified by the Minister, you must register within 14 days of the registration date fixed even if by then you are not 20. If you fail to register within 14 days of the registration date fixed you will be liable to a penalty of up to £50 and to be called up regardless of the result of the ballot referred to later.

If you are absent from Australia at the time when your age group is required to register, you must register within 14 days of return to Australia.

3. Male persons who are not British subjects are not required to register. If they wish to volunteer for national service, they must register by completing the Registration Form.

4. Male persons (including those who are not British subjects) who—

- have attained the age of 18 years and 9 months;
- are not yet in an age group called upon to register, and
- have a good reason for volunteering for national service ahead of the normal call-up and wish to do so;

must complete the Registration Form.

5. If a person required to register is so physically or mentally incapacitated that he is personally unable to complete the Registration Form, the person in whose custody, care or control he is must complete and sign it on his behalf and state under his signature the name of the incapable person and the incapacity which prevents the latter from signing. Where an incapacitated person is a patient in a hospital or institution the Chief Resident Officer or person in charge of the hospital or institution is the person who must register him.

6. The Registration Form must either be delivered at or posted to the National Service Registration Office in the capital city of the State in which you usually live (" Sydney " if you live in the Australian Capital Territory and " Adelaide " if in the Northern Territory) within 14 days after the date for registration specified in the Notice of the Minister for Labour and National Service published in the Commonwealth Gazette.

7. You must sign the Form with your usual signature: it will be used as a specimen signature.

These Notes will help you correctly complete the Registration Form.

Item 7: Your date of arrival in Australia is the date you arrived at your place of disembarkation: if you have come to Australia more than once, give the date of your last arrival.

Item 10 (b): Insert the number of the grade or form of the school class you attended in your last year at school, e.g., 6th Grade primary school, 5th Form secondary school, 2nd year technical college, etc.

Item 10(c): Insert particulars of certificates obtained, e.g. Matriculation, Leaving, Senior, Junior, Intermediate, Schools Board, or other similar Certificate.

Item 10(d): Insert particulars of degrees, diplomas, certificates, etc. of universities, teachers' colleges, technical colleges, etc.

Item 12: " Employee " includes apprentices and those engaged in casual or seasonal work such as shearing, fruit picking, waterfront work, etc. If you are unemployed, have not started work, or are a student, including a student temporarily engaged in vacation work, you should write " Nil " in answer to this Item.

Use precise terms to describe your occupation. For example write " builder's labourer ", not just " labourer "; " coal miner ", not just " miner "; " metal machinist ", not just " factory worker "; " clerk ", not just " public servant ".

Item 13: If you are an apprentice complete this item as well as Items 10 and 12.

Item 14: This item relates to persons who employ other persons or who work on their own account. Employees should write " Nil ".

Item 16: Full-time students and those who answer Item 15 should write " nil " in answer to this Item.

Item 17(b): Members of the Citizen Naval Forces should insert only their official number.

Item 21: If you are single, the name and address to be given will normally be that of a parent or guardian: if you are married, it will be the name and address of your wife.

INFORMATION ABOUT NATIONAL SERVICE

These notes have been prepared to assist men who are liable to be called up, or wish to volunteer, for national service under the National Service Act to understand the provisions of the Act that are likely to affect them. They must not be regarded as an authoritative interpretation of the Act. If further information is required on any particular point, please inquire at the National Service Registration Office in the capital city of the State in which you live ("Sydney" for the Australian Capital Territory and "Adelaide" for the Northern Territory) or the nearest District Employment Office of the Department of Labour and National Service.

The stages leading to call-up for service are—

1. Registration
2. Selection by ballot
3. Deferment (if the need arises)
4. Personal Interview and Medical Examination
5. Call-up

1. Method of Registration

You register by filling in and signing the attached Registration Form, detaching it and then delivering it to the National Service Registration Office at the capital city of the State in which you live ("Sydney" for the Australian Capital Territory and "Adelaide" for the Northern Territory) or posting it to the Registrar at that Office in accordance with the directions on the Form. You are not deemed to be registered until your Registration Form has been received by the Registrar.

2. Voluntary Registration

An alien who voluntarily registers for national service (see Instruction 3 opposite) must complete Item 19 of the Registration Form. He will be notified by letter if his application cannot be accepted; otherwise he will be issued with a Certificate of Registration in the normal way and he will be liable to call-up as though he were a British subject.

A person who volunteers for service ahead of the normal call-up (see Instruction 4 opposite) must state his reason for so doing in Item 20. He will be notified by letter if his application cannot be accepted; otherwise he will be issued with a Certificate of Registration in the normal way and will be liable to call-up as though registered at the normal time.

An alien who volunteers for national service may be eligible to count his period of national service as double time as regards the residential qualification for naturalization purposes, that is to say, one month's national service may count as two months' residence. Details may be had from a National Service Registration Office or any District Employment Office.

3. Acknowledgment of Registration

All Registration Forms received by the Registrar will be acknowledged. If a correctly completed Form is received a Certificate of Registration will be posted to you. This Certificate will show the District Employment Office for the area in which you live. You must take care of this Certificate since it is proof of your registration and you may be required to produce it at any time.

If an incorrect or incomplete form is received it will be acknowledged but a Certificate of Registration will not be issued until the Form has been corrected or completed.

If you do not receive a Certificate or other acknowledgment within 28 days of delivering or posting your Registration Form you should assume that your Form has not been received by the Registrar. You should then, within a further seven days, communicate by registered post with the Registrar at the National Service Registration Office to which you addressed your Registration Form. By doing so you will avoid the possibility of committing an offence of failing to register.

4. Change of Address

If, after having registered, you change your place of living, you must within 30 days notify your new place of living in accordance with the instructions you will find on your Certificate of Registration. You must continue to notify any further changes of your place of living. Failure to notify a change of place of living is an offence under the Act. If you are temporarily absent from your place of living, you must make arrangements to ensure that correspondence marked "National Service" reaches you without undue delay and that your temporary address is known at your registered address.

5. Loss of Certificate of Registration

If you lose your Certificate of Registration, or it is destroyed or defaced, you should apply to the Registrar, National Service Registration Office, or to your District Employment Office for the issue of a new Certificate.

6. Permission to Leave Australia

If you wish to leave Australia before commencing national service and you have registered for national service or a notice has been published in the Commonwealth Gazette requiring you to register, you must apply for permission to your National Service Registration Office.

If you have been issued with a permit to leave Australia under the National Service Act, you must retain it and within fourteen days after returning to Australia insert the address of the place at which you are then living or intend to live and forward the permit to the Registrar at the National Service Registration Office by which it was issued.

7. Conscientious Objection

You must register in the usual way even if you have conscientious beliefs that do not allow you to bear arms or undergo service. You should make application for registration as a conscientious objector as soon as possible after receiving your Certificate of Registration. An application form is obtainable from the National Service Registration Office or any District Employment Office. When completed it should be sent to the Registrar at the National Service Registration Office.

If you are selected for service by the ballot (see paragraph 9(a)) and are not otherwise eligible for exemption or indefinite deferment, the Registrar will refer your application to a Magistrate for hearing and determination. The Magistrate will have power to direct either that you be employed only on duties of a non-combatant nature or that you be exempted from all service. If your application is unsuccessful you have a right of appeal to a higher Court.

If you are not among those selected for service by the ballot or if you are otherwise eligible for exemption or indefinite deferment there will be no need to have your application determined by a Magistrate. The Registrar will advise you of this when notifying you that you will not be required for service.

8. Exemption from call-up

The following persons are exempt from call-up for national service but they must register in the usual way—

- persons suffering certain physical or mental disabilities;
- students at a theological college or theological students;
- ministers of religion;
- members of a religious order who devote the whole of their time to the duties of the order and persons who are students at a college maintained solely for training persons to become members of such an order.

If it appears that you are exempt from call-up because you belong to one of these classes, you will be asked in due course to substantiate your claim to exemption. Exemption from call-up applies only so long as the employment, condition or status on which the exemption is based, continues. You may, however, undertake service voluntarily if you so desire.

9. Deferment of call-up

The National Service Act authorizes the grant (to those who have registered) of deferment of liability to render the service required by the Act. The following are the relevant circumstances—

- (a) **BALLOT.** A ballot is held after each national service registration to select those to be considered for call-up. All who register at the proper time are eligible to take part in this ballot. *Those who fail to register at the proper time will be liable to be called up for service regardless of the ballot result in addition to a penalty of up to £50. The ballot is based on birthdates.*

If your birthdate is drawn you will be called up for service provided you meet the standards of fitness required by the Army and are not exempted or deferred on other grounds. You will be given ample notice of arrangements for your medical examination and interview and call-up.

If your birthdate is not drawn you will be granted indefinite deferment of your liability to render service. You will be notified personally of this by letter. At the same time you will be advised of the action you should take if you wish to volunteer for service.

- (b) **STUDENTS AND APPRENTICES.** Deferment may be granted where it can be demonstrated that the performance of national service at the usual time is likely to result in serious dislocation of your education or professional or technical training.

If you are an apprentice or a student or if you are soon to become one you should give particular attention to Items 10, 12 and 13 on the attached Registration Form and answer them as fully as possible. The Registrar may later ask you to supply further details.

Apprentices will normally be granted deferment until they have completed their apprenticeship. Full-time students will normally be granted deferment until they have acquired their primary qualification, e.g. degree, diploma etc. Part-time students engaged in courses relevant to their careers may be granted deferment to enable them to complete their course of study. You will be notified of any deferment granted you as a student or apprentice.

- (c) **MARRIED MEN.** Persons who are married before call-up action has commenced will be granted indefinite deferment. Those who marry after call-up action has commenced or while they are in the Services will be required to undertake or complete their national service.
- (d) **HARDSHIP.** Deferment may be granted by a Court of Summary Jurisdiction where the Court is satisfied that the rendering of service would impose exceptional hardship on a registrant or his parents or dependants. Application for such a deferment may be made if you are found to be fit for service. Advice of this and of the procedure to be followed in making the application will be given in writing to all registrants passed fit for service.
- (e) **MEMBERSHIP OF THE CITIZEN FORCES.** If you have been a member of the Citizen Military Forces with not less than one year's efficient service at the time of the ballot following the registration of your age group and you continue to serve as such a member efficiently for a total of 5 years, you will be granted indefinite deferment. If you fail to continue to serve efficiently you will be liable for call-up.

If, before the ballot following registration of your age group, you are accepted for service in the Citizen Military Forces, have less than one year's efficient service and have undertaken to serve in those Forces for a total of 6 years, you will be granted indefinite deferment. Whether you will be accepted for service in the Citizen Military Forces will depend, amongst other things, on there being a suitable vacancy in the relevant Citizen Military Forces unit, the circumstances being such that you can be fully trained in the unit, and your having the qualifications required of members of the unit.

The arrangements set out above will apply equally in relation to those who have been members of the Citizen Naval Forces for a period of more than one year at the time of the ballot or are, before the ballot, accepted for service in the Citizen Naval Forces and have undertaken to serve for 6 years.

If you are a member of the Citizen Air Force or are considering applying to become a member of the Citizen Air Force and wish to know the effect that this will have on your liability to call-up, you should enquire at the National Service Registration Office or any District Employment Office.

Even if you have been granted deferment of call-up, you may volunteer for national service. The notice of deferment that is sent to you will tell you how you may volunteer.

10. Personal Interview and Medical Examination

Provided that you have not been exempted from call-up or your call-up has not been deferred, you will, in due course, receive a written notice requiring you to present yourself for personal interview and medical examination. The personal interview is necessary, amongst other things, to enable the best use to be made in the Army of your qualifications and experience.

If you are found to be fit for service, you will be advised that you may expect to be called up in the near future. If you are not, you will be advised to this effect.

You may be required to attend for X-ray examination and for tests designed to determine your capacity for particular types of service.

Your employer will be responsible for paying you for any loss of working time caused in attending interviews, medical and X-ray examinations, and tests.

SERVICE IN THE ARMY

National servicemen are liable for two years' full-time service in the Regular Army Supplement (R.A.S.) followed by three years' part-time service in the Regular Army Reserve (R.A.R.) or, in the case of selected volunteers, by four years' part-time service in the Regular Army Emergency Reserve (R.A.E.R.). While in the Reserve they are liable for a maximum of 14 days' continuous camp training each year; they are also liable in time of war or in time of defence emergency as defined by the Defence Act to be called up for continuous service, which may be in Australia or overseas.

On joining the R.A.S. members will be posted to a Recruit Training Battalion for approximately three months' basic training. This will normally be followed by a period of special training for a period of up to three months in the Corps to which they are allotted. On completion of Corps training they will be posted to a Regular Army unit for service in Australia or overseas as required.

National servicemen will be eligible for promotion to non-commissioned ranks, provided they possess the necessary qualifications and pass the necessary examination. National servicemen will also be eligible for selection to attend an Officer Cadet Training Unit for a six months' course. On graduation they will be granted the provisional

11. Call-up

If you are found to be fit for service, a call-up notice will be sent to you. This will state the time and place at which you are to report and will contain instructions on the travelling arrangements. Subject to deferments, those required to register in the first half of the year will be called up for service in the second half of that year and those required to register in the second half of the year will be called up in the first half of the succeeding year. At least fourteen days' notice of call-up will be given. You must take your call-up notice and Certificate of Registration with you when reporting for service. Arrangements will be made to provide you with any travel warrants that are necessary for your travel.

On receipt of a call-up notice you must immediately notify your employer, but you should not leave your job until it is necessary for you to report for service. If you do so you may lose your right to reinstatement (see paragraph 12).

12. Protection of Civilian Employment

An employer must not prevent any employee from registering or from performing national service or dismiss him or penalise or prejudice him on account of his liability to be called up for, or to render, national service.

On the completion of a period of national service, you will, if you have been employed by your employer for 30 days before being called up, be entitled to return to your previous employment if you so desire. To exercise this right you must apply or present yourself to your employer as soon as is reasonably practicable after completing a period of service and in any case not later than 30 days after that service is completed, unless the Minister for Labour and National Service in his discretion extends this period. Your employer will be required to permit you to resume work or to reinstate you in your previous occupation and under conditions not less favourable to you than those that would have applied if you had not been called up, including any increase in remuneration to which you would have become entitled if you had not been called up.

Upon reinstatement, the continuity of your employment will be deemed not to have been broken by your period of service.

If you remain in your previous employment for a period at least as long as that which you spent on service, the time spent on service will count for long service leave and superannuation or pension purposes as if it were time in your previous employment. These same rules will apply equally to annual and sick leave except in the case of your two years in the Regular Army Supplement where you will be entitled to the normal Army annual or sick leave entitlements. Your employer will, without your consent, be allowed to roster you for leave during the period you are performing service.

If you are a contributor to pension or superannuation funds, your rights will be protected provided you keep up your contributions while serving or pay them on return to your employment.

13. Other Rehabilitation Benefits

A national serviceman who serves in special areas may qualify for benefits under specified conditions for Reparation cover and War Service Homes entitlement. Details of other rehabilitation benefits may be obtained from the National Service Registration Office or any District Employment Office or from the Commanding Officer of your unit.

rank of Second Lieutenant and have the opportunity later to apply for appointment to a permanent Short Service Commission. Details may be had from a National Service Registration Office or any District Employment Office.

While members of the R.A.S., national servicemen will, with some exceptions, be entitled to normal Regular Army financial conditions (pay, allowances, compensation cover, rehabilitation assistance, etc.). They may apply at any stage after registration or while rendering full-time service to join the Australian Regular Army: three or six year periods of engagement are available. On joining the A.R.A. they will immediately become eligible for the full entitlement of Regular Army rates of pay and allowances including, if serving a six year engagement, membership of the Defence Forces Retirement Benefits Fund.

During any annual training in the Reserve national servicemen will be paid Regular Army rates of pay, but allowances will be paid under varying conditions.

National servicemen may apply at any time to join any of the Permanent Forces of the Commonwealth of Australia, that is, the Navy, Army or Air Force.