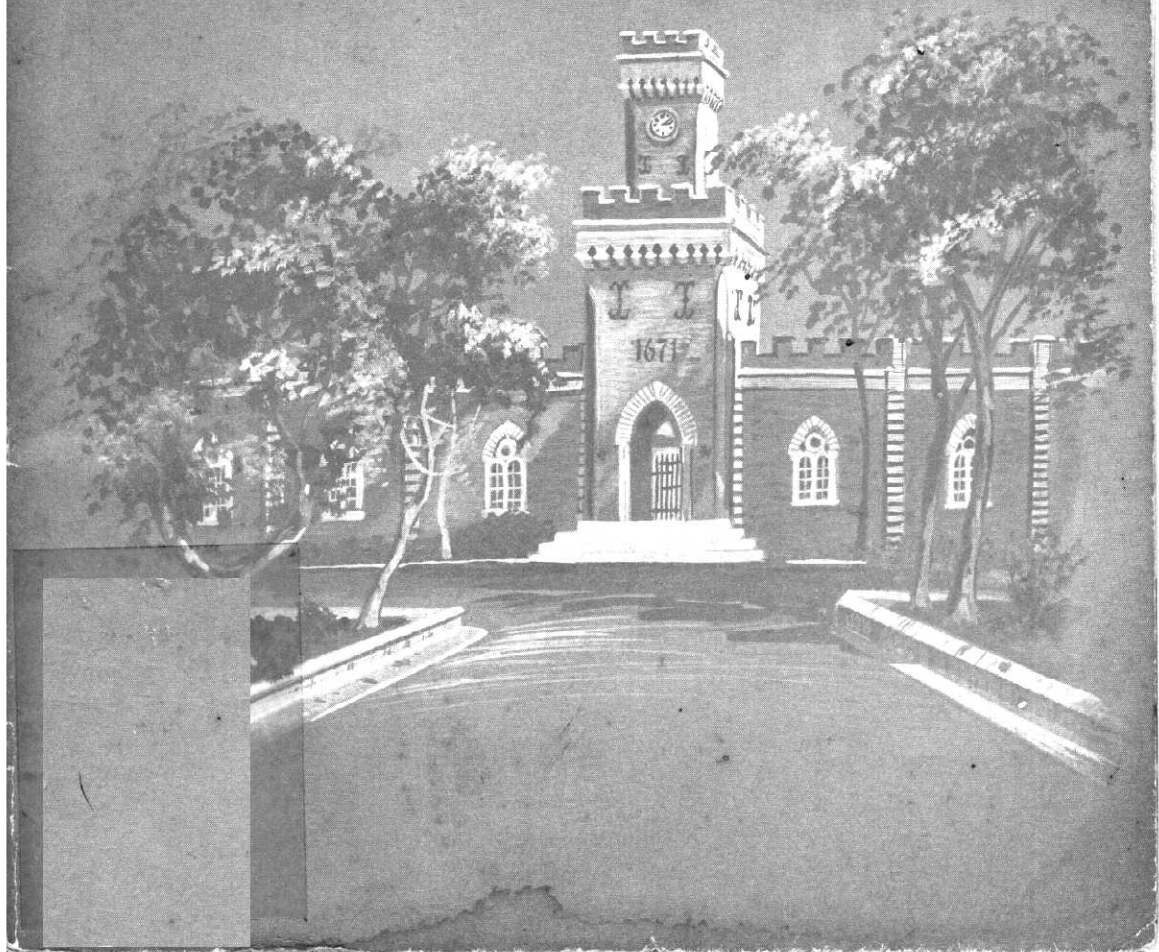


HOW-TO-DO-IT

A BOOKLET FOR ALIENS
IN THE
UNITED STATES VIRGIN ISLANDS





COLLEGE OF THE VIRGIN ISLANDS

February 1, 1968

Dear Reader:

This book was prepared by the Implementation Committee on the Alien Worker, as a means of acquainting aliens, primarily British citizens from "down islands," with some of the procedures and regulations which pertain to them here in the United States Virgin Islands. The book came about in recognition of how hard it is for anyone who comes here to find in one place all the rules and regulations necessary for working and becoming a responsible member of the community.

Moreover, whether having a temporary or permanent status, aliens have rights and duties, and it is unwise to take for granted a knowledge of these rights and duties.

Behind this book is the idea that if aliens are assisted in establishing themselves as members of the community, there will be less friction between them and those people who are already established, and there will be less reason for anguish or dissatisfaction among themselves.

The research and writing was done under the direction of the Committee by SOCIAL, EDUCATIONAL RESEARCH AND DEVELOPMENT, INC. of Silver Spring, Maryland. This document is part of the Alien Worker Program sponsored by the College of the Virgin Islands with the assistance of a grant of funds under the Title I of the Higher Education Act of 196.

Sincerely, *Edmond Aiyee*

Project Director, Title I
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What This Booklet is ALL About . . .

This is a booklet for aliens in the United States Virgin Islands. It has one purpose: to help aliens understand their rights and responsibilities in the Virgin Islands.

This is a "how-to" booklet. It describes:

- how to get to the Virgin Islands
- what forms are necessary
- how to complete the required forms.
- the differences between a "bonded" alien and a "permanent resident" alien
- how to become a permanent resident alien
- the social, job, and other rights of aliens

AND MANY OTHER THINGS . . .

BUT: Laws and procedures change frequently, so what is reported here may also change.

***CHECK with the Authorities
BEFORE DOING ANYTHING.***

I.

ALIENS: *What, Who & Why*

IN TERMS OF CITIZENSHIP, WHAT KIND OF PEOPLE ARE THERE IN THE UNITED STATES VIRGIN ISLANDS?



Citizens of the United States: People born in the United States or those born elsewhere who have fulfilled the requirements for and have been accepted as citizens. This is the largest group.



Bonded Aliens: People from a foreign territory who are here on work permits. This is the second largest group.



Permanent Resident Aliens: People from a foreign territory who have been admitted to permanent residence in the United States and who may apply for citizenship. This is the third largest group.



Illegal Aliens: People who are in the Virgin Islands without visas and other required forms. They are subject to deportation if found.



Foreign Visitors: People here from another country for visit and not work.



Foreign Students: Children who are citizens of another country but attend school in the Virgin Islands.

II.

HOW CAN AN ALIEN ENTER THE U.S. VIRGIN ISLANDS?

SUPPOSE YOUR HOME COUNTRY IS ANOTHER ISLAND. HOW CAN YOU ENTER THE VIRGIN ISLANDS? THERE ARE FOUR WAYS.

1. **"A Visitor's VISA."** You may visit friends or relatives for up to three months. You can apply at the United States Consulate in your home country. A visa is not required for British Islands or several other Caribbean Islands. You must be able to prove that your transportation to the U.S. Virgin Islands and home is paid for. You should have a passport. You must show that you will be self-supporting while here. If you come from the British Islands, the U.S. Consulate is in Bridgetown, Barbados.
2. **"Become a 'Bonded Alien.'"** Find an employer in the U.S. Virgin Islands who will hire you. He will help you get the necessary papers filled out. This report describes on page 5 how this can be done.
3. **"Become a Permanent Resident Alien."** Pages 5 to 7 of this report tell you how this can be done.
4. **"Marriage to a U.S. Citizen or a Permanent Resident Alien."**

III. HOW TO BECOME A BONDED ALIEN

If you, your wife, a friend or a relative want to come to the United States Virgin Islands and work and your home country or Island is not part of the United States, what must be done? There are two basic things:

1. **An employer must be willing to hire the person wishing to come to the Virgin Islands.**
2. **A series of forms must be completed.**

How to find a job is discussed in Section V; how to become a "bonded alien" is described here.

The employer usually starts these proceedings by doing these things:

1. **He applies to the Virgin Islands Employment Security Agency certifying that he needs workers and cannot find citizens of the United States or permanent resident aliens to qualify.**
2. **The Virgin Islands Labor Department reviews the employer's work standards.**
3. **The Virgin Islands Employment Security Agency then certifies that a job with this employer is available.**
4. **The United States Immigration and Naturalization Service permits a worker to enter the Islands.**

The employer can ask the Immigration Service for a specific individual alien or for an alien who can perform a certain kind of job.

IV. BECOMING A PERMANENT RESIDENT ALIEN

If you are in the Virgin Islands as a "bonded" alien and you wish to apply for permanent residency (that is, become an immigrant) in the United States, here is what you must do:

As in the case of non-citizens becoming "bonded" aliens, for a "bonded" alien to become a resident alien, the usual procedure is for the employer to start the process. This is done by the employer certifying to the U.S. Department of Labor that the "bonded" alien has a permanent job.

This information is sent to the American Embassy located in the alien's home country. In the case of British Colonies, the Embassy is in Bridgetown, Barbados. In late 1967, a temporary office was established in Roadtown, Tortola, British Virgin Islands to speed the process. The Embassy then sends to the person applying for permanent resident status, a series of forms entitled "Packet 3." This can be found in Appendix I, page 14.

"Packet 3" requires:

1. **A completed Biographic or background statement.**
2. **That the alien gather a series of documents which are listed in "Packet 3."**
3. **When the documents are assembled, the applicant must send (by air) Packet 3, NOT THE DOCUMENTATION to:**

**Vice Consul of the United States
Embassy of the United States
Bridgetown, Barbados.**

NOTE:

1. Read Appendix I, (Packet 3) carefully.
2. Do not send the documents, but send Packet 3 to Barbados.
3. Send all correspondence by air mail.
4. Make sure you have all the documents before sending Packet 3 to Barbados.

THE MOST COMMON REASON FOR APPLICANTS FAILING TO GET PERMANENT RESIDENCY IS THAT THEY DO NOT HAVE ALL THE DOCUMENTS TOGETHER.



When the Embassy receives "Packet 3," it is put on the bottom of the list and an interview is scheduled. The applicant is notified of this interview and the location when he receives "Packet 4." (This is reproduced in Appendix II, Page 21).

Packet 4 contains:

1. Information about the aliens' interview for processing as a permanent resident alien.
2. Information about the required medical examination.

NOTE:

1. Read Packet 3 and Packet 4 very carefully.
2. If you have questions, see Section IX, page 13 of this report for suggestions where you might receive help.
3. Do not hesitate to write to the American Embassy in Bridgetown for help. State your problem clearly. Write by Air Mail to:

Vice Consul of the United States
American Embassy
Bridgetown, Barbados

REMEMBER

THE TRIP TO BRIDGETOWN CAN BE EXPENSIVE AND NOT RESULT IN RECEIVING PERMANENT RESIDENT STATUS IF ALL THE DOCUMENTS ARE NOT IN ORDER.

When the foreign citizen goes to Bridgetown for the interview, if the papers are in order, the process should be a simple one; but, there are 31 reasons for which a person can be refused permanent resident status. Some important ones are:

31
REASONS
FOR
REFUSAL

—insanity—mental retardation—drug addicts or alcoholics—aliens with dangerous contagious diseases—aliens disabled to the point where it might be difficult to earn a living—aliens convicted of a moral crime—aliens who have been convicted of 2 or more offenses which have resulted in prison sentences of 5 years or more—aliens who are likely to become public charges—aliens who fail to pass a medical examination requiring a blood test, x-ray and urine analysis.

If the interview is successful, the alien is able to go back to the Virgin Islands. Immediately upon arrival, the Immigration officer will stamp the alien's visa and, at that point, the alien becomes a permanent resident alien with most of the rights and privileges of a citizen of the United States with the major exception that he cannot vote.

The number of people who become permanent resident aliens each year is determined by the immigration laws, the number of people permitted into the United States from each Colony each year, and the speed with which the papers can be processed.

A very important change will occur in the law affecting the number who can become permanent resident aliens in 1968. Up to July 1, 1968, the law has permitted each Colony (Nevis, St. Kitts, and Anguilla, considered one Colony, for example) to provide at least 650 permanent resident aliens each year. As of January 1968, all quotas up to July 1, 1968 were filled.

No one knows how long it will take to process applications for permanent resident alien status after July 1, 1968. After the law changes in July 1968, the number who will become permanent residents each year will be less than in the past—possibly 150 from all the colonies together. Thus, people interested in becoming permanent resident aliens can probably expect fairly long waits in the future.

Finally, another way to become a permanent resident alien and eventually a citizen is by marriage to a permanent resident alien or to a citizen. Check with the U.S. Immigration authorities to find out how this works.

DO YOU HAVE QUESTIONS?

—Have your papers been sent to the American Embassy in your home Island and you want to know what has happened?

—Do you want to know how long it will take to process your application?

—Do you have a question about your eligibility for permanent residency?

If so, see Section IX, page 13.

V.

HOW TO GET A JOB AS A "BONDED" ALIEN

You, your wife, a friend or a relative wants to come to the Virgin Islands to work but does not have a job. What can be done? There are at least six things the person can do:

1. Get a list of employers and write them a letter. The Virgin Islands Telephone Directory lists some businesses.
 2. If you have a friend or relative working in the Virgin Islands, ask for ideas and ask him to talk to his employer.
 3. Put an ad in a newspaper. This is expensive, but it can be effective.
 4. Write to agencies like: Labor Unions, Religious Groups, etc.; they may know of job openings.
 5. Many companies located in the Virgin Islands send recruiters to other islands. Be on the alert for them.
 6. Read ads in the local newspapers.
- As a visitor, it is illegal to seek employment.

A. EMPLOYMENT RIGHTS AND DUTIES:



The Virgin Islands Department of Labor enforces minimum wage regulations that affect workers (aliens as well) in most jobs and categories. Rates for some jobs are included in Appendix III.

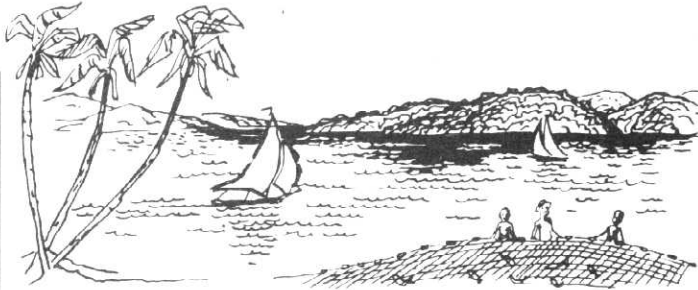
The bonded alien, with two major exceptions, has the same rights in terms of jobs as do permanent resident aliens and citizens of the United States. These two exceptions are:

1. When the bonded alien comes to the Virgin Islands, he is certified to work for one employer at one job. Legally, if he leaves this employer or that job, he must also leave the Virgin Islands before coming back for another job.
2. The bonded alien in the Virgin Islands can be bumped off his job by a permanent resident alien or a citizen.

A bonded alien must pay social security. The Social Security Act of 1967, says an alien living outside the United States for more than 6 months is not eligible for Social Security benefits unless he returns for 30 consecutive days every 6 months, has been drawing benefits for 10 years, or has had 10 years residence in the United States. Aliens from Barbados and Antigua are affected; the British Virgin Islands and Nevis, St. Kitts and Anguilla are not affected by special agreement with the United States. For additional information, contact the Social Security Office on St. Thomas (See p. 13). Bonded aliens qualify for workmen's compensation and, if injured on the job, can be compensated.

If a bonded alien thinks his employer is not living up to the minimum wage regulations established by the Department of Labor, he can file a complaint with the Labor Department and the Virgin Islands Attorney General's Office. Check the minimum wage rate list in Appendix III.

B.
**STEPS IN
GETTING
A JOB:**



In seeking a job, keep in mind these important things:

1. Know what you can do.
2. Do not lie about experience and background.
3. Give the employer names and addresses of people you have worked for before or people who can testify to your honesty, reliability, and skills.
4. Try to see the employer personally to let him have an opportunity to see what kind of a person you are. Look over the working facilities.
5. Many employers send job recruiters to the Islands. If one contacts you, get the answers to these questions:
 - Have you been offered a job? Did you accept? Does the recruiter know you accepted? Do you have a written statement?
 - Do you know the conditions under which you will work? Must you furnish a uniform or tools? Do you know how much you will be paid? How often will you be paid?
 - Do you know the exact day the job will start? Do you have this in writing?
 - Has the employer agreed to furnish you a place to live? If not, what arrangements will you make?
6. Prepare a personal background form that is simple and describes who you are, where you are from and what your experiences are. A sample form follows:

PERSONAL BACKGROUND FORM

1. Name:
2. Address:
3. Married: Yes or No
4. Sex:
5. Date of Birth:
6. Education: List schools attended, number of years you attended each school; and any certificates received.
7. List last four jobs. Describe these jobs: the dates you worked, your salary, the names and addresses of the employers.
8. List names and addresses of three or four references—people who know something about your background and the kind of person you are.
9. Special skills. List any special skills you may have such as: operating a bulldozer, driving a truck, typing, spelling, child care, gardening, etc.

VI.

WHAT KIND OF HOUSING IS AVAILABLE?

IF YOU ARE AN ALIEN NEWCOMER TO THE U.S. VIRGIN ISLANDS, YOU WILL NEED A PLACE TO LIVE. WHAT CAN YOU EXPECT TO FIND?

1. Rooms are available; but, rents are high. One room, with no sanitary facilities or furnishings, may cost at least \$50 a month.
2. Public housing is being built, but it is not available to "bonded" aliens. Citizens of the United States are given first preference.
3. Some bonded aliens "build houses" out of materials they pick up. But, often these units do not meet government standards and get torn down.
4. Some bonded aliens sign working agreements that include a "live-in" clause, particularly those who are to perform work as domestics. Much of this housing is adequate. Many, however, find that it is too restrictive socially.
5. Some companies like Hess Oil and Harvey Alumina on St. Croix provide housing at about \$3.50 per week.

FINDING ADEQUATE HOUSING
WILL BE A SERIOUS PROBLEM.

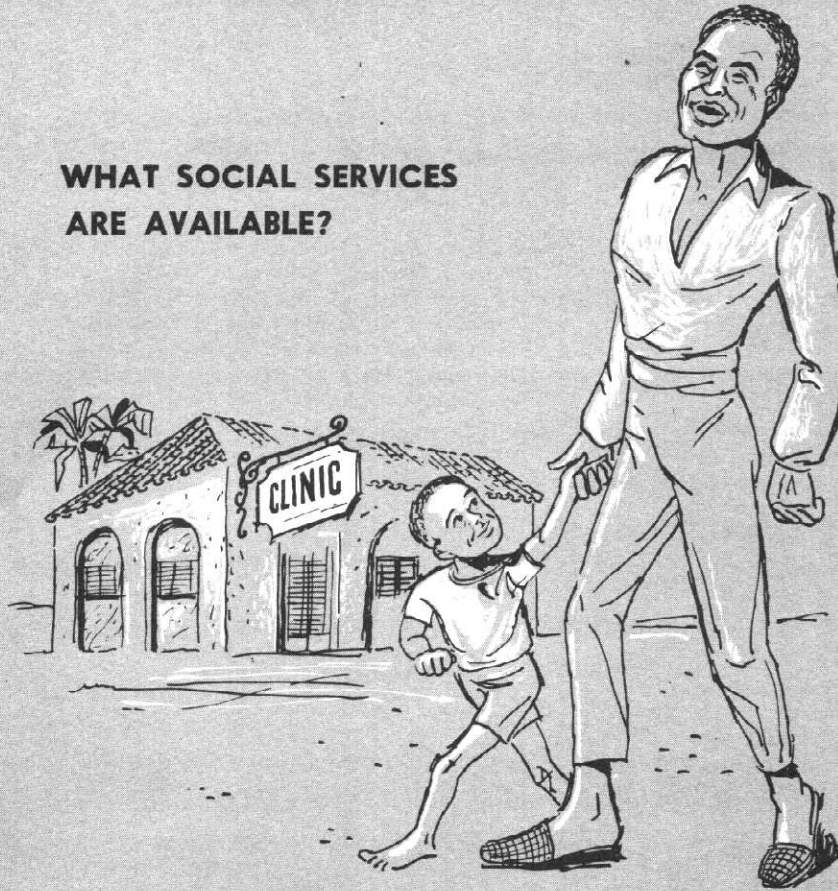
VII.

RIGHTS AND DUTIES OF ALIENS

WHAT PROTECTION DOES THE ALIEN HAVE UNDER THE LAWS?
WHAT ARE HIS DUTIES?

1. Aliens, like citizens, must obey all the laws of the U.S. Virgin Islands and the United States. Failure to obey the laws can result in deportation.
2. The bonded alien and permanent resident aliens pay income taxes at the same rate as citizens.
3. Bonded aliens have no "right" to a job. Should either a qualified citizen or a permanent resident alien apply for the job the bonded alien holds, the employer must replace the bonded alien.
4. Male permanent resident aliens are eligible for the U.S. Selective Service (draft) after six months.
5. Aliens can get drivers' licenses in the U.S. Virgin Islands. A 90-day permit will be issued to aliens who have drivers' licenses from their home Islands. Police and rental car agencies issue the permits. For those wishing to apply for drivers' licenses, the police give tests. Under a new law, bonded aliens who have applied for permanent residence and who hold a valid operator's license may obtain a chauffeur's (taxi) license provided he will drive for the owner of five or more taxicabs.
Permanent resident aliens and citizens are allowed to have chauffeurs' licenses if (1) they have been a licensed driver for three years; (2) they have been a resident of the U.S. Virgin Islands for one year, and; (3) they have not been convicted of a felony.
6. A bonded alien will have difficulty in getting credit and loans. Permanent resident aliens qualify for loans on the same basis as citizens.
7. All aliens can use the public libraries. Cards are issued to all.
8. Aliens, bonded and permanent residents, can belong to labor unions.

WHAT SOCIAL SERVICES ARE AVAILABLE?



SHOULD YOU NEED HELP BECAUSE OF ILLNESS OR FAMILY NEEDS, WHERE CAN YOU GET IT?

1. The bonded alien has no "right" to any welfare benefits. But, in the event of a dire emergency, the Department of Social Welfare will provide short-term assistance.
2. Medical facilities are available. Government clinics will provide medical services for bonded aliens. But fees are charged, and the fees are higher for bonded aliens than they are for citizens or permanent resident aliens.
3. Should a bonded alien become ill, he must report his illness to a doctor. If he does not, the Department of Health can get a court order requiring treatment or ordering deportation.
4. Employers sometimes provide medical care for bonded alien employees. Check with your prospective employer to see if he provides such service.
5. The United Fund has limited resources. United Fund agencies do not generally provide aid for bonded aliens.
6. Should an alien die, he will be buried. Expenses of the burial can come from Social Security—if you are eligible. Or your employer may pay the cost. In some cases, the British Consul has paid for burial of British citizens who have died while working in the U.S. Virgin Islands.
7. Children who are deserted by bonded aliens will receive aid until a relative can be found, either in the U.S. Virgin Islands or on the home Island.
8. Permanent resident aliens qualify for nearly all social services on the same basis as citizens. These services include welfare payments.

VIII.

EDUCATION



Children of permanent resident aliens are permitted to attend public and parochial schools. Because of overcrowding, however, the Board of Education in December, 1966, established a list of priorities for children of permanent resident aliens:

- Must be in good health.
- Must present school records or take placement examinations.
- Admittance must not cause number of pupils in any class to exceed prescribed standards.
- Preference given if parents have legally worked in Virgin Islands for two consecutive years and expect to remain employed.
- Evidence of inability of off-island guardians to supervise children must be presented.

This is not the case with children whose parents are bonded aliens. They must attend private schools which may be costly.

The school must have completed a form supplied by the United States Immigration and Naturalization Service. According to Immigration authorities, all schools in the Virgin Islands with the exception of the Department of Education have completed this form. Thus, children of bonded aliens can attend (if they can find room and are accepted) any school in the Virgin Islands with the exception of the public schools.

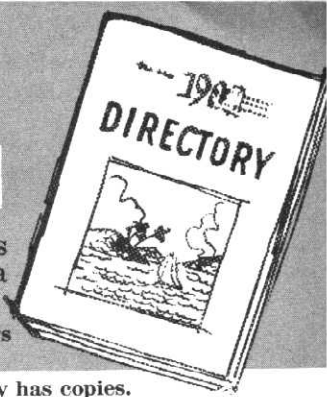
The 1968 edition of the Virgin Islands telephone directory lists these schools:



	Phone Numbers
1. The Department of Education	774-0100
2. Adele M. Mother, Christiansted	773-0117
3. All Saints Church School, Charlotte Amalie	774-0231
4. Antilles School, Charlotte Amalie	774-1966
5. Bluewater Bible College, Charlotte Amalie	774-4029
6. Calvary Elementary School, Charlotte Amalie	774-1759
7. College of the Virgin Islands	774-1252
8. Commercial Center, Charlotte Amalie	774-2905
9. Frederick Lutheran School, Charlotte Amalie	774-1741
10. Good Hope School, Frederiksted	772-0022
11. Grove Place School, Frederiksted	772-0831
12. The Manor School, Christiansted	773-1448
13. Montesorri School, Charlotte Amalie	774-4144
14. St. Croix Country Day School, Christiansted	773-2885
15. St. Joseph's Central High School, Frederiksted	772-0455
16. St. Patrick's School, Frederiksted	772-0220
17. St. Peter and Paul High School, Charlotte Amalie	774-2199
18. Seventh Day Adventist School, Christiansted	773-1822
19. Seventh Day Elementary School, Charlotte Amalie	774-3851

IX.

WHERE TO GET HELP



The Governor's Commission for Human Services has published a Directory of Human Services. It contains a list of such agencies as:

—Schools—Hospitals—Churches—Doctors—Lawyers

Consult this Directory if you have questions. The Public Library has copies. Also, consult the telephone directory, especially the "Yellow Pages" in which numbers are listed by services.

Some important agencies for aliens are:

	Phone Number
1. The Virgin Islands Employment Security Agency, St. Thomas	774-0660
St. Croix	773-1440
2. The Virgin Islands Department of Labor, St. Thomas	774-2401
3. The Virgin Islands Department of Social Welfare, St. Thomas	774-0930
St. Croix	773-0345
4. The Virgin Islands Department of Public Safety, St. Thomas	774-2310
St. Croix	773-1310
5. The Virgin Islands Attorney General, St. Thomas	774-1163
St. Croix	773-0295
6. British Consulate, St. Thomas	774-0033
7. U. S. Department of Justice, St. Thomas	774-1390
Immigration and St. Croix	773-1545
Naturalization Service, St. John	774-4940
8. The Virgin Islands Department of Health, St. Thomas	774-0177
St. Croix	773-1112
9. The Office of Economic Opportunity, St. Thomas	774-4799
10. U.S. Social Security, St. Thomas	774-0446
11. V.I. Department of Education, St. Thomas	774-0100
St. Croix	773-1025

REMEMBER In Using the telephone Dial before depositing your money. When you get an answer, deposit the money.

GOVERNMENT OFFICIALS ARE THERE TO HELP YOU. DO NOT BE AFRAID TO ASK.

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

APPENDIX I

THIS IS "PACKET 3."

When the American Embassy in the Alien's home Island has received notice that the Alien has a permanent job, the Alien is sent "Packet 3."



DEPARTMENT OF STATE

Sir or Madam:

Reference is made to your inquiry regarding steps to be taken in applying for an immigrant visa for admission into the United States.

- This office has received an approved petition according you "immediate relative" status.
- This office has received an approved petition according you _____ preference status.
- This office has received an approved Department of Labor certification.
- It has been determined that you are exempt from the provisions of Section 212(a)(14) of the Immigration and Nationality Act, as amended.

You may now prepare for the filing of your formal visa application by taking the following three steps:

- A. FIRST, complete and return immediately to this office the enclosed Form DSP-70, Biographic Data for Visa Purposes.
- B. SECOND, obtain the following documents, but **DO NOT SEND THEM TO THIS OFFICE**. As you obtain each document, check the box to the right of each item:
 - 1. PASSPORTS. A passport must be valid for at least six months and it must be endorsed by the issuing authority for travel to the United States. Each child sixteen years of age or older, who is included in the passport of his parents but whose photograph does not appear in such passport, must obtain his own passport.
 - 2. BIRTH CERTIFICATES. Two certified copies of the birth record of each person wishing to immigrate are required. The certificate must state the date and place of birth and the names of both parents. It must also be indicated on the certificate that it is an extract from the official birth records. Photostatic copies are acceptable, provided the original is offered for inspection by the consular officer.
Unobtainable Birth Certificate. In rare cases, it may be impossible to obtain a birth certificate because records have been destroyed, or the government will not issue one. In such a case, a baptismal certificate, in duplicate, may be submitted for consideration provided it contains the date and place of the applicant's birth, information concerning parentage and the baptism took place shortly after birth. Should a baptismal certificate be unobtainable, a close relative, preferably the applicant's mother, should prepare an affidavit, in duplicate, stating the place and date of the applicant's birth, the names of both parents and maiden name of the mother. Such an affidavit must be executed before an official authorized to administer oaths or affirmations.

(over)

LETTER DSL-869
11 - 65

3. POLICE CERTIFICATES. Each visa applicant aged 16 years or over is required to submit a police certificate, in duplicate. Such certificates must be obtained from the police authorities of each locality, including places in the United States, where the applicant has resided for six months or more since attaining the age of 16 years. A police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason, regardless of how long he lived there. Such certificates must cover the entire period of the applicant's residence in the area. A certificate issued by local police authorities must be of recent date (not more than two months old) when presented to the consular officer. The term "police certificate" as used in this paragraph means a certification by the appropriate police authorities stating what their records show concerning the applicant, including any and all arrests, the reasons therefor, and the disposition of each case of which there is a record.
 4. COURT AND PRISON RECORDS. Persons who have been convicted of a crime must obtain two certified copies of each court record and of any prison record, regardless of the fact that they may have subsequently benefited from an amnesty, pardon or other act of clemency.
 5. MILITARY RECORD. Two certified copies of any military record, if applicable, should be obtained.
 6. PHOTOGRAPHS. Three identical photographs, 1½ x 1½ inches (37mm x 37mm), showing full face view, no head-covering, white background and on thin paper. This applies to all applicants, regardless of age.
 7. EVIDENCE OF SUPPORT. Any evidence which will show that you and the members of your family, who will accompany you, are not likely to become public charges while in the United States. The enclosed information sheet, Form DSL-845, lists evidence which may be presented to meet this requirement of the law.
 8. MARRIAGE CERTIFICATES. Married persons should present two copies of their marriage certificate. Proof of the termination of any previous marriage must also be submitted, in duplicate (e.g. death certificate of spouse; decree of divorce or annulment).
 9. TRANSLATIONS. All documents not in the official language of the country in which application for a visa is being made, or in English, must be accompanied by certified translations into English. Translations must be in duplicate and certified by a competent translator and sworn to by him before a Notary Public.
- C. THIRD, when you and all accompanying members of your family have obtained all of the required documents listed above and checked in red on the left by the consular officer, sign the statement below and return this entire form to this office. No further action can be taken on your application until you have completed these three steps.

Very truly yours,
William Ryerson
Vice Consul of the
United States of America

Enclosure:

Form DSL-845

I have in my possession the documents I have checked above. I want to proceed with my immigrant visa case and request an appointment at the consulate for myself and accompanying members of my family to make formal application for visas.

(Signature)

PLEASE DO NOT SEND ANY DOCUMENTS TO THIS OFFICE UNTIL YOU ARE SPECIFICALLY REQUESTED TO DO SO BY THIS OFFICE.

POST SYMBOL:		DEPARTMENT OF STATE BIOGRAPHIC DATA FOR VISA PURPOSES		Form Approved Budget Bureau No. 47-R151.2	
INSTRUCTIONS					
Complete this form for your entire family (yourself, spouse and unmarried children under 21 years of age).					
1. NAME (Family name)		(First name)		(Middle names)	
OTHER NAMES, ALIASES (If married woman, maiden name and surname of any previous spouses)					
NAME IN NATIVE LETTERS OR CHARACTERS IF DIFFERENT FROM ABOVE					
2. PLACE OF BIRTH (City)		(State or province) (Country)		DATE OF BIRTH (Month) (Day) (Year)	
SEX <input type="checkbox"/> Male <input type="checkbox"/> Female		PRESENT NATIONALITY		PAST NATIONALITY	
3. NAME OF FATHER			4. MAIDEN NAME OF MOTHER		
5. FATHER'S BIRTHPLACE (City) (State or province) (Country)			6. MOTHER'S BIRTHPLACE (City) (State or province) (Country)		
7. NAME OF SPOUSE (Maiden or family name) (First name) (Middle names)					
8. SPOUSE'S BIRTHPLACE (City) (State or province) (Country)		9. SPOUSE'S BIRTHDATE (Month)(Day) (Year)		10. WILL SPOUSE IMMIGRATE WITH YOU? <input type="checkbox"/> Yes <input type="checkbox"/> No	
11. NAME OF SPOUSE'S FATHER			12. NAME OF SPOUSE'S MOTHER		
13. BIRTHPLACE OF SPOUSE'S FATHER (City) (State or province) (Country)			14. BIRTHPLACE OF SPOUSE'S MOTHER (City) (State or province) (Country)		
15. LIST UNMARRIED CHILDREN UNDER 21 YEARS, NOT U.S. CITIZENS WHO WILL ACCOMPANY YOU					
NAME OF CHILD		PLACE OF BIRTH (City, state or province, country)		BIRTHDATE	
16. IF YOU OR YOUR SPOUSE ARE NOW, OR HAVE BEEN, IN THE UNITED STATES, STATE:					
<input type="checkbox"/> APPLICANT <input type="checkbox"/> SPOUSE		WHERE WAS VISA OBTAINED		WHEN WAS VISA GRANTED (Month, Year)	
CHECK TYPE OF VISA USED FOR SUCH ENTRY: <input type="checkbox"/> Immigrant <input type="checkbox"/> Government or international organization official or employee <input type="checkbox"/> Exchange Visitor <input type="checkbox"/> Other nonimmigrant Specify					
17. IF YOU OR YOUR SPOUSE PREVIOUSLY LIVED IN THE UNITED STATES, STATE:					
DATE ADMITTED		DATE DEPARTED		REASON FOR DISCONTINUING RESIDENCE	

FORM DSP-70
2 - 66

(Over)



THE FOREIGN SERVICE
OF THE
UNITED STATES OF AMERICA

EVIDENCE WHICH CAN BE PRESENTED TO MEET THE
PUBLIC CHARGE PROVISION OF THE LAW

Section 212(a)(15) of the Immigration and Nationality Act of the United States requires an applicant for a visa to establish to the satisfaction of the consular officer at the time of his application for a visa, and also to the satisfaction of the United States Immigration officials at the time of his application for admission into the United States, that he is not likely at any time to become a public charge.

An applicant for an immigrant visa may generally meet the public charge requirements of the law by the presentation of documentary evidence, in duplicate, establishing that:

- (a) he has, or will have, in the United States funds of his own sufficient to provide for his support.
- (b) he has employment awaiting him in the United States which will provide an adequate income; or
- (c) relatives or friends in the United States will assure his support. Since court decisions have held that affidavits of support constitute only a moral and not a legal obligation these affidavits have significance only to the extent that they show compelling moral reasons which prompt the affiant to assume responsibility for the alien should he be in need of assistance.

EVIDENCE OF APPLICANT'S OWN FUNDS

An applicant who has, or will have, in the United States funds of his own available for his support may submit to the consular officer one or more of the following items:

- (a) statement from an officer of a bank showing present balance of applicant's account, date account was opened, and average balance during the year. If there have been recent unusually large deposits an explanation therefor should be given.
- (b) proof of ownership of property or real estate, in the form of a letter from a lawyer, banker or responsible real estate agent showing its present valuation. Any mortgages or loans against the property must be stated.
- (c) letter or letters verifying ownership of stocks and bonds, with present market value indicated;
- (d) statement from insurance company showing policies held and present cash surrender value;
- (e) proof of income from business investments or other sources.

*PREARRANGED EMPLOYMENT

Evidence of prearranged employment should be presented in the form of a written statement, in duplicate, from the prospective employer, on his business letterhead or if he has no letterhead in the form of an affidavit.

The statement or affidavit should:

- (a) contain a definite offer of employment;
- (b) state whether the employment will be immediately available upon the applicant's arrival in the United States;
- (c) specify the location, type and duration (whether seasonal, temporary or indefinite) of the employment offered;

*Form DSL-908 (General Information on Visas for Domestic Servants) is available for persons entering the United States to take up household work.

(d) specify

- (d) specify the rate or range of compensation to be paid;
- (e) be of fairly recent date and
- (f) if the prospective employer is an individual rather than a firm, some evidence proving that the individual is in a financial position to carry out the offer of employment.

AFFIDAVIT OF SUPPORT

There are no prescribed forms to be used by persons in the United States who desire to furnish sponsorship in the form of a so-called affidavit of support for presentation to the consul.

Each sponsor should furnish a statement, in duplicate, in affidavit form setting forth his willingness and financial ability to contribute to the applicant's support and his reasons in detail for sponsoring the applicant.

The sponsor's statement should include:

- (a) information regarding his income;
- (b) where material, information regarding his resources;
- (c) his obligations for the support of members of his own family and other persons, if any;
- (d) his other obligations and expenses;
- (e) plans and arrangements made for the applicant's reception and support in the absence of a legal obligation to support the applicant.

To substantiate the information regarding his income and resources the sponsor may attach to his affidavit:

- (a) certified or notarized copies of his latest income tax return;
- (b) a statement, in duplicate, from his employer showing his salary and the length and permanency of employment;
- (c) a statement, in duplicate, from an officer of a bank regarding his account, showing the date the account was opened and the present balance;
- (d) any other evidence adequate to establish his financial ability to carry out his undertaking toward the applicant for what might be an indefinite period of time.

If the sponsor is a well established businessman, he may submit a rating from a recognized concern in lieu of the foregoing.

The sponsor should include in his affidavit a statement concerning his status in the United States, e.g. whether he is a United States citizen or an alien legal resident of the United States. The consular officer may require proof to substantiate such a statement. Proof of United States citizenship of a sponsor may be provided by means of a United States birth certificate or, in the case of a naturalized citizen, by means of an Immigration and Naturalization Service Form N-585 (Application for Information From or Copies of Immigration and Naturalization Service Records). An alien sponsor may provide proof of his lawful admission into the United States for permanent residence by means of an Immigration and Naturalization Service Form I-550 (Application for Verification of Last Entry of an Alien). Either of these forms may be obtained from any office of the Immigration and Naturalization Service in the United States. It is important to note that reproduction of United States Naturalization Certificates or of Alien Registration Receipt Cards (Form I-151) is prohibited by law and severe legal penalties are prescribed for such reproduction.

If the sponsor is married, the affidavit should be jointly signed by both husband and wife.

Affidavits of support should be of recent date when presented to the consular officer. They are unacceptable if more than a year has elapsed from the date of execution.

IMPORTANT: All support documents must be presented to the consular officer in duplicate.

EMBASSY OF THE
UNITED STATES OF AMERICA

Bridgetown, Barbados

SPECIAL MEMO FOR PERSONS APPLYING FOR VISAS IN BRIDGETOWN

1. Birth Certificates and Baptismal Certificates. If your birth certificates do not contain your first name (Christian name,) you must also present two copies of your baptismal certificate.
2. Police Certificates.

You must have two copies of a police certificate from each place where you have stayed for six months or more - even if you were only on holiday. For example, a person who lives in Barbados and who worked in Antigua for two and half years and who spent a seven month holiday in New York must present police certificates from Barbados, Antigua and New York.

APPENDIX II

THIS IS PACKET 4.

An alien applying for permanent residency in the United States receives this from the American Embassy when the Embassy schedules a date for an interview.

Read it carefully. It lists:

1. The forms that must be with the alien when he arrives for the interview.
2. The amount of money the alien must have with him.
3. Instructions for the Medical examination.



DEPARTMENT OF STATE

AMERICAN EMBASSY
BRIDGETOWN
BARBADOS.

(Date)

Sir or Madam:

This office has received your notice that you have all the documents needed in connection with your application for an immigrant visa.

It is necessary for all immigrants to undergo certain medical examinations. Complete instructions for these examinations are contained on the attached sheet.

An appointment has been scheduled for you to come to this office on _____, All members of your family immigrating with you, except _____, must appear with you on the above appointed date. If you CANNOT KEEP THE APPOINTMENT, please notify this office at once.

Now see the "Application for Immigrant Visa and Alien Registration" (Form FS-510) which is enclosed. You will notice that much of it is in question and answer form. Fill this form out completely, using a typewriter or printing in block letters, but do not sign it now (you will have to swear to or affirm it before the consular officer). Every numbered part must be answered or otherwise completed. If any part does not apply to your case, write in "Not Applicable". Do Not use dashes or the letters "n.a." or other abbreviations to fill in such parts. The form must be completed, in duplicate, by each member of your family 14 years of age or over, who wishes to apply for an immigrant visa. You may complete the form, in duplicate, on behalf of each child under 14 years of age.

You are reminded that you must bring with you all of the documents pertinent to your case. Your application cannot be accepted if you fail to bring complete documentation. For your convenient reference, the generally required documents are listed and described below:

Passport	Military record, if applicable	Forms FS-510 (2 for each person)
Birth Certificate	Photographs (3 for each person)	Marriage Certificate, if applicable
Police Certificate Form FS-497	Affidavit of Support or Job Letter (unless you have evidence of your own assets)	Evidence previously submitted to meet requirements of sec. 212(a)(14)

Translations: All documents not in the official language of the country in which application for visa is being made, or in English, must be accompanied by certified translations into English. Translations must be in duplicate and certified by a competent translator and sworn to by him before a Notary Public.

Affidavits of support and evidence of prearranged employment (job letters) must be of fairly recent date; affidavits should be less than 12 months, job letters less than six months old when presented to the consular officer.

(2)

Married persons should present two copies of their marriage certificate. Proof of the termination of any previous marriage should also be submitted, e.g. death certificate of spouse; decree of divorce or annulment.

All documents, except passports and photographs, must be submitted in duplicate. If you have only one copy of your birth certificate and cannot obtain another, you may submit two photostatic copies thereof but you must bring the original with you, for inspection by the consular officer; it will be returned to you. The same applies to any other certificate which may have been photostated.

A child sixteen years of age or older, who is included in the passport of his parents but whose photograph does not appear in such passport, must obtain his own passport.

Each child, regardless of age, requires a medical examination, a birth certificate in duplicate, and three identical photographs.

You must be prepared to pay in cash a total fee of \$25.00 in United States currency or the equivalent in _____ currency (_____) for each visa. (\$5.00 for the application and \$20.00 for the visa.) Each person immigrating, regardless of age, requires a separate visa. If a person is found ineligible to receive a visa, the fee of \$5.00 for the application cannot be refunded.

No assurance can be given in advance that a visa will be issued. Only after all your documents have been reviewed, your medical examination completed, you have signed and sworn to your formal application and have been interviewed by the consular officer can a decision be reached by that officer as to your eligibility under the law to receive a visa. You are advised not to make any travel arrangements for departure from this country, not to dispose of your property and not to give up your position until the visa has been issued to you. Usually, a visa is valid for four months from date of issuance, which means that any time within that four-month period it may be used to apply for admission into the United States.

This office will make every effort to expedite the processing of your application on the day of your appointment, but it is a process which does require several hours. It is possible that you will have to spend the entire morning or afternoon in the office before final action can be taken on your application. Should complications arise, it is unlikely that you will receive the visa on the day of your appointment; you may be required to return to this office another time.

PLEASE MAKE CERTAIN THAT YOUR DOCUMENTATION IS COMPLETE AND THAT YOU HAVE TWO COPIES OF EACH DOCUMENT (except for passport and photographs).

Upon arrival at this office on your appointment day, please present this letter to the receptionist.

Very truly yours,

Consul of the United States of America

Enclosures:

1. Instructions for Medical Examinations
2. Forms FS-510 (2 for each person)

BRING ALL DOCUMENTS WITH YOU ON APPOINTMENT DATE

LETTER DSL-871
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PAGE 2

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DEPARTMENT OF STATE FOREIGN SERVICE OF THE UNITED STATES OF AMERICA MEDICAL EXAMINATION OF VISA APPLICANTS		PLACE	
		DATE OF EXAMINATION	
At the request of the American Consul at	CITY	COUNTRY	
I certify that on the above date I examined	NAME	AGE	SEX
I examined specifically for evidence of any of the following conditions:			
CLASS A:			
DANGEROUS CONTAGIOUS DISEASES:			
Actinomycosis	Granuloma Inguinale	Ringworm of scalp	
Amebiasis	Keratoconjunctivitis, infectious	Schistosomiasis	
Blastomycosis	Leishmaniasis	Syphilis, infectious stage	
Chancroid	Leprosy (Hansen's Disease)	Trachoma	
Favus	Lymphogranuloma Venereum	Trypanosomiasis	
Filariasis	Mycetoma	Tuberculosis (pulmonary or extrapulmonary)	
Gonorrhea	Paragonimiasis	Yaws	
MENTAL CONDITIONS:			
Mental retardation (mental deficiency)	Previous occurrence of one or more attacks of insanity	Mental defect	
Insanity	Psychopathic personality	Narcotic drug addiction	
	Sexual deviation	Chronic alcoholism	
		(See proviso, sec. 54.7, USPHS Regs.)	
CLASS B:			
Physical Defect, Disease, or Disability Serious in Degree or Permanent in Nature Amounting to a Substantial Departure from Normal Physical Well-Being.			
CLASS C:			
Minor Conditions.			
(CHECK NUMBER (1) BELOW OR COMPLETE NUMBER (2))			
My examination, including the X-ray and other reports below, revealed:			
<input type="checkbox"/> (1) No defect, disease, or disability.			
<input type="checkbox"/> (2) Defect, disease, or disability, or previous occurrence of one or more attacks of insanity, as follows (give class - A, B, or C - diagnosis, and pertinent details*):			
Chest X-ray report _____			
_____ from Dr. _____			
Blood serological report _____ from Dr. _____			
Other special report(s) (when needed) _____ from Dr. _____			
SIGNATURE OF MEDICAL TECHNICAL ADVISOR		TITLE	DATE OF FINAL REPORT

American Consulate General
P.O. Box No. 302
Bridgetown, Barbados

FOR VISA APPLICANTS RESIDENT AT ANTIGUA, W.I.

To: _____ Date: _____

An appointment to enable you to make a formal application for a nonimmigrant/an immigrant visa will be made for you upon the receipt of the visa panel doctor's report and findings.

Examinations required are as follows:

Persons 15 years and over:	Physical examination, chest X-ray and blood tests. Urinalysis if indicated.
Children 11 to 14:	Physical examination and chest X-ray. Urinalysis if indicated.
Children under 11:	Physical examination. Urinalysis if indicated.

Only the Doctors listed below are authorized to perform medical examinations of visa applicants in behalf of the Consulate General:

Dr. W.T. Joseph,
St. Mary's Street, St. Johns Any weekday, except Tuesday and Friday morning. 9:00 - 12:00 a.m., 2:00 - 4:00 p.m. 9:00 - 12:00 a.m. only on Saturday. Phone 125

Dr. A. P. MacDonald
Avondasset, St. John's Any weekday, except Tuesday and Friday morning. 9:00-12:00 a.m., 2:00-4:00 p.m. 9:00-12:00 a.m. only on Saturday. Phone 167

Dr. Z. Wisinger,
Newgate Street, St. John's Any weekday, 9:00-12:00 a.m.

Dr. L. R. Wynter,
Long Street, St. John's Appointment only.

Prices charged (B.W.I. Currency): Physical examination including urinalysis \$5.00; vaccination including international certificate \$3.00; blood test \$2.00; X-ray film (if small) and reading \$6.00 OR if large X-ray film and reading \$10.00.

You must take your passport to the visa panel doctor and radiologist for identification purposes. The doctor making the examination will forward your medical certificate in duplicate, directly to the Consulate General. You will be required to present evidence on entry into the United States that you have been vaccinated against small pox within the past three years.

THE FEE FOR AN IMMIGRANT VISA IS \$25.00 U.S. OR THE EQUIVALENT \$43.00 B.W.I. CURRENCY.

AMERICAN EMBASSY
P.O. BOX 302
BRIDGETOWN, BARBADOS

FOR VISA APPLICANTS AT ST. THOMAS, U.S.V.I.
AND BRITISH VIRGIN ISLANDS

It is necessary for you to obtain a Medical Examination at your own expense. This examination MUST be obtained from Dr. Benjamin Nath. Only Dr. Benjamin Nath, Director, T.B. Control, St. Thomas, is authorized to perform medical examinations of visa applicants on behalf of the Embassy.

Examinations are required as follows:

Persons 15 years and over:	Physical examination, chest X-ray and blood tests. Urinalysis if indicated.
Children 11 to 14:	Physical examination and chest X-ray. Urinalysis if indicated.
Children under 11:	Physical examination. Urinalysis if indicated.

There are enclosed Forms FS-398 "Medical Examination of Visa Applicants" which you should take to Dr. Nath. You should present your passport or other suitable document for identification purposes to the doctor. You will be required to show evidence on entry into the United States that you have been vaccinated against small pox within the past three years.

The standard fee for a medical examination is \$7.00 U.S. plus \$3.00 U.S. for X-ray, urinalysis and serology tests, combined.

THE FEE FOR EACH IMMIGRANT VISA IS \$25.00 U.S. OR THE EQUIVALENT \$43.75 E.C. CCY.

APPENDIX III

These are the minimum recruitment wage rates for some jobs in the Virgin Islands. In effect in 1967, employees are supposed to get at least these rates. If you know of someone receiving less, contact the Virgin Islands Department of Labor at 774-2401.

1. Alcoholic Beverages and Industrial Alcohol Industry

<u>Category</u>	<u>Rate Per Hour</u>	<u>Category</u>	<u>Rate Per Hour</u>
Barrelling and Bottling Worker	\$1.20	Assistant Fermentor	\$1.25
Boiler Man	1.50	Laboratory Assistant	1.25
Assistant Boilerman	1.25	Laborer	1.25
Bookkeeper	1.50	Still Operator	1.50
Secretary	1.50	Assistant Still Operator	1.25
Electrician	1.90	*Truck Driver:	
Welder	1.95	Light	1.30
Charwoman	1.20	Medium	1.60
Bottler, Part Time	1.20	Heavy	1.90
Bottline Plant Worker	1.20	Special	2.20
Cooper	1.50	Watchman	1.20
Assistant Cooper	1.25	Chemical Analyst	1.50
Fermentor	1.50	Clerk	1.25

2. Bar and Restaurant Industry

<u>Category</u>	<u>Rate Per Hour</u>	<u>Category</u>	<u>Rate Per Hour</u>
Bartender	\$1.25	Counterwoman	\$1.00
Bookkeeper	1.50	Waiter or Waitress	.95
Clerk	1.25	Dishwasher	.95
Cook	2.00	Handyman, Janitor	.95
Assistant Cook	1.45	Pantryman	1.15
Short Order Cook	1.35	Secretary	1.50

3. Construction Industry

<u>Category</u>	<u>Rate Per Hour</u>	<u>Category</u>	<u>Rate Per Hour</u>
Carpenter	\$1.95	Electrician's Helper	\$1.55
Carpenter's Helper	1.50	**Equipment Operator:	
Mason	1.95	Heavy	2.50
Mason's Helper	1.50	Medium	2.25
Field Clerk, and Timekeeper	1.50	Light	2.00
Electrician	2.00	Handyman	1.50

3. Construction Industry (Cont'd)

<u>Category</u>	<u>Rate</u> <u>Per Hour</u>	<u>Category</u>	<u>Rate</u> <u>Per Hour</u>
Laborer Foreman	\$1.75	Instrument Technician	\$1.95
Laborer	1.25	Millwright	2.00
Mechanic	2.00	Oiler	2.00
Mechanic's Helper	1.55	Oiler's Helper	1.50
Painter	1.75	Pipe Fitter	2.00
Laborer Painter	1.35	Pipe Fitter's Helper	1.50
Bookkeeper	1.50	Plasterer	1.80
Secretary	1.50	Rigger	2.25
Clerk	1.25	Structural Steel	2.00
Plumber	2.00	Worker	
Plumber's Helper	1.55	Steel Fitter	1.75
Boiler Maker	1.75	Reinforced Steel	1.45
Boiler Operator	2.25	Worker	
Boiler Operator's	1.50	*Truck Driver:	
Assistant		Light	1.30
Cement Finisher	1.75	Medium	1.60
Chainman	1.50	Heavy	1.90
Chipper	1.50	Special	2.20
		Welder	1.95
		Welder's Helper	1.50

4. Garage Industry

<u>Category</u>	<u>Rate</u> <u>Per Hour</u>	<u>Category</u>	<u>Rate</u> <u>Per Hour</u>
Bookkeeper	\$1.50	Mechanic	\$2.00
Clerk	1.25	Mechanic's Helper	1.55
Bodyman	1.90	Tire Repairman	1.25
Bodyman's Helper	1.45	Laborer, Car Porter	1.25
Cashier	1.50	Secretary	1.50
Car Washer	1.00	Gas Attendant	.95
Grease Rack Man	1.45		

5. Hotel and Guest House Industry

<u>Category</u>	<u>Rate</u> <u>Per Hour</u>	<u>Category</u>	<u>Rate</u> <u>Per Hour</u>
Baker	\$1.35	Dishwasher	\$.95
Bartender	1.25	Electrician	1.90
Beach Boy	.95	Grounds Keeper,	1.00
Bell Boy	.85	Gardener	
Bus Boy	.85	Bookkeeper	1.50
Boat Operator	1.75	Secretary	1.50

5. Hotel and Guest House Ind

<u>Category</u>	<u>Rate Per Hour</u>	<u>Category</u>	<u>Rate Per Hour</u>
Front Office Clerical employees including Cashiers, Receptionists, and front office personnel	\$1.50	Handyman, Houseman, Janitor	\$.95
Elevator Operators and Other Clerical Employees	1.25	Kitchen Helper	1.00
Cook	2.00	Hotel Laundry Worker	.90
Assistant Cook	1.25	Laborer	.95
Housemaid	.95	Lifeguard	1.05
Mechanic	1.85	Maintenance man including Plumber, Electrician, Carpenter, and related occupations	1.90
Night Watchman	.95	Maintenance Helper	1.40
Pantryman	1.15	Seamstress	1.15
Pool Attendant	1.15	Storeroom man	1.15
		Waiter or Waitress	.95

6. Laundry and Dry Cleaning Industry

<u>Category</u>	<u>Rate Per Hour</u>	<u>Category</u>	<u>Rate Per Hour</u>
Office Clerk	\$1.25	Maintenance Mechanic	\$1.25
Assorter	1.00	Janitor	.95
Checker	1.00	Mangle Operator	.80
Checker Trainee	.75	Marker	.95
Counterman/woman	1.00	Shirt Presser	.90
Driver	1.30	Spotter Assorter	1.25
Dry Cleaning Machine Operator	.95	Steam Presser	1.15
General Laundry Worker	.85	Utility Man	.95
Hand Presser	1.00	Washer	1.00
Laundry Attendant	1.00	Bookkeeper	1.50
Machine Operator	1.00	Secretary	1.50
Machine Operator Trainee	.90		

7. Retail and Gift Shop Industry

<u>Category</u>	<u>Rate Per Hour</u>	<u>Category</u>	<u>Rate Per Hour</u>
Bookkeeper	\$1.50	Shipping Clerk	\$1.25
Cashier	1.50	Secretary	1.50
Cutter	1.25	Stockman/maid	.95
Deliveryman	1.25	Stock Laborer	.95
Handyman	.95		
Janitor	.95		

7. Retail and Gift Shop Industry (Cont'd)

<u>Category</u>	<u>Rate Per Hour</u>	<u>Category</u>	<u>Rate Per Hour</u>
Office Worker	\$1.25	*Truck Driver:	
Packer	.95	Light	\$1.30
Porter	.95	Medium	1.60
Refrigerator Repairman	1.95	Heavy	1.90
Salesman/lady	1.25	Special	2.20
Sales Clerk	.95	Television & Radio	1.95
Seamstress	1.15	Technician	
		Upholsterer	1.25
		Warehouse Clerk	1.25
		Yard Man	.85