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DRAFT MEMORANDUM

Pass Procedure for Admittance to Dumbarton Oaks

Numbered passes of white cardboard, embossed with the State Department seal and providing space for the name, nationality, and signature of the bearer, will be issued to all the delegates and their assistants. Separate buff-colored passes have been prepared for the staff of Dumbarton Oaks and for persons rendering special services during the period of the conversations, such as catering, electrical work et cetera. These are being allotted by categories showing on the face of the pass (e.g. Harvard Staff, Library Staff, Household Staff, Watchman, Gardener et cetera) thereby facilitating control of the movements of this personnel by the Military Police, where necessary.

Passes must be shown to the Military Police stationed at the entrance gates to Dumbarton Oaks, and all automobiles will be stopped and the occupants required to show their passes before being allowed to enter. Chauffeurs need not have passes, but they will not be permitted to remain within the grounds with their vehicles. After discharging passengers at the front door, cars must proceed to the street outside the gates where ample parking space will be reserved.

Passes for the various delegations will be reserved according to the following numerical blocks:

No. 1 - 99	-	United States of America
No. 100 - 149	-	United Kingdom
No. 150 - 199	-	U.S.S.R.
No. 200 - 249	-	China

A register containing ledger sheets on which will be listed pass numbers with space along side for the name and signature of the bearer is being prepared, and passes will be issued only from these sheets. It is expected that distribution to the American delegation will take place at Dumbarton Oaks at one of the full meetings prior to the commencement of the conversations. For the foreign delegations ledger sheets with the necessary number of passes will be given to each Embassy. As soon as the conversations begin the issuance of any further passes will be handled from Dumbarton Oaks.

Persons having official business in connection with the conversations who are not so designated at the time passes are distributed can, upon proper identification

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and authentication by a delegate, obtain at the gate a ~~temporary pass which will be valid until the completion of the official business or a visitor's pass which will be collected upon leaving the premises.~~ Such passes will be plainly stamped to show their temporary nature.

In the event that anyone authorized to attend the conversations should forget his pass he will have to make this known to the Military Police at the gate who will call the central Secretariat from where a representative will be sent to identify and admit him.