

Letters of Appointment and Commissioning Certificates

On the following pages are examples of the Letters of Appointment and the Commissioning Certificates issued in the first several months of the Confederate Post Office Department.

The documents provide an insight to how the appointments of postmasters were made. These particular documents were used in the period immediately after the postal system was taken over by the Confederacy. Some aspects of the forms would change later after the Department moved to Richmond and as new quantities of the forms were prepared by different printers.

These forms, as were almost all forms used by the Confederate Post Office Department, copied from those used by the US Post Office Department before the take over of the postal system by the Confederacy.

A transcription of the text of each of the two document types follows the actual documents.

Postmaster Letter of Appointment

Jesse Leatherwood, Woodruff, South Carolina, 3 September 1863

[No. 6.]

Confederate States of America.

POST OFFICE DEPARTMENT.

APPOINTMENT BUREAU,

Richmond Va Sept 30 1863

SIR:

The POSTMASTER GENERAL has appointed you POSTMASTER at Woodruff Dist. County of Spartanburg State of S. Carolina in which capacity you will be authorized to act upon complying with the following requirements:

1st. To execute the enclosed bond and cause it to be executed by two sufficient sureties, in the presence of suitable witnesses; and the sufficiency of the sureties, and their oath or affirmation, to be certified by a qualified magistrate.

2d. To take and subscribe the oath or affirmation of office enclosed, before a magistrate, who will certify the same, and deposit them in the mail, under an envelope, addressed to me.

After the receipt, at this Department, of your bond and qualification, duly executed and certified, and the approval of the same by the Postmaster General, a commission will, in due course of business, be sent to you.

You will then be entitled to enter upon the duties of the office, and to take charge of the public property belonging to the Post Office, aforesaid, such as desks, cases, boxes, tables of the Post Office, laws and instructions, mail keys, blanks, letters and papers on hand, and stationery.

If you accept the appointment, the bond and oath must be executed and returned without delay. If you decline, notice thereof should be immediately given to this office.

It will be your duty to continue in the charge of the office, either personally or by assistant, until you are relieved from it by the consent of the Department, which will be signified by the discontinuance of your office, or the appointment of your successor.

Respectfully,

Your obedient servant,

Jesse Leatherwood Woodruff S.C., B.N. Clements Chief of Appointment Bureau.

N. B.—The quarters expire on the 31st of March, 30th June, 30th September, and 31st December. Accounts must be rendered for each quarter within two days after its close.

Postmasters are not authorized to give credit for postage. Want of funds, therefore, is no excuse for failure of payment.

A Postmaster must not change the name by which his office is designated on the books of the Department, without the order of the Postmaster General.

Be careful in mailing letters and transient newspapers, to post-mark each one, in all cases, with the name of your office and State; and in all communications to the Department, to embrace the date, the name of your Post Office, county, (or district,) and State.

In stamping letters, great care should be observed to render the impression distinct and legible.

Confederate States document relating to the appointment of a Postmaster. Signed by B.N. Clements, Chief of Appointment Bureau. Post Office Department.

Text of Letter of Appointment (Form 6)

[No.6.]

Confederate States of America

POST OFFICE DEPARTMENT

APPOINTMENT BUREAU,

SIR:

The POSTMASTER GENERAL has appointed you POSTMASTER at
County State of

in which capacity you will be authorized to act upon complying with the following requirements:

1st. To execute the enclosed bond and cause it to be executed by two sufficient sureties, in the presence of suitable witnesses; and the sufficiency of the sureties, and their oath of affirmation, to be certified by a qualified magistrate.

2s. To take and subscribe the oath of affirmation of office enclosed, before a magistrate, who will certify the same, and deposit them in the mail, *under an envelope*, addressed to me.

After the receipt, at this Department, of your bond and qualification, duly executed and certified, and the approval of the same by the Postmaster General, a commission will, *in due course of business*, be sent to you.

You will then be entitled to enter upon the duties of the office, and to take charge of the public property belong to the Post Office, aforesaid, such as desks, cases, boxes, tables of the Post Office, laws and instructions, mail keys, blanks, letters and papers on hand, and stationary.

If you accept the appointment, the bond and oath must be executed and returned without delay. If you decline, notice thereof should be immediately given to this office.

It will be your duty to continue in charge of the office, either personally or by assistant, until you are relieved from it by consent of the Department, which will be signified by the discontinuance of your office, or the appointment of a successor.

Respectfully,

Your obedient servant,

Chief of the Appointment Bureau

Postmaster Commission

Thomas H. Reynolds, Waterloo, Alabama
Appointed 13 September 1861, Commission issued 18 October 1861

POST OFFICE DEPARTMENT.

JOHN H. REAGAN,

Postmaster General of the Confederate States of America,

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

Whereas, On the 22 day of July 1861, Thomas H. Reynolds was appointed Postmaster at Waterloo in the County of Saunderland, State of Alabama; and whereas he did, on the 13 day of September 1861, EXECUTE A BOND, and has taken the OATH OF OFFICE, as required by law,

Now know ye, That, confiding in the integrity, ability, and punctuality of the said Thomas H. Reynolds I do commission him a Postmaster, authorized to execute the duties of that Office at Waterloo aforesaid, according to the LAWS OF THE CONFEDERATE STATES, AND THE REGULATIONS OF THE POST OFFICE DEPARTMENT: To hold the said Office of Postmaster, with all the powers, privileges and emoluments to the same belonging, during the pleasure of the Postmaster General of the Confederate States.

In testimony whereof, I have hereunto set my hand, and caused the seal of the Post Office Department to be affixed, at Richmond Virginia, Alabama, the eighteenth day of October in the year of our Lord one thousand eight hundred and sixty-one.

John H. Reagan

POSTMASTER GENERAL.

Postmaster Commission

John C. Duncan, Clarendon, Arkansas.

Appointed 28 September 1861, Commission issued 9 October 1861

POST OFFICE DEPARTMENT.

JOHN H. REAGAN,

Postmaster General of the Confederate States of America.

TO ALL WHO SHALL SEE THESE PRESENTS, GREETING:

Whereas, On the 28 day of August 1861, John C. Duncan was appointed Postmaster at Clarendon in the County of Monroe, State of Arkansas; and whereas he did, on the 28 day of September 1861, EXECUTE A BOND, and has taken the OATH OF OFFICE, as required by law,

Now know ye, That, confiding in the integrity, ability, and punctuality of the said John C. Duncan I do commission him a Postmaster, authorized to execute the duties of that Office at Clarendon aforesaid, according to the LAWS OF THE CONFEDERATE STATES, AND THE REGULATIONS OF THE POST OFFICE DEPARTMENT: To hold the said Office of Postmaster, with all the powers, privileges and emoluments to the same belonging, during the pleasure of the Postmaster General of the Confederate States.

In testimony whereof, I have herewith set my hand, and caused the seal of the Post Office Department to be affixed, at ^{Richmond Virginia} Montgomery, Alabama, the 9th day of October in the year of our Lord one thousand eight hundred and sixty-one.

John H. Reagan

POSTMASTER GENERAL.

Text of a Commission Prepared for Issue at Montgomery, Alabama

POST OFFICE DEPARTMENT.

JOHN H. REAGAN,

Postmaster General of the Confederate States of America

TO ALL WHO SHALL SEE THESE PRESENTS, GREETINGS:

Whereas, On the ____ day of _____ 186 _____ was appointed Postmaster
at _____ in the County of _____, State of _____ ; and whereas
he did on the ____ day of _____ 186 , EXECUTE A BOND, and has taken the OATH OF OFFICE, as required by law,

Now Know Ye, That, confiding in the integrity, ability, and punctuality of the said _____

I do commission him a Postmaster, authorized to execute the duties of that Office at _____ aforesaid,

According to the LAWS OF THE CONFEDERATE STATES AND THE REGULATIONS OF THE POST OFFICE DEPARTMENT. To hold the said Office of Postmaster, with

All the powers, privileges and emoluments to the same belonging, serving the pleasure of the Postmaster General of the Confederate States.

In testimony whereof, I have hereunto set my hand, and caused the seal of the Post Office Department

To be affixed, at Montgomery, Alabama, the _____ day of _____ in the year of
our Lord one thousand eight hundred and sixty-____

POSTMASTER GENERAL