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

| POST OFFICE DEPARTMENT. APPOINTMENT BUREAU, Reclement of Market State of Angeles 1866. Sir: The Postmaster General has appointed you Postmaster at Moretruff, Site County of Partanety State of General in the following requirements: Ist. 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 cath or affirmation of office enclosed, before a magistrate, who will certify the same, and deposit them in the mail, under an enclope, 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 preserve belonging to the Post Office, aforesaid, such as dasks, 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, A Destinated mist of change the name by which his office is despinated on the books of the Department, which the order of the Fostmaster General. A Postmaster must not change the name by which his office is depinated on the books of the Department, of constitution and legible. Cunfederate States double boserved to render the impression distinct and legible. Cunfederate States of the States of t | | |
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| The Postmaster General has appointed you POSTMASTER at Mortification in which capacity you will be authorized to act upon complying with the following requirements. Ist. 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, faroresaid, such as desks, cases, boxes, tables of the Post. Office, faroresaid, such as desks, cases, boxes, tables of the Post. Office, faroresaid, such as desks, cases, boxes, tables of the Post. Office, faroresaid, such as desks, cases, boxes, tables of the Post. Office, faroresaid, such as desks, cases, boxes, tables of the Post. Office, faroresaid, such as desks, cases, boxes, tables of the Post. Office, faroresaid, such as desks, cases, boxes, tables of the Post. Office, and the appointment, the bond and oath must be executed and returned without delay. If you deceline, 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, **Respectfully** Your adherent service and transient newspapers, to pest-mark each one, in all cases, with the name of your office and father and rega | | Contederate States of America. |
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| | | Constitution of the second of |
| | | 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 your are relived 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

| y and a second | |
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| POST OFFIC | E DEPARTMENT. |
| POHN H | . Beagan, |
| Lostmaster General of th | e Confederate States of America, |
| | des Thiese Presients, Greenting: |
| | 1861 , Shomes H. Reynolds was appointed Bostmaster and whereas |
| A STATE OF THE STA | 1861, EXECUTE A BOND, and has taken the OATH OF DEFICE, as required by law, |
| | ability, and punctuality of the said Thomas, to Reynolds |
| I do commission him a Postmaster, authorized to execute the dutie | es of that Office at Nature aforesaid, |
| | ONS OF THE POST OFFICE DEPARTMENT: To hold the said Office of Postmaster, with |
| | ging, during the pleasure of the Dostmaster General of the Confederate |
| States. In testimony whereof, I have hereunt | to set my hand, and caused the scal of the Dost Office Departments . Stabona, the Cighteeuth day of October in the year of |
| our Lord one thousand ex | ight hundred and sixty-one, |
| | POSTMASTER GENERAL. |

Postmaster Commission

John C. Duncan, Clarendon, Arkansas. Appointed 28 September 1861, Commission issued 9 October 1861

| POST OFFICE | DEPARTMENT. |
|--|---|
| JOHN W. | REAGAW, |
| Postmaster General of the Co | nfederate States of America. |
| at Clarender in the Country of Monroe he did, on the 28 day of September 1861, when the May of September 1861, when the May we That, confiding in the integrity, ability, we have the confidence in the integrity of the confidence in the integrity, ability, we have the confidence in | A, John C. Duncan was appointed Tostmaster, State of Ackansas ; and whereas ; and whereas appointed by law, and punctuality of the said John, C. Duncan |
| I do commission him a Postmaster, authorized to execute the duties of that according to the LAWS OF THE CONFEDERATE STATES, AND THE REGULATIONS OF THE all the powers, privileges and emoluments to the same belonging, dur | POST OFFICE DEPARTMENT: To hold the said Office of Postmaster, with |
| States. In testimony whereof, of have hereunto set my to be affixed, at Montgomery, Oliuba our Lord one thousand eight hunder | hand, and caused the scal of the Post Office Departments and the Minth day of October in the year of lied and sixty= one. |
| 200 200 DA | John H. Regan 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, GRETINGS:

| 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 , EXECUTI | E A BOND, and has to | aken the OATH | OF OFFICE, as required by | law, |
| Now Know | Ye, That, confidi | ing in the integrity, abi | lity, and punctuality o | of the said | | |
| I do commission hi | m a Postmaster, a | authorized to execute th | ne duties of that Office | e at | aforesaid, | |
| According to the LAW | S OF THE CONFEDERA | ATE STATES AND THE REGUL | LATIONS OF THE POST OFFIC | CE DEPARTMENT. To | hold the said Office of Postma | aster, with |
| All the powers, priv | vileges and emolu | ments to the same belo | onging, serving the pl | easure of the Pos | stmaster General of the Con | federate |
| States. | | | | | | |
| In te | stimony whereof | , I have hereunto set m | y hand, and caused th | e seal of the Pos | t Office Department | |
| | To be affixed, | at Montgomery, Alab | ama, thed | ay of | in the year of | |
| | our Lord one t | thousand eight hundred | d and sixty | | | |

POSTMASTER GENERAL