

3 Special Services

310 Certificate of Mailing

311 Description

Certificates of mailing furnish evidence of mailing only. A receipt is not obtained on delivery of the mail to the addressee. The fee paid for certificates of mailing does not insure the item against loss or damage.

312 Availability

Customers can purchase a certificate of mailing when they send unregistered letter-post postcards and postal cards matter for the blind and uninsured parcel post or require a duplicate of an original certificate that pertained to a previously mailed item. A certificate of mailing cannot be obtained in combination with registered mail insured parcel post recorded delivery or bulk mailings of 200 pieces or more that bear a permit imprint.

313 Fees

313.1 Individual Pieces

The fee for certificates of mailing for ordinary letter-post and ordinary parcel post is \$0.95 per piece whether the item is listed individually on PS Form 3817 *Certificate of Mailing* or on firm mailing bills. Additional copies of PS Form 3817 or firm mailing bills are available for \$0.95 per page. PS Form 3877 *Firm Mailing Book for Accountable Mail* or forms printed at the mailer's expense may be used for certificates of three or more pieces of mail of any class presented at one time. If mailer-printed forms are used instead of PS Form 3877 these forms must contain at a minimum the same information as PS Form 3877. The fee is \$0.30 per article.

313.2 Bulk Pieces

PS Form 3606 *Certificate of Bulk Mailing* is used to specify the total number of identical pieces of ordinary letter-post mail that are paid for with regular postage stamps precanceled stamps or meter stamps. The following certificate of mailing fees apply:

Up to 1000 pieces	\$4.75
Each additional 1000 pieces or fraction	0.55
Duplicate copy	0.95

314 Processing Requests

314.1 Forms

314.11 Postal Service Forms

The forms used for domestic mail are also used for international mail (see DMM 503).

314.12 Treasury Department Forms

- a. The sender may receive a certificate of mailing on Treasury Department (Internal Revenue) Forms P.T. 26, 27-A, or 550 certifying that the sender has waived the right to withdraw the item from the mail. The certificate of mailing fees apply to these forms.
- b. Post Office facilities may also certify on Customs Form 4455 *Certificate of Registration* the exportation by mail of items sent abroad for alteration repair or replacement (see 713.43). The certificate of mailing fees apply to each completed form.

314.13 Agriculture Department Forms

Certain certificates or permits are required for the exportation of dried whole eggs and for tobacco seeds and plants. For procedures and fees see 550 and 560 respectively.

314.2 Preparation

314.21 Sender's Responsibility

Sender must:

- a. Prepare certificate as prescribed in DMM 503.
- b. Use a typewriter ink or ballpoint pen.
- c. Affix postage stamps or postage meter stamps *to the certificate* to cover fees or purchase a postage validation imprinter (PVI) label to be affixed by the accepting clerk.
- d. If certificate is an additional one for the same item endorse it "DUPLICATE" or "COPY."
- e. Return certificate to the accepting clerk.

314.22 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Make sure that the form has been properly completed and that the correct amount of postage has been affixed.
- b. Cancel the stamps with a postmark showing the current date.
- c. Sign the Treasury Department forms described in 314.12.

Note: This is the only instance in which certification requires signatures or initials of Postal Service employees.

- d. Return the form to the sender.

Exception: Permits for mailing tobacco seeds and tobacco plants are retained by the Post Office facility and forwarded to the Agriculture Department (see 560).

320 Insurance

321 Description

Insurance is provided against loss damage or rifling for parcel post items. Compensation varies according to the fee paid. If the parcel has been delivered to the addressee payment for damage and missing contents is paid to the addressee unless the addressee waives payment in writing in favor of the sender.

322 Availability

Insurance is available only for parcel post and only to certain countries. See Individual Country Listings. Insurance is not available for letter-post items.

323 Fees and Insured Value**323.1 Insurance Fees**

The insurance fee is in addition to postage and other applicable fees. See Individual Country Listings.

323.2 Insured Value**323.21 Maximum**

The insured value (insurance coverage) of a parcel may not be more than the maximum allowed for the country of destination. See Individual Country Listings.

323.22 Insured Value vs. Declared Value

The insured value (insurance coverage) of a parcel may not be more than the declared value of the contents. However insured value may be less than declared value depending on the wish of the sender.

323.23 Computation

The insurance fee is based on the insured value.

324 Processing Requests**324.1 Mailing Receipt and Insurance Number****324.11 General Use**

All international parcels must be numbered. PS Form 3813-P Insured Mail Receipt provides a numbered insurance label for the parcel and an identically numbered mailing receipt for the sender. The receipt is issued to the sender as proof of mailing and proof of payment of insurance fee. For volume mailers use PS Form 3877 Firm Mailing Book for Accountable Mail as sender's receipt. Only labels printed by the Postal Service may be used on international insured mail.

324.12 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Tear off the numbered insurance label and affix it to the parcel close to the address.
- b. Complete the receipt part of PS Form 3813-P to show city and country of destination postage insured value insured fee return receipt fee if applicable and total charge. Indicate special contents for fragile liquid and perishable items.
- c. Postmark and initial the receipt and issue it to the sender.
- d. For federal government official parcels (see 143.1) presented for insurance indicate the amount of the fee according to the authorized amount of insurance requested.

324.13 Sender's Responsibility

Sender should enter name and address of addressee on mailing receipt and retain it. The receipt must be submitted if the sender wishes to make an inquiry about or file a claim for an insured parcel (see Chapter 9).

324.2 Marking**324.21 Sender's Responsibility**

The sender must:

- a. Mark parcels containing fragile or perishable articles with the appropriate endorsement; e.g. "FRAGILE" "PERISHABLE" or "GLASS" etc.
- b. Enter the insured amount in U.S. currency (figures only) in the appropriate space on the customs declaration.

324.22 Retail Employee's Responsibility

The retail employee must:

- a. Indicate on the parcel the amount for which the parcel is insured. Write the amount in ink and express the amount in U.S. currency and special drawing right (SDR) values indicating both amounts in figures only. For example:

INSURED VALUE

\$100 (U.S.)

66.87 SDR

- b. See [Exhibit 324.22](#) for a table showing the conversion of U.S. dollar values up to \$600 to SDR equivalents. To determine SDR equivalents above \$600, multiply the insured amount, rounded up to the next full dollar, by the conversion factor of 0.6687.

Note: Use the following formulas in the conversion of U.S. dollars and SDR equivalents:

1 U.S. \$ = 0.6687 SDR 1 SDR = \$1.50 (1.4954)

- c. Enter the insured number insured amount and SDR equivalent on PS Form 2976-A *Customs Declaration and Dispatch Note — CP 72*.

Exhibit 324.22 (p. 1)

Conversion Table: U.S. Dollars to Special Drawing Right (SDR)

1 U.S. \$ = 0.6687 SDR

1 SDR = \$1.50 [\$1.4954]

US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR
1	0.6687	51	34.1037	101	67.5387	151	100.9737	201	134.4087	251	167.8437
2	1.3374	52	34.7724	102	68.2074	152	101.6424	202	135.0774	252	168.5124
3	2.0061	53	35.4411	103	68.8761	153	102.3111	203	135.7461	253	169.1811
4	2.6748	54	36.1098	104	69.5448	154	102.9798	204	136.4148	254	169.8498
5	3.3435	55	36.7785	105	70.2135	155	103.6485	205	137.0835	255	170.5185
6	4.0122	56	37.4472	106	70.8822	156	104.3172	206	137.7522	256	171.1872
7	4.6809	57	38.1159	107	71.5509	157	104.9859	207	138.4209	257	171.8559
8	5.3496	58	38.7846	108	72.2196	158	105.6546	208	139.0896	258	172.5246
9	6.0183	59	39.4533	109	72.8883	159	106.3233	209	139.7583	259	173.1933
10	6.6870	60	40.1220	110	73.5570	160	106.9920	210	140.4270	260	173.8620
11	7.3557	61	40.7907	111	74.2257	161	107.6607	211	141.0957	261	174.5307
12	8.0244	62	41.4594	112	74.8944	162	108.3294	212	141.7644	262	175.1994
13	8.6931	63	42.1281	113	75.5631	163	108.9981	213	142.4331	263	175.8681
14	9.3618	64	42.7968	114	76.2318	164	109.6668	214	143.1018	264	176.5368
15	10.0305	65	43.4655	115	76.9005	165	110.3355	215	143.7705	265	177.2055
16	10.6992	66	44.1342	116	77.5692	166	111.0042	216	144.4392	266	177.8742
17	11.3679	67	44.8029	117	78.2379	167	111.6729	217	145.1079	267	178.5429
18	12.0366	68	45.4716	118	78.9066	168	112.3416	218	145.7766	268	179.2116
19	12.7053	69	46.1403	119	79.5753	169	113.0103	219	146.4453	269	179.8803
20	13.3740	70	46.8090	120	80.2440	170	113.6790	220	147.1140	270	180.5490
21	14.0427	71	47.4777	121	80.9127	171	114.3477	221	147.7827	271	181.2177
22	14.7114	72	48.1464	122	81.5814	172	115.0164	222	148.4514	272	181.8864
23	15.3801	73	48.8151	123	82.2501	173	115.6851	223	149.1201	273	182.5551
24	16.0488	74	49.4838	124	82.9188	174	116.3538	224	149.7888	274	183.2238
25	16.7175	75	50.1525	125	83.5875	175	117.0225	225	150.4575	275	183.8925
26	17.3862	76	50.8212	126	84.2562	176	117.6912	226	151.1262	276	184.5612
27	18.0549	77	51.4899	127	84.9249	177	118.3599	227	151.7949	277	185.2299
28	18.7236	78	52.1586	128	85.5936	178	119.0286	228	152.4636	278	185.8986
29	19.3923	79	52.8273	129	86.2623	179	119.6973	229	153.1323	279	186.5673
30	20.0610	80	53.4960	130	86.9310	180	120.3660	230	153.8010	280	187.2360
31	20.7297	81	54.1647	131	87.5997	181	121.0347	231	154.4697	281	187.9047
32	21.3984	82	54.8334	132	88.2684	182	121.7034	232	155.1384	282	188.5734
33	22.0671	83	55.5021	133	88.9371	183	122.3721	233	155.8071	283	189.2421
34	22.7358	84	56.1708	134	89.6058	184	123.0408	234	156.4758	284	189.9108
35	23.4045	85	56.8395	135	90.2745	185	123.7095	235	157.1445	285	190.5795
36	24.0732	86	57.5082	136	90.9432	186	124.3782	236	157.8132	286	191.2482
37	24.7419	87	58.1769	137	91.6119	187	125.0469	237	158.4819	287	191.9169
38	25.4106	88	58.8456	138	92.2806	188	125.7156	238	159.1506	288	192.5856
39	26.0793	89	59.5143	139	92.9493	189	126.3843	239	159.8193	289	193.2543
40	26.7480	90	60.1830	140	93.6180	190	127.0530	240	160.4880	290	193.9230
41	27.4167	91	60.8517	141	94.2867	191	127.7217	241	161.1567	291	194.5917
42	28.0854	92	61.5204	142	94.9554	192	128.3904	242	161.8254	292	195.2604
43	28.7541	93	62.1891	143	95.6241	193	129.0591	243	162.4941	293	195.9291
44	29.4228	94	62.8578	144	96.2928	194	129.7278	244	163.1628	294	196.5978
45	30.0915	95	63.5265	145	96.9615	195	130.3965	245	163.8315	295	197.2665
46	30.7602	96	64.1952	146	97.6302	196	131.0652	246	164.5002	296	197.9352
47	31.4289	97	64.8639	147	98.2989	197	131.7339	247	165.1689	297	198.6039
48	32.0976	98	65.5326	148	98.9676	198	132.4026	248	165.8376	298	199.2726
49	32.7663	99	66.2013	149	99.6363	199	133.0713	249	166.5063	299	199.9413
50	33.4350	100	66.8700	150	100.3050	200	133.7400	250	167.1750	300	200.6100

Exhibit 324.22 (p. 2)

Conversion Table: U.S. Dollars to Special Drawing Right (SDR)

1 U.S. \$ = 0.6687 SDR

1 SDR = \$1.50 [\$1.4954]

US \$	SDR										
301	201.2787	351	234.7137	401	268.1487	451	301.5837	501	335.0187	551	368.4537
302	201.9474	352	235.3824	402	268.8174	452	302.2524	502	335.6874	552	369.1224
303	202.6161	353	236.0511	403	269.4861	453	302.9211	503	336.3561	553	369.7911
304	203.2848	354	236.7198	404	270.1548	454	303.5898	504	337.0248	554	370.4598
305	203.9535	355	237.3885	405	270.8235	455	304.2585	505	337.6935	555	371.1285
306	204.6222	356	238.0572	406	271.4922	456	304.9272	506	338.3622	556	371.7972
307	205.2909	357	238.7259	407	272.1609	457	305.5959	507	339.0309	557	372.4659
308	205.9596	358	239.3946	408	272.8296	458	306.2646	508	339.6996	558	373.1346
309	206.6283	359	240.0633	409	273.4983	459	306.9333	509	340.3683	559	373.8033
310	207.2970	360	240.7320	410	274.1670	460	307.6020	510	341.0370	560	374.4720
311	207.9657	361	241.4007	411	274.8357	461	308.2707	511	341.7057	561	375.1407
312	208.6344	362	242.0694	412	275.5044	462	308.9394	512	342.3744	562	375.8094
313	209.3031	363	242.7381	413	276.1731	463	309.6081	513	343.0431	563	376.4781
314	209.9718	364	243.4068	414	276.8418	464	310.2768	514	343.7118	564	377.1468
315	210.6405	365	244.0755	415	277.5105	465	310.9455	515	344.3805	565	377.8155
316	211.3092	366	244.7442	416	278.1792	466	311.6142	516	345.0492	566	378.4842
317	211.9779	367	245.4129	417	278.8479	467	312.2829	517	345.7179	567	379.1529
318	212.6466	368	246.0816	418	279.5166	468	312.9516	518	346.3866	568	379.8216
319	213.3153	369	246.7503	419	280.1853	469	313.6203	519	347.0553	569	380.4903
320	213.9840	370	247.4190	420	280.8540	470	314.2890	520	347.7240	570	381.1590
321	214.6527	371	248.0877	421	281.5227	471	314.9577	521	348.3927	571	381.8277
322	215.3214	372	248.7564	422	282.1914	472	315.6264	522	349.0614	572	382.4964
323	215.9901	373	249.4251	423	282.8601	473	316.2951	523	349.7301	573	383.1651
324	216.6588	374	250.0938	424	283.5288	474	316.9638	524	350.3988	574	383.8338
325	217.3275	375	250.7625	425	284.1975	475	317.6325	525	351.0675	575	384.5025
326	217.9962	376	251.4312	426	284.8662	476	318.3012	526	351.7362	576	385.1712
327	218.6649	377	252.0999	427	285.5349	477	318.9699	527	352.4049	577	385.8399
328	219.3336	378	252.7686	428	286.2036	478	319.6386	528	353.0736	578	386.5086
329	220.0023	379	253.4373	429	286.8723	479	320.3073	529	353.7423	579	387.1773
330	220.6710	380	254.1060	430	287.5410	480	320.9760	530	354.4110	580	387.8460
331	221.3397	381	254.7747	431	288.2097	481	321.6447	531	355.0797	581	388.5147
332	222.0084	382	255.4434	432	288.8784	482	322.3134	532	355.7484	582	389.1834
333	222.6771	383	256.1121	433	289.5471	483	322.9821	533	356.4171	583	389.8521
334	223.3458	384	256.7808	434	290.2158	484	323.6508	534	357.0858	584	390.5208
335	224.0145	385	257.4495	435	290.8845	485	324.3195	535	357.7545	585	391.1895
336	224.6832	386	258.1182	436	291.5532	486	324.9882	536	358.4232	586	391.8582
337	225.3519	387	258.7869	437	292.2219	487	325.6569	537	359.0919	587	392.5269
338	226.0206	388	259.4556	438	292.8906	488	326.3256	538	359.7606	588	393.1956
339	226.6893	389	260.1243	439	293.5593	489	326.9943	539	360.4293	589	393.8643
340	227.3580	390	260.7930	440	294.2280	490	327.6630	540	361.0980	590	394.5330
341	228.0267	391	261.4617	441	294.8967	491	328.3317	541	361.7667	591	395.2017
342	228.6954	392	262.1304	442	295.5654	492	329.0004	542	362.4354	592	395.8704
343	229.3641	393	262.7991	443	296.2341	493	329.6691	543	363.1041	593	396.5391
344	230.0328	394	263.4678	444	296.9028	494	330.3378	544	363.7728	594	397.2078
345	230.7015	395	264.1365	445	297.5715	495	331.0065	545	364.4415	595	397.8765
346	231.3702	396	264.8052	446	298.2402	496	331.6752	546	365.1102	596	398.5452
347	232.0389	397	265.4739	447	298.9089	497	332.3439	547	365.7789	597	399.2139
348	232.7076	398	266.1426	448	299.5776	498	333.0126	548	366.4476	598	399.8826
349	233.3763	399	266.8113	449	300.2463	499	333.6813	549	367.1163	599	400.5513
350	234.0450	400	267.4800	450	300.9150	500	334.3500	550	367.7850	600	401.2200

324.3 Postmarking

- a. Postmark item at the time of acceptance showing the full name of the Post Office facility two-letter state abbreviation and ZIP Code if authorized and the date of mailing.
- b. Postmark at all breaks (cuts or torn edges) of any gummed-paper strips used in sealing parcels.

324.4 Sealing

All insured parcels must be sealed.

324.5 Return Receipt

Return receipts may be purchased for insured parcels to all countries with which insurance agreements are in force except Canada (see 340).

325 Indemnity Claims and Payments

The sender must submit the original mailing receipt to initiate an inquiry or file a claim (see Chapter 9).

Note: For detailed information concerning indemnity claims and payments for lost rifled or damaged insured parcels see 930.

330 Registered Mail

331 Description

Customers may use registered mail service for additional protection and security in dispatch and conveyance in the United States. For each registered item a mailing receipt is issued by the office of mailing and a record of delivery is maintained at the office of destination. Indemnity limits are much lower for registered mail than for insured mail and do not extend uniformly to damage or rifling of contents. In the United States registered mail items are handled separately from all other mail and are kept in a secure area with restricted access. In destination countries registered mail items are handled according to their own internal procedures.

332 Availability

Customers can purchase registered mail service when they send letter-post postcards and postal cards and matter for the blind. Registered mail service is not available in combination with parcel post or M-bags to one addressee. See Individual Country Listings for country-specific prohibitions and restrictions on registered mail service usage.

333 Fees and Indemnity Limits

333.1 Registration Fees

The registry fee for all countries is \$7.90.

333.2 Indemnity Limit

Regardless of the declared value of a registered item the maximum amount of indemnity payable for loss damage or rifling is \$44.86.

334 Processing Requests

334.1 Mailing Receipt and Registration Number

334.11 General Use

A receipt is issued for registered mail when it is accepted. For individual transactions PS Form 3806 *Receipt for Registered Mail* is used. When an average of three or more items are presented for registration at one time PS Form 3877 *Firm Mailing Book for Accountable Mail* may be used (see DMM 503). The registered number is determined by Label 200 *Registered Mail* a preprinted self-adhesive label with a number series of nine digits preceded by a Service Type Code of two alpha characters and followed by the Country Code of two alpha characters "US." Only labels printed by the Postal Service may be used on international registered mail.

334.12 Sender's Responsibility

Sender must:

- a. Enter the name and address of addressee on the mailing receipt before presenting the item for registration.
- b. Declare the *full* value of mail presented for registration.
- c. The sender should retain the receipt and must submit it if he or she subsequently wishes to make an inquiry about or file a claim for the registered item (see Chapter 9).

334.13 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Affix a Label 200 *Registered Mail* to the item in the lower left corner of the address side and enter the number in ink on the mailing receipt.
- b. If requested by the sender show on the mailing receipt and on the Post Office record the time the item was accepted for mailing.
- c. Enter the registration fee and postage plus the return receipt and the restricted delivery fee if applicable on the receipt.
- d. Endorse mailing receipt "OFFICIAL PAID" or "OFF. PD." when federal government official mail is registered pursuant to 143.1.

334.14 Preparation

Items bearing an address in pencil or any other erasable format are not acceptable for registered mail service.

334.2 Marking

The accepting clerk must enter the following endorsements and special markings on each registered item:

- a. Affix Label 200 as noted above. All registered mail of U.S. origin must bear a Label 200.
- b. Place airmail Label 19-A or Label 19-B or the words "PAR AVION" on registered items prepaid for air if the sender has failed to do this.
- c. Endorse the item for special services requested by the sender.

334.3 Postmarking**334.31 Placement**

Postmark registered items twice on the back on the crossing of the upper and lower flaps. If return receipts are used postmark partially on the receipt and partially on the flaps of the letter. Items sealed on the address side must be postmarked on the address side.

334.32 Registered Matter for the Blind

Postmark registered matter for the blind on the address side.

334.4 Sealing**334.41 Sender's Responsibility**

Senders must securely seal letter-post items presented for registration. Wax or paper seals on envelopes must bear a distinctive mark of the sender and must be affixed in such a way as to allow sufficient space at the intersections of the flaps for postmarking. Self-sealing envelopes and items that appear to have been opened and resealed may not be registered.

334.42 Registered Matter for the Blind

Registered matter for the blind must *not* be sealed.

334.5 Return Receipt and Restricted Delivery

Return receipts and restricted delivery can be purchased for registered items to most countries. (See 340 and 350 and Individual Country Listings.)

335 Indemnity Claims and Payments

The sender must submit a mailing receipt to make an inquiry or file a claim (see chapter 9). Indemnity is provided for loss damage or rifling. If a registered article has been delivered to the addressee payment for damage and missing contents is paid to the addressee unless the addressee waives payment in writing in favor of the sender.

336 **Preparation**

Items bearing an address in pencil or any other erasable format are not acceptable for registered mail service.

340 **Return Receipt**

341 **Description**

PS Form 2865 *Return Receipt for International Mail (Avis de Reception)* is a *pink* card that is attached to a registered or insured item and to Global Express Mail to certain countries (see 221.4) at the time of mailing and which is removed and signed at the point of delivery and returned to sender. It provides the sender with evidence of delivery. Return receipts are completed in the country of destination in accordance with its internal regulations which may not require the addressee's signature except under special circumstances. These receipts are returned to sender by airmail.

342 **Availability**

Return receipts can be purchased *only* at the time of mailing and are available *only* for registered insured or recorded delivery mail. Return receipts are available to a limited number of countries for Global Express Mail (see 221.4). A few countries do not admit return receipts and many restrict them to registered mail. See Individual Country Listings.

343 **Fee**

The fee for a return receipt is \$1.85. This fee must be paid in addition to postage and other applicable charges. Return receipt service is available at no additional charge for Global Express Mail to certain countries.

Note: Include the weight of the return receipt when determining the postage for mailing the item.

344 **Processing Requests**

344.1 **Form**

344.11 **Sender's Responsibility**

Sender must record return address on the return receipt.

344.12 **Accepting Clerk's Responsibility**

Accepting clerk must:

- a. Record return receipt fee on insured or registered mailing receipt.
- b. Record address of addressee on return receipt.
- c. Attach return receipt to item.
- d. Affix and cancel postage equal to the sum of the return receipt fee postage and other applicable fees.

344.2 Marking

Accepting clerk must mark address side of item either “AVIS DE RECEPTION” or “A.”

344.3 Confirmation of Delivery After Mailing

A sender may request confirmation of delivery for registered or insured mail within 1 year after mailing by presenting the mailing receipt and filing an inquiry (see 922.1).

344.4 Return Receipt Improperly Completed or Not Received

If the sender pays for but does not receive a return receipt, or receives an improperly completed return receipt, the sender may request a refund of the return receipt fee at the Post Office where the service was purchased by presenting the mailing receipt.

350 Restricted Delivery

351 Description**351.1 General**

Restricted delivery is a service that generally limits who may receive an item. The details of the service however are governed by the internal legislation of the destination country. Some countries will deliver only to the addressee in person and will obtain that person’s signature on the receipt. Other countries may permit delivery to agents of the addressee and/or require only the signature of a postal official on the return receipt.

351.2 Undeliverable Mail

If the country of destination is unable to deliver the item in accordance with its regulations it will be returned as undeliverable.

352 Availability

Restricted delivery is available *only*:

- a. At time of mailing.
- b. For registered items or recorded delivery.
- c. If accompanied by a return receipt (see 340).
- d. To certain countries. See Individual Country Listings.

353 Fee

Fee is \$3.70 and is in addition to postage and other applicable fees.

354 **Processing Requests**354.1 **Marking**

Sender must endorse item "A REMETTRE EN MAIN PROPRE" or the equivalent in a language known in the destination country. Endorsement should be located on the address side below the return address.

354.2 **Postage**

Accepting clerk must affix and cancel postage equal to the sum of the restricted delivery fee regular postage and other fees.

360 Recorded Delivery

361 **Description**

Recorded delivery is the international service equivalent of domestic certified mail. It provides the mailer with a numbered mailing receipt and affords the opportunity to obtain confirmation of delivery through the purchase of a separate return receipt for an additional fee (see 342). The originating Post Office facility does *not* maintain a mailing record for recorded delivery service items. However the destination post office is required to retain a record of delivery for each recorded delivery service item that is tendered to an addressee.

362 **Availability**

Recorded delivery service is available when mailing letter-post items postcards and postal cards aerogrammes matter for the blind and M-bags to the destination countries listed in Exhibit 362.

Exhibit 362

Destination Countries Accepting Recorded Delivery

Ascension	Grenada	Nigeria
Austria	Guinea-Bissau	Paraguay
Bahamas	Guyana	Romania
Bangladesh	India	Rwanda
Belize	Iran	Saint Helena
Bhutan	Iraq	Sao Tome and Principe
Brunei Darussalam	Kenya	Slovak Republic (Slovakia)
Burkina Faso	Korea (Republic of)	Swaziland
Burundi	Kuwait	Switzerland
Colombia	Latvia	Tanzania
Congo (Democratic Republic of the)	Macedonia (Republic of)	Tonga
Costa Rica	Madagascar	Trinidad and Tobago
Croatia	Malaysia	Tunisia
Cuba	Maldives	Tuvalu
Czech Republic	Mali	Uganda
Dominican Republic	Mongolia	Venezuela
Fiji	Morocco	Vietnam
Germany	Mozambique	Yemen
Ghana	Namibia	Zambia
Greenland	Niger	

363 **Recorded Delivery Fee**

The recorded delivery fee is \$2.40 and is in addition to postage and other special service fees if applicable.

364 **Processing Requests**

364.1 **General Use**

PS Form 8099 *Receipt for Recorded Delivery* is used for recorded delivery. Only labels printed by the Postal Service may be used on recorded delivery mail.

364.2 **Marking**

364.21 **Sender's Responsibility**

The sender must prepare PS Form 8099 *Receipt for Recorded Delivery* and place it on the address side above the address and to the right of the return address; or for cards above the address in such a way as not to affect address legibility and postage. Add the endorsement "A REMETTRE EN MAIN PROPRE" (or the equivalent in a language known in the country of destination) in bold letters when the mailpiece is to be delivered to the addressee in person (restricted delivery). Request a return receipt at the time of mailing if one is desired. Complete PS Form 2865 at the time of mailing to request a return receipt or to request restricted delivery.

364.22 **Accepting Clerk's Responsibility**

Verify that the PS Form 8099 has been properly completed and that the correct fee and amount of postage have been affixed; postmark the receipt and return it to the mailer.

364.3 **Where to Mail**

Customers may mail recorded delivery items at a Post Office facility station or branch. They may also deposit the item in street letterboxes if a Post Office receipt is not desired.

364.4 **Return Receipt and Restricted Delivery**

Return receipts and restricted delivery service may be purchased for recorded delivery items to all countries with which restricted delivery service is available. (See 350 for restricted delivery service.) If a return receipt is requested the sender's complete return address must be placed on the mailpiece.

370 Supplemental Services

371 International Money Orders

371.1 Description

371.11 General

International postal money order service is available to transfer funds to individuals or firms in countries that have entered into agreements with the United States Postal Service for the exchange of postal money orders. International postal money orders may be sent by letter mail or Global Express Mail™ service (EMS).

371.12 Maximum Amount

The maximum amount for a single international postal money order is \$700 unless noted otherwise in parentheses in Exhibit 371.2.

There is no limit on the number of money orders that may be sent to a payee during any time period. There is a limit on the total face value of money orders an individual customer may purchase on any one day (see DMM 509).

371.2 Availability

International postal money orders are exchanged with countries using the pink International Postal Money Order (Form MP1). Exhibit 371.2 lists the countries that accept this form. The maximum amount for a single postal money order is \$700 unless noted otherwise in parentheses in Exhibit 371.2.

Exhibit 371.2

Countries Accepting the International Postal Money Order Form (MP1)

Albania	Dominican Republic ²	Montserrat
Anguilla	Ecuador ²	Nigeria ² (\$500)
Antigua and Barbuda	El Salvador (\$500)	Peru
Bahamas	Grenada	St. Christopher (St. Kitts) and Nevis
Barbados ¹	Guinea ²	St. Lucia
Belize	Guyana (\$500)	St. Vincent and the Grenadines
Bolivia ²	Honduras ²	Sierra Leone ²
British Virgin Islands	Jamaica ³	Trinidad and Tobago ³
Canada	Japan ⁴	
Cape Verde ²	Mali ²	
Dominica	Mexico ²	

(1) In Barbados the amount of the money due for payment will no longer be handwritten on Form MP1 (the form currently states "Amount To Be Written In Words") but will be electronically applied.

(2) Bolivia Cape Verde Dominican Republic Ecuador Guinea Honduras Mali Mexico Nigeria and Sierra Leone will not issue money orders for payment in the United States.

(3) Jamaica and Trinidad and Tobago will not issue money orders in U.S. dollars.

(4) In Japan the Form MP1 money orders issued for payment in the United States must be shown in U.S. dollars preceded by the capital letters "USD."

371.3 Fees

The fee for money orders payable in countries that accept Form MP1 is \$3.45 per money order.

371.4 Processing Requirements**371.41 Form Required — International Postal Money Order (Form MP1)**

Use the pink International Postal Money Order (Form MP1) for money orders payable to the countries listed in [Exhibit 371.2](#). Follow the issuance procedures in DMM 509.

Note: For money orders payable in Canada the amount of the money order must be expressed in U.S. currency only. Issuing clerks must use the money order imprinter in the usual manner printing the amount received in U.S. currency.

371.42 Preparation by Purchaser

When Form MP1 is used to send funds the purchaser should complete the information requested on both the money order and the customer's receipt. Follow the instructions for preparing domestic money orders in DMM 509 when using Form MP1. The Postal Service is not liable for money orders that are lost before the purchaser completes this information. Money orders may be made payable to the purchaser a person or a firm or a payee by official title. (Example: Director of Publications Canada.)

371.43 Preparation by Postal Service Employee

Follow the instructions for preparing domestic money orders in DMM 509 when issuing Form MP1.

371.5 Procedures for Cashing Money Orders Issued by Foreign Countries**371.51 Valid Postal Money Orders**

Valid postal money orders issued by countries listed in 371.2 will be paid in accordance with the procedures for cashing domestic money orders (see DMM 509). However no international money order will be paid after the expiration of the validity date on the money order.

371.52 Canadian Money Orders

Canadian money orders may be paid only if they are addressed to a payee within the United States and the amount is imprinted in United States currency.

371.53 Japanese Money Orders

Valid postal money orders issued by Japan on its Form MP1 are cashed in accordance with DMM 509. Money orders must not be paid after the expiration of the validity date indicated on the money order. The amount to be paid is shown in United States dollars and must not have been altered.

371.6 Lost Reissued Money Orders

Report the facts concerning lost reissued money orders (e.g. an international money order sent to the United States by a foreign country and reissued on a domestic form to the payee in the United States) to:

INTERNATIONAL MONEY ORDER SECTION
ACCOUNTING SERVICE CTR
US POSTAL SERVICE
PO BOX 82414
ST LOUIS MO 63182-9421

371.7 Inquiries**371.71 Who May Receive Information**

Postal Service employees must not disclose information concerning money order transactions to any person except the purchaser the payee the endorsee or a duly authorized agent of one of these. The Office of Accounting Postal Service Headquarters may authorize other requests only when the request concerns a specific money order or a specific party to a money order transaction and when accompanied by a valid court order. Send requests to:

OFFICE OF ACCOUNTING
US POSTAL SERVICE
475 L'ENFANT PLZ SW
WASHINGTON DC 20260-5240

371.72 Inquiries Regarding Payment**371.721 Money Orders Issued on International Postal Money Order (Form MP1)**

Use PS Form 6401 *Money Order Inquiry* in accordance with DMM 509 when filing inquiries or requests for replacement of an International Postal Money Order (Form MP1). Only the purchaser may file and receive payment. Replacement will not be made before 6 months after the date of issuance.

371.722 Reissued International Money Orders (89 Series)

Use PS Form 6401 *Money Order Inquiry* in accordance with DMM 509 when filing inquiries or requests for replacement of reissued international postal money orders. The U.S. payee may file and receive payment.

371.8 Standard International Money Orders (Discontinued)

The sale of standard international postal money orders using the *Authorization to Issue an International Money Order* form set was discontinued beginning August 10 2002.

To file an inquiry regarding a standard international postal money order issued in the United States before August 10 2002 send PS Form 6684 *Inquiry Concerning International Money Order Issued in the United States* to:

INTERNATIONAL MONEY ORDER SECTION
ACCOUNTING SERVICE CTR
US POSTAL SERVICE
PO BOX 82412
ST LOUIS MO63182-9421

372 International Reply Coupons

372.1 Description

- a. The sender of a letter may prepay a reply by purchasing reply coupons which are sold and exchangeable for postage stamps at post offices in member countries of the Universal Postal Union. The period of exchange of international reply coupons issued by the Universal Postal Union on or after January 1 1975 is unlimited.
- b. International reply coupons (in French *Coupons-Reponse Internationaux*) are printed in blue ink on paper that has the letters “UPU” in large characters in the watermark. The front of each coupon is printed in French. The reverse side of the coupon shows the text relating to its use in German English Arabic Chinese Spanish and Russian.
- c. Coupons sold in the United States have the selling price printed on them while coupons in other countries may not.

372.2 Availability

Reply coupons may be requisitioned by Post Office facilities in the same manner as postage stamps. The coupons should be stocked at Post Office facilities that have a demand for them.

372.3 Selling Price and Rate of Exchange

- a. The selling price of a reply coupon in the United States is \$1.85. One coupon is exchangeable in any other member country for a stamp or stamps representing the minimum postage on an unregistered air letter. Unused U.S. coupons (that is those with the U.S. selling price stamped on them) may be exchanged only for United States postage stamps by the original purchaser at a discount of 1 cent below the purchase price.
- b. International reply coupons purchased in foreign countries are exchangeable at U.S. Post Office facilities toward the purchase of postage stamps and embossed stamped envelopes (including aerogrammes) at the rate of \$0.84 per coupon irrespective of the country where they were purchased.

372.4 Processing Requests

- a. When an international reply coupon is sold the Postal Service clerk must place a postmark in the block which is headed *control stamp of the country of origin*.
- b. Under Universal Postal Union's regulations member countries are *not* required to place a control stamp or postmark on the international reply coupons that they sell. Therefore some foreign issue reply coupons which are tendered for redemption may bear the name of the issuing country (generally in French) rather than the optional control stamp or postmark. Such coupons are exchangeable for U.S. postage as specified in 372.3b.
- c. A Post Office facility redeeming an unused U.S. coupon must postmark it in the unpostmarked circle. A Post Office facility exchanging a foreign reply coupon must postmark it in the right circle. Post Office facilities must not accept foreign coupons that already bear a Postal Service postmark.
- d. Reply coupons issued by foreign countries prior to January 1 1975 are no longer redeemable at U.S. Post Office facilities. These old-style coupons are distinguishable from the newer coupons printed by the International Bureau of the Universal Postal Union because the name of the country of origin is always present on the old-style coupons. Customers processing pre-1975 coupons of foreign origin should be advised to return them to their correspondents in the country of issue for replacement or redemption through the selling post office.
- e. Reply coupons formerly issued by the Postal Union of the Americas and Spain are no longer valid. These coupons are printed in green ink and bear the caption *Cupon Respuesta America-Espanol*. Customers possessing any of these coupons should return them to their correspondents in the country of issue for redemption through the selling post office.
- f. Postmasters must process exchanged foreign and redeemed U.S. coupons as prescribed in 426.9 International Reply Coupons (IRCs) Handbook F-1 *Post Office Accounting Procedures*.

373 International Business Reply Service

373.1 Description

International Business Reply Service (IBRS) is similar to domestic business reply mail service. It allows envelopes and cards to be distributed to and deposited in certain foreign countries for return to the addressee in the United States without prepayment of postage. Postage and service fees are collected from the U.S. addressee at delivery. Special services cannot be used with IBRS.

373.2 **Availability**

International Business Reply Service (IBRS) is available to every country and territorial possession in the world that is a destination point for U.S.-originating international mail. To be admissible in the international mails IBRS envelopes and cards must conform to the size weight and format requirements that are specified in 373.5 and 373.6 respectively. Qualifying mailpieces receive airmail treatment upon being returned by the foreign postal administrations to United States addressees. See 373.4 for the standard IBRS fees that apply to each envelope or card that is returned to the holder of a business reply mail (BRM) permit.

Note: Domestic business reply items are notailable outside the United States. If deposited in a foreign postal system they will be treated in accordance with that country's internal postal regulations and may not be returned to the U.S. addressee.

373.3 **Who May Distribute IBRS Mail**

In order to initiate IBRS mail the U.S. sender must be a business reply mail (BRM) permit holder who has paid the prescribed accounting fee to participate in the Qualified Business Reply Mail (QBRM) program (see DMM 507). Prior to producing IBRS mail the mailers must advise in writing the postmaster of the Post Office facility where their permit is held that they intend to distribute IBRS mail. IBRS mail must meet all specifications of QBRM including using unique ZIP+4 codes identification of the rate category and using the corresponding barcode. The postmaster must assign the unique ZIP+4 codes as part of the application process. Participating mailers are encouraged to submit preproduction samples for approval. The postmaster responsible will issue a letter of authorization to the mailer.

373.4 **Fees**

The fees for IBRS are as follows:

- a. Envelopes up to 2 ounces: \$1.25
- b. Cards: \$0.84

Note: The fee for each returned IBRS envelope and card includes the per piece charge that is applied to domestic business reply and subject to QBRM accounting procedures. It is not necessary for the sender to obtain a separate international business reply permit to have IBRS items processed through their advance deposit account.

373.5 **Size and Weight Requirements**

373.51 **Cards**

The following size and weight requirements apply to cards:

- a. Minimum size: 3-1/2 by 5-1/2 inches.
- b. Maximum size: 4-1/4 by 6 inches.

- c. Thickness: Not less than .007 inch nor more than .016 inch.

Note: IBRS cards must be printed on paper stock meeting a standard industry basis weight of 75 pounds with none less than 71.25 pounds for 500 sheets measuring 25 inches by 38 inches and must also have a thickness of at least .007 inch and not more than .016 inch. The paper must be free from groundwood except when coated with a substance that adds to the paper's ability to resist an applied bending force.

373.52 **Envelopes**

The following size and weight requirements apply to envelopes:

- a. Minimum size: 3-1/2 by 5-1/2 inches.
- b. Maximum size: 6-1/8 by 11-1/2 inches.
- c. Thickness: Not less than .007 inch or more than .2 inch.
- d. Maximum weight: 2 ounces.

373.6 **Format Requirements ([Exhibit 373.6](#))**

373.61 **FIM**

Each International Business Reply Service (IBRS/CCRI) item must contain a Facing Identification Mark (FIM) pattern C printed at the top right portion of the address side of the item. The top of the FIM C bar pattern must be within 1/8 of an inch of the edge of the item and may extend to the edge. The right-most bar of the pattern must be within 2 inches (plus or minus 1/8 of an inch) of the right edge of the item. The FIM bars must be 5/8 (plus or minus 1/8) of an inch long. The entire FIM pattern must be completely contained within a rectangular clear zone measuring 1-1/4 inches in length and 5/8 of an inch in height; with its top edge formed by the top edge of the item and its right edge beginning 1-3/4 inches from the right edge of the item.

373.62 **Barcodes**

ZIP+4 Postnet Barcodes preassigned by the U.S. Postal Service must be printed on the address side of each International Business Reply Service (IBRS/CCRI) item within the "barcode read area" which must be free of any printing other than the barcode. The read area extends 5/8 of an inch from the bottom and at least 4-1/2 inches from the right edge of the item. The bottom of the bars must be positioned 1/4 inch (plus or minus 1/16 of an inch) from the bottom edge of the item and the barcode must be completely contained within the read area.

373.63 **No Postage Necessary Endorsement**

The endorsement "NE PAS AFFRANCHIR NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES" must be printed in the upper right corner of the face of the piece with a partial diagonal bar. The endorsement must not extend farther than 1-3/4 inches from the right edge of the mailpiece.

373.64 Business Reply Legend

The legend "INTERNATIONAL BUSINESS REPLY MAIL/RESPONSE PAYEE" must appear above the address in capital letters at least 3/16 of an inch high. Immediately below the legend the words "PERMIT NO." followed by the permit number and the issuing Post Office facility (city and state) must be shown in capital letters. This information must appear between two horizontal bars at least 3/32 of an inch thick and at least 1/2 inch apart. The endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" must appear immediately below the lower bar.

373.65 Address

The complete address must appear including the name of the permit holder street address (and/or Post Office box number) city state and unique ZIP+4 code that is preassigned and the country of destination (United States of America) with the bottom line of the address no lower than 5/8 of an inch and the city state and ZIP+4 code line no higher than 2-1/4 inches from the bottom edge of the mailpiece. A clear margin void of any extraneous matter (except for the horizontal bars specified below) of at least 1 inch is required between the left and right edges of the mailpiece and the address.

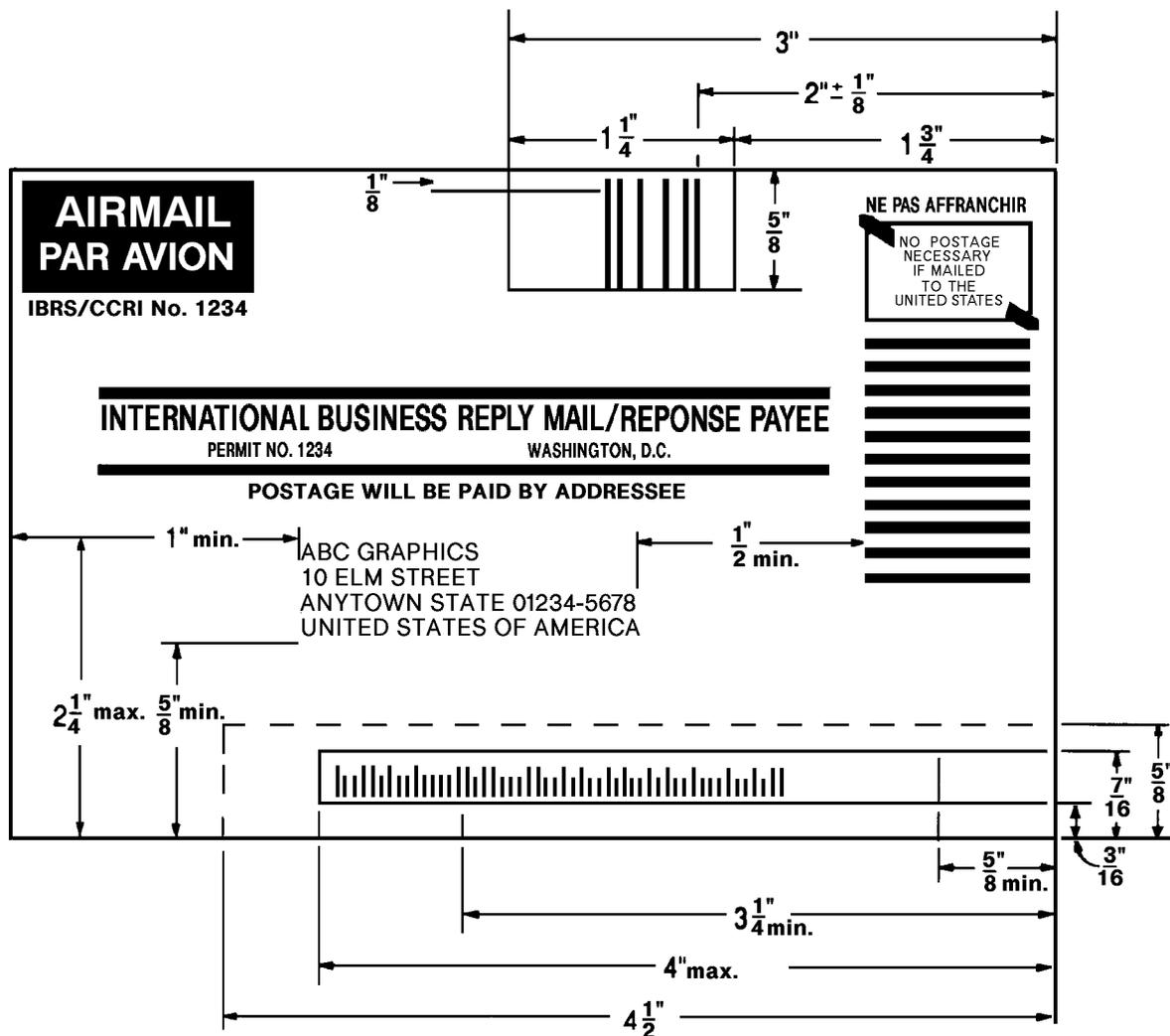
373.66 Air Mail Endorsement

The endorsement "AIR MAIL/PAR AVION" must be shown in the upper left corner on reverse print. Immediately beneath this endorsement must appear the words "IBRS/CCRI NO." followed by the permit number.

373.67 Horizontal Bars

A series of horizontal bars parallel to the length of the mailpiece must be printed immediately below the endorsement "NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES." The bars must be uniform in length at least 1 inch long and 1/16 of an inch to 3/16 of an inch thick and evenly spaced. The vertical column of horizontal bars must not extend below the delivery address line which is the line above the line containing the ZIP+4 code. There must be at least 1/2 of an inch clearance between the ZIP+4 code and the bars.

Exhibit 373.6
Format Requirements — US IBRS



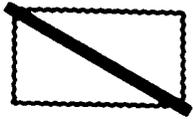
Drawing not to scale

373.7 Foreign International Business Reply Service

Mailers in the countries listed in 373.2 may be authorized to distribute IBRS mail in the United States. These items similar to the format in [Exhibit 373.7](#) are accepted without the prepayment of postage for return by air to the destination country. These items are forwarded with ordinary letters and cards to the designated international air exchange office for return to the appropriate country.

Exhibit 373.7

Format Requirements — Foreign IBRS

<p>By airmail <i>Par avion</i></p>	<p>NE PAS AFFRANCHIR</p>  <p>NO STAMP REQUIRED</p>
<p>IBRS NUMBER: PHQ-B/15/SW CCRI NUMERO:</p>	
<p>REPOSE PAYEE GRANDE-BRETAGNE</p>	
<p>ROYAL MAIL INTERNATIONAL 52 GROSVENOR GARDENS LONDON SW1W 0YA GREAT BRITAIN</p>	