

# 2 Conditions for Mailing

## 210 Global Express Guaranteed

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### 211 **Description**

#### 211.1 **General**

Global Express Guaranteed® (GXG™) service is an international expedited delivery service provided through an alliance with FedEx Corporation. It provides reliable, high-speed, guaranteed, and time-definite service from selected Post Office facilities in the United States to a large number of international destinations. (See Countries and Cities Served Section of Publication 141, *Global Express Guaranteed Service Guide*, for destination service commitments.) Global Express Guaranteed delivery service is guaranteed to meet the specified service standards or the postage paid may be refunded. For almost all network destinations, liability insurance is provided for lost or damaged shipments. See [215.5](#).

#### 211.2 **Eligibility**

Documents and general correspondence (non-dutiable items) and non-documents (all dutiable items including merchandise) may be shipped using Global Express Guaranteed service. See [212](#) for classification and rate treatment of specific shipments based on content. The allowable contents for Global Express Guaranteed shipments may also be restricted by the destinating country. Refer to Publication 141 for the definition of allowable contents for each destinating country. Senders are responsible for determining if their item is allowable despite any statement made in Publication 141, Global Express Guaranteed Website, or by a Postal Service employee or the Postal Service's agents.

#### 211.3 **Global Express Guaranteed Service**

Global Express Guaranteed (GXG) service may be used for shipments that contain documents and general correspondence for which no duty is assessed by the customs authority of the destinating country, or for shipments that contain non-documents, or other merchandise for which duty may be assessed by the customs authority of the destinating country. Document packages are sealed against inspection by the Postal Service or other U.S. agencies and authorities. Shipments that contain non-documents or other merchandise for which duty may be assessed by the customs authority of the destinating country are not sealed against inspection under 39 U.S.C. 3623(d). These shipments are also subject to inspection by the

Postal Service and its designated agents for purposes of aviation (air) security, and to determine that the contents are eligible for mailing and that the contents are adequately declared on the Global Express Guaranteed Air Waybill/Shipping Invoice to permit expedited customs clearance. All shipments (documents and non-documents) may also be subject to inspection in the destinating country for purposes of compliance with the customs requirements of the destinating country. See the listing of destinating countries in [213](#) for specific availability.

## 212 Postage Rates

### 212.1 Global Express Guaranteed Service Rates/Groups

Weight Not Over (Lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
0.5	\$28.50	\$28.75	\$37.00	\$75.00	\$38.00	\$38.00	\$37.00	\$52.00
1	41.00	42.50	49.00	93.00	58.00	55.00	47.00	65.00
2	44.50	47.50	56.00	107.75	65.75	63.45	54.20	80.90
3	48.00	52.50	63.00	122.50	73.50	71.90	61.40	96.80
4	51.50	57.50	70.00	137.25	81.25	80.35	68.60	112.70
5	55.00	62.50	77.00	152.00	89.00	88.80	75.80	128.60
6	58.50	67.50	84.00	166.75	96.75	97.25	83.00	144.50
7	62.00	72.50	91.00	181.50	104.50	105.70	90.20	160.40
8	65.50	77.50	98.00	196.25	112.25	114.15	97.40	176.30
9	69.00	82.50	105.00	211.00	120.00	122.60	104.60	192.20
10	72.50	87.50	112.00	225.75	127.75	131.05	111.80	208.10
11	75.35	90.65	116.30	237.00	132.65	137.45	116.05	218.10
12	78.20	93.80	120.60	248.25	137.55	143.85	120.30	228.10
13	81.05	96.95	124.90	259.50	142.45	150.25	124.55	238.10
14	83.90	100.10	129.20	270.75	147.35	156.65	128.80	248.10
15	86.75	103.25	133.50	282.00	152.25	163.05	133.05	258.10
16	89.60	106.40	137.80	293.25	157.15	169.45	137.30	268.10
17	92.45	109.55	142.10	304.50	162.05	175.85	141.55	278.10
18	95.30	112.70	146.40	315.75	166.95	182.25	145.80	288.10
19	98.15	115.85	150.70	327.00	171.85	188.65	150.05	298.10
20	101.00	119.00	155.00	338.25	176.75	195.05	154.30	308.10
21	103.85	122.15	159.30	349.50	181.65	201.45	158.55	318.10
22	106.70	125.30	163.60	360.75	186.55	207.85	162.80	328.10
23	109.55	128.45	167.90	372.00	191.45	214.25	167.05	338.10
24	112.40	131.60	172.20	383.25	196.35	220.65	171.30	348.10
25	115.25	134.75	176.50	394.50	201.25	227.05	175.55	358.10
26	118.10	137.90	180.80	405.75	206.15	233.45	179.80	368.10
27	120.95	141.05	185.10	417.00	211.05	239.85	184.05	378.10
28	123.80	144.20	189.40	428.25	215.95	246.25	188.30	388.10
29	126.65	147.35	193.70	439.50	220.85	252.65	192.55	398.10
30	129.50	150.50	198.00	450.75	225.75	259.05	196.80	408.10
31	132.35	153.65	202.30	462.00	230.65	265.45	201.05	418.10
32	135.20	156.80	206.60	473.25	235.55	271.85	205.30	428.10
33	138.05	159.95	210.90	484.50	240.45	278.25	209.55	438.10
34	140.90	163.10	215.20	495.75	245.35	284.65	213.80	448.10
35	143.75	166.25	219.50	507.00	250.25	291.05	218.05	458.10
36	146.60	169.40	223.80	518.25	255.15	297.45	222.30	468.10
37	149.45	172.55	228.10	529.50	260.05	303.85	226.55	478.10
38	152.30	175.70	232.40	540.75	264.95	310.25	230.80	488.10
39	155.15	178.85	236.70	552.00	269.85	316.65	235.05	498.10
40	158.00	182.00	241.00	563.25	274.75	323.05	239.30	508.10
41	160.10	184.10	245.30	571.50	279.55	329.20	243.45	516.60

Weight Not Over (Lbs.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8
42	162.20	186.20	249.60	579.75	284.35	335.35	247.60	525.10
43	164.30	188.30	253.90	588.00	289.15	341.50	251.75	533.60
44	166.40	190.40	258.20	596.25	293.95	347.65	255.90	542.10
45	168.50	192.50	262.50	604.50	298.75	353.80	260.05	550.60
46	170.60	194.60	266.80	612.75	303.55	359.95	264.20	559.10
47	172.70	196.70	271.10	621.00	308.35	366.10	268.35	567.60
48	174.80	198.80	275.40	629.25	313.15	372.25	272.50	576.10
49	176.90	200.90	279.70	637.50	317.95	378.40	276.65	584.60
50	179.00	203.00	284.00	645.75	322.75	384.55	280.80	593.10
51	181.10	205.10	288.30	654.00	327.55	390.70	284.95	601.60
52	183.20	207.20	292.60	662.25	332.35	396.85	289.10	610.10
53	185.30	209.30	296.90	670.50	337.15	403.00	293.25	618.60
54	187.40	211.40	301.20	678.75	341.95	409.15	297.40	627.10
55	189.50	213.50	305.50	687.00	346.75	415.30	301.55	635.60
56	191.60	215.60	309.80	695.25	351.55	421.45	305.70	644.10
57	193.70	217.70	314.10	703.50	356.35	427.60	309.85	652.60
58	195.80	219.80	318.40	711.75	361.15	433.75	314.00	661.10
59	197.90	221.90	322.70	720.00	365.95	439.90	318.15	669.60
60	200.00	224.00	327.00	728.25	370.75	446.05	322.30	678.10
61	202.10	226.10	331.30	736.50	375.55	452.20	326.45	686.60
62	204.20	228.20	335.60	744.75	380.35	458.35	330.60	695.10
63	206.30	230.30	339.90	753.00	385.15	464.50	334.75	703.60
64	208.40	232.40	344.20	761.25	389.95	470.65	338.90	712.10
65	210.50	234.50	348.50	769.50	394.75	476.80	343.05	720.60
66	212.60	236.60	352.80	777.75	399.55	482.95	347.20	729.10
67	214.70	238.70	357.10	786.00	404.35	489.10	351.35	737.60
68	216.80	240.80	361.40	794.25	409.15	495.25	355.50	746.10
69	218.90	242.90	365.70	802.50	413.95	501.40	359.65	754.60
70	221.00	245.00	370.00	810.75	418.75	507.55	363.80	763.10

## 212.2 Discounted Rates

### 212.21 General

Discounted rates apply to Global Express Guaranteed customers who prepare and pay for Global Express Guaranteed shipments online using the Web application located at [usps.com/gxg](http://usps.com/gxg). The Global Express Guaranteed online application provides the necessary systems for tracking usage and volume, as well as verifying and protecting revenue. These discounts do not apply to Global Express Guaranteed shipments that are paid for at participating Post Office facilities because the necessary volume tracking capabilities are not available at retail locations.

### 212.22 Online Discounts

Discounted rates apply to Global Express Guaranteed mailings that do not qualify for the volume discount schedule and the customer prepares and pays for Global Express Guaranteed shipments online at [usps.com](http://usps.com) or by using an authorized PC Postage vendor. Global Express Guaranteed published rates will be reduced by 10 percent for all payments at [usps.com](http://usps.com) or made through an authorized PC Postage vendor. The discount applies only to the postage portion of Global Express Guaranteed rates. It does not apply to the pickup service charge or additional insurance fees. The discount is automatically applied to each shipment.

**212.23 Eligibility for Online Discounts**

To be eligible for discounts for purchasing Global Express Guaranteed online, customers must register via the Global Express Guaranteed Web site, [usps.com/gxg](http://usps.com/gxg). Registration is accomplished by selecting the designated icon on the Global Express Guaranteed home page and following the accompanying instructions. This one-time registration will establish a shipping record and a customer history for purposes of calculating the appropriate discounts. To be eligible for online discounts, customers must prepare their shipping labels and pay for their shipments online using a credit card.

**212.24 Online Postage Payment****212.241 Credit Card Payment**

Customers must pay postage online using a credit card. The following credit cards are accepted for payment online: American Express, Diner's Club, Discover, MasterCard, and Visa.

**212.242 Deposit Within 24 Hours**

Customers paying postage online must enter their shipment via any of the methods outlined in [212.25](#) within 24 hours of the time when the label is printed or the transaction will be voided.

**212.243 Postage Adjustments**

Use of the online service is subject to subsequent verification of the shipment upon acceptance by the Postal Service to verify that the payment, weight, and time of entry are accurate. Registration for online service constitutes an authorization to the Postal Service to make adjustments to the initial credit charge for any postage deficiencies discovered upon acceptance. Adjustments for items paid online will automatically be made to the customer's credit card.

**212.244 Notification**

An e-mail notification will be provided to each customer showing the exact postage amount applicable for the online shipment, as well as the acceptance time and date.

**212.25 Shipment Preparation and Deposit****212.251 Preparation**

Customers must prepare shipments following the shipping preparation instructions on the Global Express Guaranteed Web site.

**212.252 Deposit**

The following choices are available for depositing Global Express Guaranteed shipments prepared online:

- a. On-call and scheduled pickup services are available for an added charge of \$14.25 for each pickup stop, regardless of the number of pieces picked up. (See [213.3](#))
- b. Customers may present their online shipments at the retail counter of any participating Global Express Guaranteed Post Office facility.
- c. Customers using the online postage payment option may drop shipments in collection boxes served by a participating Global Express Guaranteed Post Office facility.

212.253 **Acceptance of Online Shipments**

For purposes of computing the delivery guarantee, Postal Service acceptance of a Global Express Guaranteed item prepared online occurs when the shipment is received and scanned at a participating Global Express Guaranteed Post Office facility. Collection box deposit and carrier pickup do not constitute Postal Service acceptance of a Global Express Guaranteed shipment. Acceptance occurs when the shipment is brought back to the Post Office facility and the acceptance office performs a retail system scan to verify the weight and dimensions of the shipment. The customer will receive an e-mail verification of the acceptance date, time, and weight, as well as a verification of the amount of postage applicable for the shipment.

212.3 **Payment of Postage**

212.31 **Methods of Payment**

Postage may be paid by postage stamps, postage validation imprinter (PVI) labels, postage meter strips, PC Postage, or other payment methods noted on the Global Express Guaranteed Web site at [usps.com/gxg](http://usps.com/gxg).

212.32 **Official Mail**

Global Express Guaranteed shipments that are originated by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs requirements, and general conditions for mailing as Global Express Guaranteed shipments that are originated by non-governmental entities.

Both Global Express Guaranteed Document Service shipments and Non-Document service shipments mailed by Postal Service entities must bear the G-10 permit indicia that is prescribed for all Postal Service official mail. There is a 70-pound weight limit for Postal Service-originated Global Express Guaranteed shipments going to all authorized destinating countries. See section [143.2](#).

213 **Service Areas**

213.1 **U.S. Origins**

Global Express Guaranteed items must be entered through selected Post Office facilities that are located in the following ZIP Code areas. Not all facilities within a 3-digit ZIP Code area accept Global Express Guaranteed items. Check with your local Post Office facility for a participating Post Office facility near you.

State	Code	ZIP Code Areas
Alabama	AL	350, 351, 352, 354-363, 365, 366, 368
Alaska	AK	995, 997
Arizona	AZ	850, 852, 853, 857
Arkansas	AR	716, 717, 719-725, 727-729
California	CA	900, 902, 903-908, 910-928, 930-932, 934, 936, 937, 939-941, 943-951, 954
Colorado	CO	800-810, 814-816
Connecticut	CT	060-069
Delaware	DE	197-199

<b>State</b>	<b>Code</b>	<b>ZIP Code Areas</b>
District of Columbia	DC	200, 202, 203, 205, 207, 208
Florida	FL	320-323, 326-339, 341, 342, 344, 346, 347, 349
Georgia	GA	300-319, 398
Idaho	ID	835-838
Illinois	IL	600-609, 611-620, 622, 625-628
Indiana	IN	460-479
Iowa	IA	500-504, 507, 510, 511, 516, 520, 522-525, 527, 528
Kansas	KS	660-662, 667, 672, 674, 676
Kentucky	KY	400-407, 410-418, 420-427
Louisiana	LA	701, 703, 704, 707, 708
Maine	ME	039-041, 045, 049
Maryland	MD	206-212, 214, 215, 217, 219
Massachusetts	MA	010-027
Michigan	MI	480-498
Minnesota	MN	550, 551, 553, 554, 558-563
Mississippi	MS	386-397
Missouri	MO	630, 631, 633, 640, 641, 644, 645, 647, 648, 650, 654-658
Montana	MT	591
Nebraska	NE	680, 681, 685-687
Nevada	NV	890, 891, 894, 895
New Hampshire	NH	030-034, 038
New Jersey	NJ	070-089
New Mexico	NM	871
New York	NY	100, 101, 103-149
North Carolina	NC	272-274, 276, 280-282, 286
Ohio	OH	430-458
Oklahoma	OK	730, 731, 734-738, 740, 741, 743-749
Oregon	OR	972
Pennsylvania	PA	150-168, 170-180, 189-191, 193-196
Puerto Rico	PR	006-009
Rhode Island	RI	028, 029
South Carolina	SC	297-299
South Dakota	SD	570, 571
Tennessee	TN	370-374, 376-385
Texas	TX	750-754, 756, 759-764, 766, 769, 770, 772-778, 780-782, 784, 786-788, 791-796, 799
Utah	UT	840, 841, 843-847
Vermont	VT	054, 056
Virgin Islands	VI	008
Virginia	VA	200, 201, 220-227, 229-239, 242, 244, 246
Washington	WA	980-985, 988-992
West Virginia	WV	250-257, 260, 267
Wisconsin	WI	530-532, 534, 540, 546-548

213.2 **Destinating Countries and Rate Groups**

Global Express Guaranteed service is available to the following destinating countries and territories. For rate purposes, countries have been placed into one of eight rate groups.

<b>Country</b>	<b>GXG Rate Group</b>
Afghanistan	7
Albania	8
Algeria	No Service
Andorra	6
Angola	8
Anguilla	3
Antigua	3
Argentina	5
Armenia	8
Aruba	3
Ascension	No Service
Australia	4
Austria	6
Azerbaijan	8
Bahamas	3
Bahrain	7
Bangladesh	7
Barbados	3
Barbuda	3
Belarus	8
Belgium	3
Belize	5
Benin	8
Bermuda	3
Bhutan	5
Bolivia	5
Bonaire	3
Bosnia-Herzegovina	8
Botswana	8
Brazil	5
British Guiana (Guyana)	5
British Virgin Islands	3
Brunei Darussalam	8
Bulgaria	8
Burkina Faso	8
Burma	No Service
Burundi	8
Cambodia	8
Cameroon	8
Canada	1
Canary Islands, The (Spain)	6
Cape Verde	8
Cayman Islands	3
Central African Republic	No Service
Chad	8
Channel Islands (Great Britain)	3

<b>Country</b>	<b>GXG Rate Group</b>
Chile	5
China	4
Colombia	5
Comoros	No Service
Congo, Democratic Republic of the	8
Congo, Republic of the (Brazzaville)	8
Cook Islands (New Zealand)	4
Costa Rica	5
Cote d'Ivoire (Ivory Coast)	8
Croatia	8
Cuba	No Service
Curacao	3
Cyprus	7
Czech Republic	8
Denmark	6
Djibouti	8
Dominica	3
Dominican Republic	3
East Timor (Indonesia)	4
Ecuador	5
Egypt	7
El Salvador	5
England (Great Britain)	3
Equatorial Guinea	8
Eritrea	8
Estonia	8
Ethiopia	8
Falkland Islands	No Service
Faroe Islands	6
Fiji	5
Finland	6
France	3
French Guiana	5
French Polynesia	8
Gabon	8
Gambia	8
Georgia, Republic of	8
Germany	3
Ghana	8
Gibraltar	6
Great Britain & Northern Ireland	3
Greece	6
Greenland	6
Grenada	3
Guadeloupe	3
Guatemala	5
Guinea	8
Guinea-Bissau	No Service
Guyana	5
Guyane (French Guiana)	5
Haiti	3
Honduras	5

<b>Country</b>	<b>GXG Rate Group</b>
Hong Kong	3
Hungary	8
Iceland	6
India	7
Indonesia	4
Iran	No Service
Iraq	7
Ireland, Northern (Great Britain & Northern Ireland)	3
Ireland (Eire)	3
Israel	7
Italy	3
Jamaica	3
Japan	3
Jordan	7
Jost Van Dyke Island (British Virgin Islands)	3
Kazakhstan	8
Kenya	8
Kiribati	No Service
Korea, Democratic People's Rep. of (North Korea)	No Service
Korea, Republic of (South Korea)	4
Kuwait	7
Kyrgyzstan	8
Laos	8
Latvia	8
Lebanon	7
Lesotho	8
Liberia	8
Libya	No Service
Liechtenstein	6
Lithuania	8
Luxembourg	3
Macao	3
Macedonia, Republic of	8
Madagascar	8
Malawi	8
Malaysia	4
Maldives	8
Mali	8
Malta	6
Marshall Islands	No Service
Martinique	3
Mauritania	8
Mauritius	8
Mexico	2
Micronesia, Federated States of	No Service
Moldova	8
Monaco (France)	3
Mongolia	8
Montserrat	3
Morocco	8

<b>Country</b>	<b>GXG Rate Group</b>
Mozambique	8
Namibia	8
Nauru	No Service
Nepal	8
Netherlands	3
Nevis (St. Kitts and Nevis)	3
New Caledonia	5
New Guinea (Papua New Guinea)	5
New Zealand	4
Nicaragua	5
Niger	8
Nigeria	8
Norfolk Island (Australia)	4
Norman Island (British Virgin Islands)	3
Norway	6
Oman	7
Pakistan	7
Panama	5
Papua New Guinea	5
Paraguay	5
Peru	5
Philippines	4
Pitcairn Island	No Service
Poland	8
Portugal	6
Qatar	7
Reunion	8
Romania	8
Russia	8
Rwanda	8
Saba	3
Saint Barthelemy (Guadeloupe)	3
Saint Eustatius	3
Saint Helena	No Service
Saint Kitts and Nevis (St. Christopher and Nevis)	3
Saint Lucia	3
Saint Maarten	3
Saint Pierre and Miquelon	No Service
Saint Vincent and the Grenadines	3
San Marino	3
Sao Tome & Principe	No Service
Saudi Arabia	7
Scotland (Great Britain and Northern Ireland)	3
Senegal	8
Serbia-Montenegro	8
Seychelles	8
Sierra Leone	No Service
Singapore	3
Slovak Republic	8
Slovenia	8
Solomon Islands	No Service

<b>Country</b>	<b>GXG Rate Group</b>
Somalia	No Service
South Africa	8
Spain	6
Sri Lanka	7
Sudan	No Service
Suriname	5
Swaziland	8
Sweden	6
Switzerland	6
Syrian Arab Republic	7
Tahiti (French Polynesia)	8
Taiwan	3
Tajikistan	No Service
Tanzania	8
Thailand	4
Togo	8
Tonga	No Service
Tortola Island (British Virgins Islands)	3
Trinidad & Tobago	3
Tristan da Cunha	No Service
Tunisia	8
Turkey	7
Turkmenistan	8
Turks & Caicos Islands	3
Tuvalu	No Service
Uganda	8
Ukraine	8
Union Island (St. Vincent and the Grenadines)	3
United Arab Emirates	7
United Kingdom (Great Britain and Northern Ireland)	3
Uruguay	5
Uzbekistan	8
Vanuatu	5
Vatican City	3
Venezuela	5
Vietnam	4
Virgin Islands (British Virgin Islands)	3
Wales (Great Britain and Northern Ireland)	3
Wallis and Futuna Islands	4
Western Samoa	No Service
Yemen	7
Yugoslavia (see individual Republics)	8
Zaire (see Congo, Democratic Republic of)	8
Zambia	8
Zimbabwe	8

Global Express Guaranteed service is available to all locations that are referenced in the Individual Country Listings *except* for the following:

Algeria	Pitcairn Island
Ascension	Saint Helena
Burma	Saint Pierre and Miquelon
Central African Republic	Sao Tome and Principe
Comoros	Sierra Leone
Cuba	Solomon Islands
Falkland Islands	Somalia
Guinea-Bissau	Sudan
Iran	Tajikistan
Kiribati	Tonga
Korea, Democratic People's Republic of (North Korea)	Tristan de Cunha
Libya	Tuvalu
Nauru	Western Samoa

Only documents (see [211.3](#)) may be sent to the following countries:

Andorra	Serbia-Montenegro
Bhutan	Syrian Arab Republic (Syria)
Iraq	

### 213.3 Pickup Service

- a. On-call and scheduled pickup services are available for an added charge of \$14.25 for each pickup stop, regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, Express Mail International, domestic Priority Mail, Priority Mail International, and/or domestic Parcel Post is picked up at the same time.
- b. No pickup fee will be charged when Global Express Guaranteed is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.5; for more information, also visit the online site at [usps.com/pickup](https://usps.com/pickup).

## 214 Service Guarantee

### 214.1 General

The Postal Service guarantees delivery within the service standards specified in Publication 141 or the sender may be entitled to a full refund of the postage paid. For the purpose of the postage-refund delivery guarantee, the date and time of delivery, attempted delivery, or availability for delivery constitutes delivery.

### 214.2 Transit Days for Shipments Containing Non-Documents

Total transit days for Global Express Guaranteed service for non-document items may be affected by general customs delays, specific customs commodity delays, holidays observed in the destinating country, and other factors beyond the Postal Service's control. See the Terms and Conditions

on the Global Express Guaranteed Air Waybill/Shipping Invoice or in Publication 141 for details.

## 215 **Inquiries, Postage Refunds, and Indemnity Claims**

### 215.1 **Inquiries**

Inquiries concerning the delivery of Global Express Guaranteed items are made by calling 800-222-1811 or through the Postal Service Web site.

### 215.2 **Postage Refunds**

Postage may be refunded for a shipment mailed at a participating Post Office facility before the specified deposit time if the carrier does not deliver the shipment, does not attempt to deliver the shipment, or does not make the shipment available in accordance with the postage-refund delivery guarantee standards in Publication 141 on or before close of business in the local time zone in the delivery location. To request refunds or obtain details on how to file a claim, contact a customer service representative at 800-222-1811. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label) is required for a postage refund. Requests for postage refunds must be made no later than 30 days from the date of mailing. Shipments to post office box addresses are not eligible for refunds. The signature of the recipient or recipient's agent is required upon delivery of the refund.

### 215.3 **Indemnity Claims**

If a shipment is lost or damaged, the sender may file a claim for document reconstruction costs (for document items), or for the declared value of the shipment costs (for non-document items). All claims must be initiated within 30 days of the shipment date by contacting a customer service representative at 800-222-1811. The representative will provide more details on how to file a claim. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice must be included when filing a claim. Consult Publication 141 for limitations and restrictions on indemnity payments for Global Express Guaranteed items. The Global Express Guaranteed customer service office will adjudicate refunds for Global Express Guaranteed. The Global Express Guaranteed customer service office can be contacted at 800-222-1811. Final approval and payment will be made by the Postal Service.

### 215.4 **Extent of Postal Service Liability for Lost or Damaged Contents**

Liability for a lost or damaged Global Express Guaranteed shipment is limited to the lowest of the following:

- a. \$100 or the amount of additional optional insurance purchased.
- b. The actual amount of the loss or damage.
- c. The actual value of the contents.

“Actual value” means the lowest cost of replacing, reconstructing, or reconstituting the allowable contents of the shipment (determined at the time and place of acceptance). See Individual Country Listings.

## 215.5 Insurance

### 215.51 Insurance for Global Express Guaranteed

Document reconstruction insurance (the reasonable costs incurred in reconstructing duplicates of nonnegotiable documents mailed) and non-document insurance for loss or damage up to \$100 per shipment are included at no additional charge. (See Individual Country Listings for availability.) Additional insurance may be purchased for document and non-document shipments, as outlined in section [215.52](#), not to exceed the total cost of reconstruction, \$2,499, or a lesser amount as limited by country, content, or value. Coverage, terms, and limitations are subject to change.

### 215.52 Insurance Fees

Insurance Amount	Fee
\$100	No Fee
\$200	\$0.75
\$300	\$1.50
\$400	\$2.25
\$500	\$3.00
For document reconstruction insurance or non-document insurance coverage above \$500, add \$0.75 per \$100 or fraction thereof, up to a maximum of \$2,499 per shipment.	
\$2,499	\$18.00

## 216 Sizes and Weights

### 216.1 General

The weight, dimensional weight, and size limits set forth in this section are for Global Express Guaranteed service shipments containing documents and non-documents unless otherwise noted in the Individual Country Listings.

### 216.2 Weight Limits

The maximum weight is 70 pounds.

### 216.3 Dimensional Weight

Postage for Global Express Guaranteed is charged based on the actual weight or the dimensional weight (as calculated in [216.31](#) or [216.32](#)), whichever is greater.

### 216.31 Determining Dimensional Weight for a Rectangular-Shaped Parcel

Follow these steps to determine the dimensional weight for a rectangular-shaped parcel:

- a. Determine the length, width, and height in inches. Round off each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.

- c. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

#### 216.32 **Determining Dimensional Weight for a Nonrectangular-Shaped Parcel**

Follow these steps to determine the dimensional weight for a nonrectangular-shaped parcel:

- a. Determine the length, width, and height in inches. Measure the length, width, and height at their extreme dimensions. Round off each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Multiply the result by an adjustment factor of 0.785.
- d. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

#### 216.4 **Size Limits**

##### 216.41 **Minimum Size**

An envelope or package must be large enough to hold on its face the postage and the plastic pouch that carries the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label). The shipping label is approximately 5.5 inches high and 9.5 inches long, and the plastic pouch that carries it is approximately 7 inches high and 12 inches long.

##### 216.42 **Maximum Size**

Length and girth combined may not exceed 108 inches. Individual dimensions may not exceed 46 inches in length, 35 inches in width, and 46 inches in height.

#### 217 **Mail Preparation**

##### 217.1 **Preparation by the Sender**

- a. Prepare the item as a flat or package using either the Global Express Guaranteed envelope provided by the Postal Service or mailer-supplied packaging. Mailers using their own envelope or wrapping must also affix a Global Express Guaranteed sticker (Item 107PGG3) to the front and back of the item.
- b. Complete the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) to show the complete address of the sender and addressee. Items cannot be addressed to a post office box or an APO or FPO address.
- c. Complete the Shipment Details to show the contents in detail. For documents, include the estimated cost of reconstruction. For non-documents, include a valuation and country of manufacture. Non-document shipments cannot have a value that exceeds \$2,499. All Global Express Guaranteed shipments must be signed and dated on the mailer agreement.

**217.2 Preparation by Acceptance Employee**

- a. Check that the sender has properly completed the Global Express Guaranteed Air Waybill/Shipping Invoice.
- b. Complete the postage transaction if the item is not prepaid.
- c. Complete the “Origin” information.
- d. Remove the customer’s copy of the Global Express Guaranteed Air Waybill/Shipping Invoice and give it to the customer. Process the Global Express Guaranteed Air Waybill/Shipping Invoice according to directions on the shipping document.

**217.3 Customs Forms Not Required**

The Global Express Guaranteed Air Waybill/Shipping Invoice contains space for the sender to declare the contents. A separate postal customs declaration is not used.

## 220 Express Mail International

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**221 Description****221.1 General**

Express Mail International is a reliable high-speed mail service available to certain countries (see Individual Country Listings for service availability). Express Mail International with Guarantee service — which offers a date-certain, postage-refund guarantee — is available only to Australia, China, Hong Kong, Japan, and Korea, Republic of (South Korea). Express Mail International is available at designated Postal Service facilities authorized to accept domestic Express Mail.

**221.2 Eligibility**

Any item not prohibited in international mail is allowed in Express Mail International. Refer to the “Country Conditions for Mailing” in the Individual Country Listings for individual country prohibitions. International postal money orders are admissible in Express Mail International. However, they are only negotiable if the proper form is used. The following items are prohibited in all Express Mail International shipments: coins; banknotes; currency notes, including paper money; securities of any kind payable to bearer; traveler’s checks; platinum, gold, and silver; precious stones; jewelry; watches; and other valuable articles.

**221.3 Insurance and Indemnity**

Express Mail International items are insured against loss, damage, or rifling at no additional cost. Indemnity will be paid by the U.S. Postal Service as provided in DMM 609 and 503. However, Express Mail International items are *not* insured against delay in delivery. Indemnity payments will not be made in the event of delay. Postage refunds for delay are considered only for countries with Express Mail International with Guarantee service.

221.31 **Express Mail International Merchandise Insurance**

Express Mail International merchandise insurance coverage against loss, damage, or rifling is provided up to \$100 at no additional charge. Additional insurance coverage above \$100 may be purchased at the sender’s option. The fee for optional Express Mail International merchandise insurance coverage is \$0.75 up to \$200; \$2.10 for \$200.01 to \$500; and \$2.10 plus \$1.35 for each \$500 or fraction thereof over \$500, up to a maximum of \$5,000 per shipment, although limits vary by country. See Individual Country Listings for merchandise insurance limits.

221.32 **Purchase of Additional Insurance**

When a mailer wants to insure an Express Mail International merchandise shipment in an amount more than \$100, the insurance fee is entered in the block marked “Insurance” on the mailing label. Coverage is limited to the actual value of the contents, regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. See DMM 503.

221.33 **Document Reconstruction Insurance**

Nonnegotiable documents are insured against loss, damage, or rifling at no additional cost to the mailer. Document reconstruction insurance coverage is limited to a maximum of \$100 per shipment. Additional coverage beyond the \$100 indemnity limit is not available. See DMM 609 and 503.

**Note:** Express Mail International indemnity payments are subject to the provisions of DMM 609 and 503, and IMM 935. Indemnity payments will not be made in the event of delay. Postage refunds for delay are considered only for countries with Express Mail International with Guarantee service.

221.4 **Return Receipt Service**

Return Receipt service is available for Express Mail International items *only* to the following countries at no additional charge (see [340](#) for preparation procedures):

Argentina	Pakistan
Australia	Qatar
Bahrain	Singapore
Guinea-Bissau	South Africa
Hong Kong	Taiwan
Korea, Republic of (South)	Tunisia
Kuwait	

222 **Postage**

222.1 **Rates**

222.11 **Country Rates**

See the Individual Country Listings for countries that offer Express Mail International.

Exhibit 222.11

**Express Mail International Flat-Rate Envelope**

Canada & Mexico	\$22.00
All other countries	\$25.00

222.12 **Express Mail International Corporate Account Rates**

Express Mail International rates will be reduced by 5 percent for all payments made through an Express Mail corporate account (EMCA) or through the federal agency payment system. The discount applies only to the postage portion of Express Mail International rates. It does not apply to the pickup service charge, additional merchandise insurance coverage fees, or shipments made under an International Customized Mail agreement.

222.13 **Online Rates – General**

Discounted rates apply to Express Mail International customers who prepare and pay for Express Mail International shipments online at [usps.com](http://usps.com) or by using an authorized PC Postage vendor.

222.131 **Eligibility for Online Discounts**

To be eligible for discounts for purchasing Express Mail International online, customers must register via the shipping site at [usps.com](http://usps.com). Registration is accomplished by selecting the designated icon on the Web site and following the accompanying instructions. This one-time registration will establish a shipping record and a customer history. To be eligible for online discounts, customers must prepare their shipping labels and pay for their shipments online using a credit card. The following credit cards are accepted for payment online: American Express, Diner's Club, Discover, MasterCard, and Visa.

222.132 **Online Discounts**

Express Mail International published rates will be reduced by 8 percent for all payments at [usps.com](http://usps.com) or made through an authorized PC Postage vendor. The discount applies only to the postage portion of Express Mail International rates. It does not apply to the pickup service charge, additional merchandise insurance fees, or shipments made under an International Customized Mail agreement.

222.2 **Payment of Postage**222.21 **Methods of Payment**

Express Mail International may be paid by postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage, or through the use of an Express Mail corporate account.

**222.22 Application for Corporate Account**

A written application is required before mailing can be made under a corporate account (see DMM 114).

**222.23 Official Mail****222.231 Mailings by Federal Agencies**

Express Mail International shipments that are entered by federal agencies and departments are subject to the same postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing as Express Mail International shipments that are originated by nongovernmental entities.

**222.232 Postal Service Mailings**

Express Mail International shipments mailed by U.S. Postal Service entities must bear the G-10 permit indicia that is prescribed for all Postal Service official mail. There is a 66-pound weight limit for Postal Service-originated Express Mail International shipments going to all destination countries, unless the destination country has a higher weight limit. See [143.2](#).

**222.24 Pickup Service**

On-call and scheduled pickup services are available for an added charge of \$14.25 for each pickup stop, regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, Priority Mail International, Global Express Guaranteed, and/or domestic Parcel Post is picked up at the same time. No pickup fee will be charged when Express Mail International is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.5; for more information, also visit the online site at [usps.com/pickup](https://usps.com/pickup).

**223 Physical Characteristics****223.1 Weight Limits**

See the Individual Country Listings for countries that offer Express Mail International.

**223.2 Dimensions**

- a. Maximum length: 36 inches.
- b. Maximum length and girth combined: 79 inches.

**Note:** For exceptional size limits, see Individual Country Listings for countries that offer Express Mail International.

**224 Mail Preparation****224.1 Preparation by Sender**

- a. Complete the “From” and “To” portions of Label 11-B, *Express Mail Post Office to Addressee*, or online label for each piece of mail and affix the completed label to each piece.

- b. Prepare and affix the appropriate customs form to the piece of mail. See the Individual Country Listings for countries that offer Express Mail International for required customs declarations.

#### 224.2 **Preparation by Acceptance Employee**

- a. Check the address label to ensure that the sender has completed the “From” and “To” portions.
- b. Verify that customer has properly completed the appropriate customs declaration form, if required.
- c. Enter the originating facility ZIP Code; date and time received; weight; merchandise insurance fee, if applicable (see [221.31](#) and [221.32](#)); total postage; and initial. Ensure that the correct amount of postage is affixed to the mailpiece.
- d. Give the Customer Receipt copy to the mailer and retain the Finance Copy. Peel off the backing of the remaining portion and affix it to the item. For online shipments, customer receipts are not necessary; for non-IRT and POS offices, record the required Finance information on the special form provided for this purpose.
- e. After acceptance, place each item in the appropriate working pouch and forward it to the international exchange office authorized to dispatch Express Mail International to that destination. (See Handbook T-5, *International Mail Operations*.)

#### 224.3 **Customs Forms Required**

See the Individual Country Listings for countries that offer Express Mail International. Mailers are responsible for determining customs requirements and complying with them. Mailers should confirm before mailing merchandise whether an import license is required for that class of goods.

## 230 **Priority Mail International**

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### 231 **Description**

#### 231.1 **General**

With the exception of the flat-rate envelope, Priority Mail International is a parcel service. Written correspondence having the nature of current and personal correspondence is not permitted in Priority Mail International parcels, but may be sent in the Priority Mail International flat-rate envelope.

#### 231.2 **Priority Mail International Flat-Rate Envelope**

All items that may be sent as First-Class Mail International (see [241](#)) may be sent in the Priority Mail International flat-rate envelope provided that the contents are mailable and fit securely in the envelope and the contents are entirely confined within the envelope with the adhesive provided as the means of closure. The envelope flaps must be able to close within the normal folds. Tape may be applied to the flap and seams for closure or to reinforce the envelope, provided the design of the envelope is not enlarged by opening

the sides of the envelope and taping or reconstructing the envelope in any way. Registered mail service is available. Insurance is not available.

## 232 **Priority Mail International Flat-Rate Envelope Postage**

### 232.1 **Rates**

The Priority Mail International flat-rate envelope is charged at a flat rate. The price does not depend on the weight of the item. Postage is required for each piece. Priority Mail flat-rate envelopes with prepaid postage may be used for international mail. Appropriate additional postage must be added prior to mailing. (See [Exhibit 232.1](#).)

Exhibit 232.1

#### **Priority Mail International Flat-Rate Envelope**

Canada & Mexico	\$9.00
All other countries	\$11.00

### 232.2 **Weight Limit**

The weight limit for the flat-rate envelope is 4 pounds.

### 232.3 **Customs Forms Required**

All Priority Mail International flat-rate envelopes must bear PS Form 2976 or 2976-A depending on value.

## 233 **Priority Mail International Parcels**

### 233.1 **Indemnity**

Ordinary — i.e., uninsured — Priority Mail International parcels include indemnity coverage against loss, damage, or rifling up to the amounts shown in [Exhibit 233.3](#). Indemnity is limited to the lesser of the actual value of the contents or the maximum indemnity based on the weight of the article. If the parcel has been delivered to the addressee, payment for damage and missing contents is made to the addressee unless the addressee waives payment, in writing, in favor of the sender.

**Note:** International insured mail service provides insurance coverage higher than the indemnity limits for ordinary Priority Mail International parcels to many countries. See [320](#) and Individual Country Listings for availability and limitations of coverage. When international insurance is purchased, it replaces the ordinary indemnity coverage.

**Note:** Priority Mail International parcels may be insured, but not the Priority Mail flat-rate envelope (see [322](#)).

### 233.2 **Exclusions**

Ordinary indemnity coverage is not paid for:

- a. Parcels containing coins; banknotes; currency notes, including paper money; securities of any kind payable to the bearer; traveler's checks; platinum, gold, and silver; precious stones; jewelry; watches; and other valuable articles.

- b. Consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, articles too fragile to withstand normal handling in the mail, or prohibited articles.
- c. Priority Mail International parcels mailed to the Republic of the Marshall Islands or the Federated States of Micronesia.

### 233.3 Ordinary Priority Mail International Weight and Indemnity Limits

[Exhibit 233.3](#) lists the weight and indemnity limits for ordinary Priority Mail International parcels.

Exhibit 233.3

#### Ordinary Priority Mail International Weight and Indemnity Limits

Weight not over (lbs.)	Indemnity	Weight not over (lbs.)	Indemnity	Weight not over (lbs.)	Indemnity
1	\$61.28	25	\$132.80	49	\$204.32
2	64.26	26	135.78	50	207.30
3	67.24	27	138.76	51	210.28
4	70.22	28	141.74	52	213.26
5	73.20	29	144.72	53	216.24
6	76.18	30	147.70	54	219.22
7	79.16	31	150.68	55	222.20
8	82.14	32	153.66	56	225.18
9	85.12	33	156.64	57	228.16
10	88.10	34	159.62	58	231.14
11	91.08	35	162.60	59	234.12
12	94.06	36	165.58	60	237.10
13	97.04	37	168.56	61	240.08
14	100.02	38	171.54	62	243.06
15	103.00	39	174.52	63	246.04
16	105.98	40	177.50	64	249.02
17	108.96	41	180.48	65	252.00
18	111.94	42	183.46	66	254.98
19	114.92	43	186.44	67	257.96
20	117.90	44	189.42	68	260.94
21	120.88	45	192.40	69	263.92
22	123.86	46	195.38	70	266.90
23	126.84	47	198.36	—	—
24	129.82	48	201.34	—	—

### 234 Priority Mail International Postage

#### 234.1 Priority Mail International — Flat-Rate Box

[Exhibit 234.1](#) lists the rates for Priority Mail International flat-rate boxes.

Exhibit 234.1

#### Priority Mail International — Flat-Rate Box

Canada & Mexico	\$23.00
All other countries	\$37.00

**Note:** Indemnity for items mailed in flat-rate boxes are based on the weight and indemnity limits shown in [Exhibit 233.3](#). The maximum weight limit for the Priority Mail International flat-rate box is 20 pounds or the maximum weight allowed by the country of destination, whichever is less. See Individual Country Listings. The flat-rate box may also be insured. See 320 and Individual Country Listings for availability, limitations, and coverage.

234.2 **Priority Mail International Parcels**

Prices for parcels not using a flat-rate box vary by weight and country rate group. See Individual Country Listings.

234.3 **Mailing Locations**

Parcels may be presented for mailing at any Post Office window.

234.4 **Pickup Service**

Scheduled pickup service is available for an added charge of \$14.25 for each pickup stop regardless of the number of pieces picked up. Only one pickup fee will be charged if domestic Express Mail, Express Mail International, domestic Priority Mail, Priority Mail International, Global Express Guaranteed, and/or domestic Parcel Post are also picked up at the same time. No pickup fee will be charged when Priority Mail International is picked up during a delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.5; for more information, also visit the online site at [usps.com/pickup](https://usps.com/pickup).

234.5 **Priority Mail International Online Rates**

A discount of 5 percent will be applied to Priority Mail International published postage rates for transactions conducted on Click-N-Ship or through an authorized PC Postage vendor. The discount applies only to the postage portion of Priority Mail International rates. It does not apply to pickup service charges, insurance fees, or shipments made under an International Customized agreement.

235 **Weight and Size Limits**

235.1 **Weight Limits**

- a. Flat-rate envelope: 4 lbs.
- b. Flat-rate box: 20 lbs.
- c. Parcels: See Individual Country Listings.

235.2 **Size Limits**

235.21 **Rectangular Parcels**

- a. Minimum length and width: 5-1/2 inches x 3-1/2 inches.
- b. Maximum length: 42 inches.
- c. Maximum length and girth combined: 79 inches.

235.22 **Circular Parcels**

Maximum girth (measured along diameter): 64 inches.

235.23 **Exceptional Size Limits**

The maximum size limit for rectangular-shaped parcels of 42 inches in maximum length and 79 inches in maximum length and girth combined applies to all countries except as follows:

## a. Maximum length and girth combined: 108 inches.

Canada  
Hong Kong

## b. Maximum length: 60 inches

Maximum length and girth combined: 108 inches.

Andorra	Macao
Austria	Malta
Azerbaijan	Marshall Islands, Republic of the
Belgium	Micronesia, Federated States of
Denmark	Netherlands
Finland	New Zealand
France	Norway
Germany	Poland
Gibraltar	Portugal
Great Britain and Northern Ireland	San Marino
Greece	Slovak Republic (Slovakia)
Ireland	Spain
Italy	Sweden
Japan	Switzerland
Liechtenstein	Vatican City
Luxembourg	

236 **Mail Preparation**236.1 **Addressing**

Name and address of sender and addressee must also be recorded on a separate slip enclosed in the parcel. See [122](#).

236.2 **Marking**

Parcels that are paid for at the Priority Mail International rate of postage must be marked "AIRMAIL" or "PAR AVION" or bear one of the two prescribed airmail labels (i.e., either PS Label 19-A or PS Label 19-B). The airmail marking or label should be placed below and to the left of the delivery address.

236.3 **Sealing**236.31 **Requirements**

All international parcels must be sealed.

**236.32 Sealing Materials**

Senders must seal their own parcels. Wax, gummed-paper tape, nails, screws, wire, metal bands, or other materials may be used to seal parcels. The seal must be sufficient to allow detection of tampering.

**236.4 Packaging****236.41 Packaging Requirements**

Every parcel must be securely and substantially packed. In packing, the sender must consider the nature of the contents, the climate, the length of the journey, and the numerous handlings involved in the conveyance of international mail.

**236.42 Types of Containers**

Ordinary paperboard containers are not acceptable. Parcels must be packed in one of the following:

- a. Canvas or similar material.
- b. Double-faced corrugated or solid (minimum 275-pound test) fiber boxes or cases.
- c. Strong wooden boxes made of lumber at least 1/2-inch thick or plywood of at least three plies.

**236.43 Use of Wrapping Paper**

Heavy wrapping paper or waterproof paper is permitted only as the outside covering of a carton.

**236.44 Boxes With Screwed or Nailed Lids**

If otherwise acceptable, boxes with screwed- or nailed-on lids and bags closed by sewing may be used. Heavy objects, such as cans of food, must be surrounded with other contents or packing material in order to prevent their shifting within the parcel. For illustrations or recommended packing procedures, see DMM 601.

**236.45 Customs Forms Required**

All Priority Mail International parcels must bear PS Form 2976-A.

**236.46 Nonpostal Documentation**

Forms required by nonpostal export regulations are described in chapter [5](#).

## 240 First-Class Mail International

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**241 Description****241.1 General**

The First-Class Mail International classification encompasses all the classes of international mail that were formerly categorized as airmail letter-post and economy letter-post, post and postal cards, printed matter, and small packets that were formerly categorized as LC (letters and cards) and AO (other articles).

## 241.2 Mailable Matter

Any article that is otherwise acceptable and not prohibited by the country of destination, subject to applicable weight and size limits, may also be mailed at the First-Class Mail International rate.

## 242 Postage

### 242.1 Rates

The country-specific rate group designations that apply to First-Class Mail International and M-bags (see [260](#)) are as follows:

- **Rate Group 1:** Canada.
- **Rate Group 2:** Mexico.
- **Rate Group 3:** Andorra, Belgium, Denmark, Faroe Islands, Finland, France, Germany, Gibraltar, Great Britain and Northern Ireland, Greece, Greenland, Iceland, Ireland, Israel, Italy, Liechtenstein, Luxembourg, Marshall Islands (M-bags only), Micronesia (M-bags only), Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, and Vatican City.
- **Rate Group 4:** Australia, Japan, and New Zealand.
- **Rate Group 5:** All other destination countries and territorial possessions that are referenced in the Individual Country Listings and not included in the other rate groups in this list.
- **Rate Group 6:** First-Class Mail International only for both Marshall Islands and Micronesia.

**Note:** See the Individual Country Listings for the First-Class Mail International postage rates that are applicable to specific destination countries and territorial possessions.

### 242.2 Payment of Postage

A mailer of a First-Class Mail International item may pay postage with postage stamps, postage meter, postage validation imprinter (PVI) label, PC Postage, or permit imprint.

## 243 Physical Characteristics

### 243.1 Weight Limit

The weight limit is 4 pounds.

### 243.2 Dimensions

#### 243.21 Envelopes and Packages

- a. Minimum length and height: 5-1/2 inches x 3-1/2 inches.
- b. Minimum depth (thickness): .007 inch.
- c. Maximum length: 24 inches.
- d. Maximum length, height, depth (thickness) combined: 36 inches.

**243.22 Rolls**

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

**243.23 Cards**

Unenclosed cards exceeding the size limits for postcards are admissible at the First-Class Mail International rate if they do not exceed 4-3/4 inches x 9-1/4 inches.

**243.24 Nonmachinable Surcharge**

A \$0.17 per-piece surcharge is applied to a First-Class Mail International item if it has one or more of the following characteristics:

- a. Has any dimension that exceeds the acceptable standard dimension — i.e., if length exceeds 11-1/2 inches, or if height exceeds 6-1/8 inches, or if thickness exceeds 1/4 inch.
- b. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- c. Is polybagged, polywrapped, or enclosed in any plastic material.
- d. Has clasps, strings, buttons, or similar closure devices.
- e. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven.
- f. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- g. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- h. Has a delivery address parallel to the shorter dimension of the mailpiece.
- i. For self-mailers with a folded edge perpendicular to the address, the piece is not secured according to DMM 201.
- j. For booklet-type pieces, the bound edge (spine) is the shorter dimension of the piece or is at the top, regardless of the use of tabs, wafer seals, or other fasteners.

**244 Mail Preparation****244.1 Addressing**

See [122](#).

**244.2 Marking**

- a. First-Class Mail International items, which because of their size, shape, or configuration might be mistaken for another class of international mail, should be marked “LETTER” on the address side of the mailpiece.
- b. First-Class Mail International items that are paid for at the airmail rate of postage must be marked “AIRMAIL/PAR AVION” or have PS Label

19-A, *Par Avion Airmail*, or PS Label 19-B, *Par Avion Airmail*, affixed to the address side of the mailpiece.

- c. First-Class Mail International items that qualify as matter for the blind must bear the marking “FREE MATTER FOR THE BLIND” in the upper-right corner of the address side of the mailpiece. See [274.2](#).
- d. Privately printed postcards must bear the marking “POSTCARD.” See [251.4](#).

#### 244.3 **Sealing**

Unregistered First-Class Mail International items may be sealed at the sender’s option. Registered items must be sealed. (See [334.4](#) for sealing requirements for registered mail.)

#### 244.4 **Packaging**

The following packaging methods may be used when entering First-Class Mail International items:

- a. Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness. **Note:** Transparent plastic packaging is acceptable for international mailing purposes.
- b. Bulkier items are admissible in boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form.
- c. Except as provided in [292.4](#) and [293.9](#), folded mailpieces, without envelopes, are admissible provided that all of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.
- d. First-Class Mail International items, in card form, are admissible, so long as their overall dimensions do not exceed 4-3/4 X 9-1/4 inches. See [243.23](#).

#### 244.5 **Customs Forms Required**

##### 244.51 **Dutiable Merchandise**

- a. Any merchandise sent to another country may be subject to duty under the customs regulations of that country. The Postal Service does not maintain or provide information concerning the assessment of customs duty.
- b. First-Class Mail International items may contain dutiable merchandise unless the country of destination prohibits dutiable merchandise in letters. (See Individual Country Listings.)
- c. When mailing articles that may be dutiable, sender must comply with [123.61](#) and with special instructions under “Customs Forms Required” and “Observations” in Individual Country Listings.

##### 244.52 **Nondutiable Merchandise**

Nondutiable merchandise may be mailed (at the sender’s risk) to countries that do not accept dutiable merchandise. The Postal Service assumes no

responsibility for the treatment such items may receive in the country of destination.

**Note:** Because PS Form 2976 described in [123.61](#), generally denotes dutiable contents, it should be omitted from First-Class Mail International when the sender knows the contents are not dutiable.

## 250 Postcards and Postal Cards

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### 251 Description

#### 251.1 General

Postcards and postal cards consist of single cards sent without a wrapper or envelope. Folded (double) cards must be mailed in envelopes at the First-Class Mail International rate of postage.

#### 251.2 Reply-Paid Cards

Reply-paid cards are not accepted in international mail, except as provided in [132.2](#).

#### 251.3 Specifications

Postcards must be made of cardboard or paper that meets the material and color specifications in [142](#).

#### 251.4 Privately Manufactured Postcards

Privately manufactured postcards, except picture postcards, must bear the heading *Postcard*.

### 252 Postage Rates and Fees

The postage rates and fees for postcards and postal cards are as follows:

- |    |                                 |        |
|----|---------------------------------|--------|
| a. | Canada and Mexico               | \$0.69 |
| b. | Marshall Islands and Micronesia | \$0.52 |
| c. | All other countries             | \$0.90 |

### 253 Weight and Size Limits

#### 253.1 Weight Limits

Postcards weigh approximately the same as postal cards. See [142](#).

#### 253.2 Dimensions

Each card claimed at a card rate must be:

- Rectangular.
- Not less than 3-1/2 inches high, 5-1/2 inches long, and 0.007 inch thick.
- Not more than 4-1/4 inches high, 6 inches long, and 0.016 inch thick.

**Note:** See [243.23](#) for larger cards.

## 254 **Elements on the Face of a Mailpiece**

### 254.1 **Addressing**

See [122](#).

### 254.2 **Marking**

The sender should mark postcards *Par Avion* or affix Label 19-A, *Par Avion Airmail*, or Label 19-B, *Par Avion Airmail*, on the left side on the front.

### 254.3 **Right Half of Postcard**

The right half of the address side of a card must be reserved for the address of the addressee and postal notations or labels.

### 254.4 **Left Half and Reverse Side**

The sender may use the left half of the address side of the card and the reverse side for a message or permissible attachments. The sender must use the upper-left half of the address side for his or her return address. (Unless they bear the name and address of the sender, undeliverable cards are disposed of in the country of destination.)

### 254.5 **Permitted Attachments**

The following may be glued on the left half of the address side of a card, or on the side opposite the address side, if they are made of paper or other thin material and adhere completely to the card:

- a. Clippings of any kind.
- b. Illustrations or photographs.
- c. Labels other than address labels.
- d. Stamps of any kind, except stamps likely to be confused with postage stamps, must not be placed on the address side of the card.
- e. Address labels or address tabs that may be glued to the address side of the card.

### 254.6 **Nonpermitted Attachments**

The following must not be attached to cards:

- a. Cloth, embroidery, or spangles.
- b. Samples of merchandise.

## 260 **Direct Sacks of Printed Matter to One Addressee (M-Bags)**

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### 261 **Description**

#### 261.1 **General**

Direct sacks of printed matter to a single foreign addressee, which are also known as M-bags, are subject to the following conditions of mailing:

- a. Maximum weight: 66 pounds (including the tare weight of the sack).
- b. Availability: All destinations that are referenced in the Individual Country Listings.
- c. Identification: PS Tag 158, *M-Bag Addressee Tag*, must be completed and attached to the neck of the sack.
- d. Postage: The applicable airmail or International Surface Air Lift (ISAL) postage must be affixed to PS Tag 158.
- e. Extra services: Certificate of mailing is available. Registry and insurance are not available.

## 261.2 Eligibility

### 261.21 Printed Matter

Printed matter is admissible in M-bags. Printed matter is defined as paper on which words, letters, characters, figures, images, or any combination thereof, not having the character of a bill or statement of account, or of actual or personal correspondence, have been reproduced by any process other than handwriting or typewriting. Articles that meet the printed matter definition include newspapers, magazines, journals, books, sheet music, catalogues, directories, commercial advertising, and promotional matter.

### 261.22 Merchandise

Articles of merchandise may be enclosed in M-bags, provided that *all* of the following conditions of mailing are met:

- a. The merchandise items being sent are limited to disks, tapes, and cassettes; commercial samples shipped by manufacturers and distributors; or other non-dutiable commercial articles or informational materials that are not subject to resale.
- b. The merchandise items relate to the printed matter (see [261.21](#)) with which they are being mailed.
- c. The merchandise items are affixed to or are otherwise combined with the accompanying printed matter.
- d. The weight of each mailpiece or package, which contains merchandise in combination with printed matter, may not exceed 4 pounds.
- e. The M-bag must be accompanied by a fully completed PS Form 2976, *Customs — CN 22 (Old C1) and Sender's Declaration*, which is to be affixed to PS Tag 158, *M-bag Addressee Tag*.

## 262 Postage Rates and Fees

### 262.1 M-bags

M-bags that are paid for at the First-Class Mail International rate of postage may contain any type of allowable printed matter or merchandise items (see [261](#)). See the Individual Country Listings for the minimum bag charge for weights up to 11 pounds and the per-pound rate for each additional pound or fraction of a pound over 11 pounds.

## 262.2 International Surface Air Lift (ISAL) M-bags

M-bags that are entered in conjunction with an International Surface Air Lift (ISAL) mailing (see [293](#)) may contain all types of allowable printed matter or merchandise items (see [261.22](#)). See [293.71](#) for the rate of postage that applies to M-bags mailed to each ISAL destination country.

## 262.3 Postage Calculation

The amount of postage paid by the mailer is determined by the weight of the sack's contents, rounded to the next whole pound. For example, if the total weight of the printed matter in an M-bag is 23.2 pounds, exclusive of the tare weight of the sack, the postage computation is based on a total content weight of 24 pounds.

## 262.4 Stamps, Postage Evidencing Systems, PVI Labels, or Permit Imprint

M-bag postage can be paid by the following means:

- a. By affixing postage stamps, meter stamps, PC Postage, or a postage validation imprinter (PVI) label to PS Tag 158, *M-Bag Addressee Tag*.
- b. By placing a permit imprint on PS Tag 158, *M-Bag Addressee Tag*, and making payment through an advance deposit account. When this method of payment is used, the minimum quantity requirement (i.e., 200 pieces or 50 pounds) that is normally a prerequisite for permit imprint usage (see [153.23](#)) does *not* apply. The postage amount must be accounted for on PS Form 3700, *Postage Statement – International Mail*.

## 263 Weight and Size Limits

### 263.1 Weight Limits

There is no minimum weight requirement for the entry of M-bags or International Surface Air Lift (ISAL) M-bags. The maximum weight limit for M-bags is 66 pounds, which includes the tare weight of the sack.

**Note:** Customers who tender M-bags that weigh less than 11 pounds are required to pay the minimum “11-pound bag charge” that is applicable to the country of destination where the sack and its contents are to be delivered.

### 263.2 Size Limits

There are no defined size limits so long as articles being sent can be enclosed in the mailbag.

## 264 Mail Preparation

### 264.1 Marking

Printed matter, or printed matter in combination with merchandise items, must be placed into one or more individual packages bearing the name and address of the sender and addressee. Each package must be marked “POSTAGE PAID – M-BAG.”

**264.2 Sacking and Labeling****264.21 Equipment**

The sacks and mailing tags (i.e., PS Tag 158) needed for M-bag entry can be obtained from local Post Office facilities. Airmail pouches, if available, will be furnished to customers who intend to utilize that type of M-bag service.

**264.22 Tagging**

PS Tag 158, *M-Bag Addressee Tag*, must be completed and attached to the neck of the sack. It must bear the requisite amount of stamped or metered postage or the sender's authorized permit imprint or indicia (see [262.2](#)).

**264.23 Multiple Sacks to One Addressee**

If multiple sacks are sent to the same foreign addressee, PS Tag 158 must be marked with an identifiable fraction such as 1/5, 2/5, 3/5, etc.

**264.24 Country Destination Name**

The Post Office facility must label the sack with the name of the country of destination in large letters and the name of the U.S. dispatching exchange office in small letters (for example, Great Britain via New York), and send it to that exchange office for dispatch to destination.

**264.3 Customs Forms Required**

M-bags that contain potentially dutiable printed matter or any category of printed matter that is combined with allowable merchandise items (see [261.22](#)) must be accompanied by a fully completed PS Form 2976 or PS Form 2976-A, depending on value, which is to be affixed to PS Tag 158, *M-Bag Addressee Tag*.

**265 Extra Services**

Certificate of mailing is available. Return receipts, restricted delivery, registry service, and insurance are not available with M-bags.

## 270 Free Matter for the Blind or Other Physically Handicapped Persons

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**271 Description****271.1 General**

Subject to the standards below and DMM 703, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap.

**271.2 Eligibility**

Eligible participants must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

### 271.3 **Matter Sent to or by Blind or Other Physically Handicapped Persons**

Acceptable matter and the conditions for mailing such matter that may be sent free under this standard are limited to the items described in [271](#) and DMM 703.

### 272 **Postage Rates**

The postage rate for an eligible item marked as matter for the blind is as follows:

- a. Free when sent as First-Class Mail International.
- b. The applicable rate based on the weight of the mailpiece if any level of service other than First-Class Mail International is desired.

### 273 **Weight and Size Limits**

#### 273.1 **Weight Limit**

The weight limit is 15 pounds.

#### 273.2 **Size Limits**

##### 273.21 **Envelopes and Packages**

- a. Minimum length and height: 5-1/2 inches x 3-1/2 inches.
- b. Minimum depth (thickness): .007 inch.
- c. Maximum length: 24 inches.
- d. Maximum length, height, depth (thickness) combined: 36 inches.

##### 273.22 **Rolls**

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

### 274 **Mail Preparation**

#### 274.1 **Addressing**

See [122](#).

#### 274.2 **Marking**

First-Class Mail International accepted as free matter must be marked "Free Matter for the Blind or Handicapped" in the upper right-hand corner of the address side of the mailpiece.

#### 274.3 **Sealing**

Matter for the blind must *not* be sealed, even if registered.

**274.4 Packaging****274.41 Subject to Postal Inspection**

Matter for the blind is subject to postal inspection (see ASM 274), and must be prepared in such a way that the contents are protected but inspection of the contents is not hindered.

**274.42 Types of Containers**

The items must be placed in wrappers, in rolls, between cardboard, or in bags, boxes, *unsealed* envelopes, or containers. Dangerous fasteners may not be used. The articles may also be tied with string or twine in a manner that will permit them to be easily untied.

**275 Extra Services**

Registered mail and insurance are the only extra services that can be added to mail sent as free matter for the blind or handicapped.

**280 (Reserved)**

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**290 Commercial Services**

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**291 (Reserved)****292 International Priority Airmail Service****292.1 Description****292.11 General**

International Priority Airmail™ (IPA®) service is as fast as or faster than regular international airmail service. It is available to bulk mailers of all First-Class Mail International items that are prepared by the sender in accordance with the requirements of this subchapter. Separate rates are provided for presorted mail and nonpresorted mail with drop shipment and volume discounts available.

**292.12 Qualifying Mail**

Any item of the First-Class Mail International classification, as defined in [141.5](#), qualifies, including postcards. Items do not have to be of the same size and weight to qualify.

**292.13 Minimum Quantity Requirements****292.131 Worldwide Nonpresort Mail**

The mailer must have a minimum of 11 pounds of mail in the total mailing. The minimum does not apply to each country destination.

292.132 **Presort Mail**

The mailer must have a minimum of 11 pounds of presorted mail to a single rate group, including Canada, to qualify for the presort rate for that rate group.

**Note:** Mail that cannot be made up in direct country packages ([292.442a](#)), in direct country sacks ([292.451](#)), or in trays ([292.455a](#)) does not qualify for the presort rates and is subject to the worldwide nonpresort rates.

292.14 **Dutiable Items**

Dutiable items may be sent in accordance with the applicable rules in this subchapter for those classes of mail. Priority Mail International items, either ordinary or insured, may not be mailed as International Priority Airmail.

292.15 **Deposit**292.151 **Full Service**

Mailings must be deposited and accepted at all Post Office facilities where bulk mail is accepted and the mailer holds an advance deposit account or postage meter license.

292.152 **Drop Shipment**

To qualify for the drop shipment rates, the mailer must tender the mail to one of the locations in [292.153](#). The mailer must pay postage at the drop shipment location either through an advance deposit account or postage meter license at the serving Post Office facility. As an alternative, mailers who are participating in the Plant-Verified Drop Shipment (PVDS) program (see DMM 705) may have the mail verified, accepted, and paid for at the mailer's plant or at the origin Post Office facility serving the mailer's plant if authorized under DMM 705. Plant-verified drop shipment mail must be transported by the mailer to the drop shipment location and the mail accompanied by PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*.

292.153 **Drop Shipment Locations**

Drop shipment rates are available from the following offices:

**New York:**

JOHN F KENNEDY AIRPORT MAIL CTR  
US POSTAL SERVICE  
JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250  
JAMAICA NY 11430-9998

**Florida:**

MIAMI INTERNATIONAL SERVICE CTR\*  
US POSTAL SERVICE  
11698 NW 25TH ST  
MIAMI FL 33112-9997

MIAMI PROCESSING AND DISTRIBUTION CTR  
US POSTAL SERVICE  
2200 NW 72ND AVE  
MIAMI FL 33152-9997

**Texas:**

DALLAS AIRPORT MAIL CTR  
 US POSTAL SERVICE  
 2300 W 32ND ST  
 DALLAS TX 75261-9741

**Illinois:**

JT WEEKER INTERNATIONAL SERVICE CENTER  
 US POSTAL SERVICE  
 OHARE INTERNATIONAL AIRPORT  
 514 EXPRESS CENTER DR  
 CHICAGO IL 60688-9998

**California:**

LOS ANGELES ISC  
 US POSTAL SERVICE  
 21750 ARNOLD CENTER RD  
 CARSON CA 90810-9998

SAN FRANCISCO ISC  
 US POSTAL SERVICE  
 2650 BAYSHORE BLVD  
 DALY CITY CA 94013-1631

\*Only plant-verified mail is transported to these facilities by the mailer.

292.16 **Extra Services Not Available**

Items sent in this service may not be registered.

292.2 **Postage**292.21 **Rates**292.211 **General**

There are two rate options for International Priority Airmail service: a presort rate option that has eight rate groups, and a worldwide nonpresort rate. For both options, there are full service rates for mail deposited at offices other than the drop shipment offices listed in [292.153](#), and drop shipment rates for mail deposited at one of the drop shipment offices. The per-piece rates and per-pound rates are shown in [292.211](#). The per-piece rate applies to each piece regardless of its weight. The per-pound rate applies to the net weight (gross weight minus tare weight of sack) of the mail for the specific rate group. Fractions of a pound are rounded to the next whole pound for postage calculation.

Exhibit 292.211a

**International Priority Airmail (IPA) Rates**

Rate Group	Per Piece	Full Service Per Lb.	ISC Drop Shipment Per Lb.
1	\$0.33	\$4.55	\$3.55
2	0.15	6.10	5.10
3	0.32	7.50	6.50
4	0.32	7.70	6.70
5	0.15	6.50	5.50
6	0.15	5.80	4.80
7	0.15	7.50	6.50
8	0.12	8.00	7.00
9	0.27	8.25	7.25
Worldwide	0.25	8.50	7.50

Exhibit 292.211b

**International Priority Airmail (IPA) M-Bag – Full Service**

Rate Group	Full Service Per Lb.
1	\$2.10
2	2.70
3	3.60
4	5.15
5	4.40
6	4.20
7	4.95
8	4.85
9	5.60

**Note:** M-bags are subject to the minimum rate for 11 lbs.

Exhibit 292.211c

**International Priority Airmail (IPA) M-Bag – ISC Drop Shipment**

Weight Not Over (Lb.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8	Rate Group 9
5	\$19.30	\$25.00	\$30.85	\$44.50	\$38.75	\$38.65	\$44.80	\$42.50	\$47.75
6	19.75	25.60	31.85	46.25	39.90	39.45	45.95	43.85	49.60
7	20.20	26.20	32.85	48.00	41.05	40.25	47.10	45.20	51.45
8	20.65	26.80	33.85	49.75	42.20	41.05	48.25	46.55	53.30
9	21.10	27.40	34.85	51.50	43.35	41.85	49.40	47.90	55.15
10	21.55	28.00	35.85	53.25	44.50	42.65	50.55	49.25	57.00
11	22.00	28.60	36.85	55.00	45.65	43.45	51.70	50.60	58.85
Each additional pound or fraction of a pound	2.00	2.60	3.35	5.00	4.15	3.95	4.70	4.60	5.35

**292.212 Availability**

IPA service is available to all foreign countries, as listed in [Exhibit 292.442](#), which shows the rate group assigned to each country.

**292.213 Presort Rates**

To qualify for the presort rates (see [292.211](#)), a mailing must consist of a minimum of 11 pounds to a specific rate group. This minimum applies to each rate group and not to the entire mailing. Within a rate group, all mail addressed to an individual country must be sorted into direct country packages of 10 or more pieces (or 1 pound or more of mail) and/or sacked in

direct country sacks of 11 pounds or more. Mail that cannot be made up into direct country packages or direct country sacks must be sent at the worldwide nonpresort rates.

**Note:** There are separate preparation requirements for mail to Canada. See [292.455](#).

292.214 **Separation by Rate Group**

The mailer must specify the rate group on the back of PS Tag 115, *International Priority Airmail*, with 1 (Canada), 2 (Mexico), 3, 4, 5, 6, 7, 8, or WW (Worldwide), and must physically separate the sacks by rate group at the time of mailing.

292.215 **Computation of Postage**

Postage is computed on PS Form 3700, *Postage Statement – International Mail*. Postage at the worldwide nonpresort rate is calculated by multiplying the number of pieces in the mailing by the applicable per-piece rate, multiplying the net weight (in whole pounds) of the entire mailing by the applicable per-pound rate, and then adding the two totals together. Postage at the presorted rates is calculated by multiplying the number of pieces in the mailing destined for countries in a specific rate group by the appropriate per-piece rate, multiplying the net weight (in whole pounds) of those pieces by the corresponding per-pound rate, and then adding the two totals together. Volume discounts are calculated on the postage statement.

292.22 **Postage Payment Methods**

292.221 **General**

- a. *Postage Meter or Permit Imprint.* Postage must be paid by postage meter, permit imprint, or mailer-precanceled stamps (see DMM 604) or a combination. Postage charges are computed on PS Form 3700.
- b. *Piece Rate Portion.* The applicable per-piece postage as set forth in the ICM agreement when applicable must be affixed to each piece by meter unless postage is paid by permit imprint or mailer-precanceled stamps (see [292.223](#)).
- c. *Pound Rate Portion.* Postage for the pound rate portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.

292.222 **Postage Meter**

- a. *Postage Endorsement.* When postage is paid by meter or mailer-precanceled stamps, each piece must be legibly endorsed with the words "INTERNATIONAL PRIORITY AIRMAIL."
- b. *Specifications for Endorsement.* The endorsement required in [292.222a](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must be printed above the name of the addressee and to the left or below the postage, or it may be printed adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may be printed in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered

adequate if it is included as part of a decorative design or advertisement.

- c. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement required by [292.222a](#) are subject to the First-Class Mail International single piece rates.
- d. *Drop Shipment of Metered Mail.* Mailers who want to enter metered IPA mail at a Post Office facility other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM 705).

#### 292.223 **Permit Imprint**

Mailers may use a permit imprint for mailings that contain identical weight pieces. Any of the permit imprints shown in [153.24](#) are acceptable. The postage charges are computed on PS Form 3700 and deducted from the advance deposit account. Permit imprints must not denote Priority Mail, bulk mail, nonprofit, or other domestic or special rate mail. Mailers may use permit imprint with nonidentical weight pieces only if authorized to use postage mailing systems under DMM 705.

#### 292.3 **Weight and Size Limits**

See [243](#) for the weight and size limits for First-Class Mail International items sent in this service. Items may not weigh more than 4 pounds.

#### 292.4 **Mail Preparation for Individual Items**

##### 292.41 **Addressing**

International Priority Airmail is subject to the addressing requirements contained in [122](#).

- a. **Exception:** International Priority Airmail items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See [122.1k](#) for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. **Exception:** International Priority Airmail in direct country sacks (see [292.451](#)) is not subject to the interline addressing requirement that is specified in [122.1d](#). At the sender's risk, the English translation of the destination post office or city name may be omitted from printed addresses that are in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (e.g., Japan) is still required on the individual mailpieces.

##### 292.42 **Marking**

##### 292.421 **Airmail**

The sender should mark "PAR AVION" or "AIR MAIL" on the address side of each piece. Use of bordered airmail envelopes is optional and may be used for items sent in this service if the envelope contains the "AIR MAIL" endorsement.

##### 292.422 **Packages**

Items that might be mistaken for another class of mail because of their size, weight, or appearance should be marked "LETTER" on the address side.

**292.43 Sealing and Packaging**

Mail that is sent via the IPA service may be sealed at the sender's option. See [244.4](#) for the packaging methods that are applicable to all First-Class Mail International items.

**Exception:** For direct country sacks only, First-Class Mail International folded mailpieces, without envelopes, are admissible provided one of the following methods is used:

1. All of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.
2. The mailpieces meet the physical standards and tabbing requirements in DMM 201.3.

**292.44 Sortation Requirements for IPA****292.441 Worldwide Nonpresorted Mail**

- a. *Working Packages.* IPA mail paid at the nonpresorted rate must be made up into working packages. Letters and flats must be packaged separately, although nonidentical pieces may be commingled within each of these categories. Pieces that cannot be packaged because of their physical characteristics must be placed loose in the sack.
- b. *Facing of Nonpresorted Mail Within Package.* All pieces in the working packages must be faced the same way.

**292.442 Presorted Mail**

- a. *Direct Country Packages.* When there are 10 or more pieces or 1 pound or more of mail for the same country (except Great Britain), it must be made up into a country package. Great Britain requires a finer sortation. At the mailer's option, a finer breakdown by city or postal code may be made based on sortation information provided by the postal administration of the destination country.

**b. Country Package Label.**

- (1) The label (facing slip) for country packages that contain 10 or more pieces to a specific country (except for Great Britain and Mexico) must be completed as follows:

Line 1: Foreign Exchange Office.

Line 2: Country of Destination.

Line 3: Mailer, Mailer Location.

**Example:**

1150 VIENNA FLUG AUSTRIA RBA COMPANY WASHINGTON DC
--

- (2) See [292.442](#) for Direct Country Package Label and PS Tag 178, *CN 35 Par Avion*, for information.

- c. *Country Packages to Great Britain.* When there are 10 or more pieces or 1 pound or more per separation, International Priority Airmail to Great Britain must be sorted into packages in the following manner:

<b>Separation</b>	<b>Exchange Office (Line 1 Bundle Label)</b>
LONDON CITY	LONDON TOWN
SCOTLAND	GLASGOW FWD
NORTHERN IRELAND	BELFAST FWD
ALL OTHER GREAT BRITAIN	GREAT BRITAIN, GREAT BRITAIN

**Example:**

LONDON TOWN GREAT BRITAIN MAILER, MAILER LOCATION
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- d. *Facing of Pieces Within Country Package.* All pieces in the country package must be faced in the same direction and a facing slip identifying the contents of the package must be placed on the address side of the top piece of each package in such a manner that it will not become separated from the package.

**Note:** The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for International Priority Airmail.

Exhibit 292.442 (p. 1)

**Foreign Exchange Office and Country Rate Groups**

<b>Rate Group</b>	<b>Country</b>	<b>3-Letter Exchange Office Code</b>	<b>Exchange Office</b>
8	Afghanistan	KBL	Kabul
5	Albania	TIA	Tirana
8	Algeria	ALG	Algiers
3	Andorra *		
8	Angola	LAD	Luanda
6	Anguilla	AXA	The Valley
6	Antigua and Barbuda	ANU	St. John's
6	Argentina	BUE	Buenos Aires Avion
8	Armenia	EVN	Yerevan
6	Aruba	AUA	Oranjestad
5	Ascension *		
9	Australia **	SYD	Sydney
3	Austria	VIE	1150 Vienna Flug
8	Azerbaijan	BAK	Baku
3	Azores *		
6	Bahamas	NAS	Nassau
8	Bahrain	BAH	Bahrain
8	Bangladesh	DAC	Dhaka 17
6	Barbados	BGI	Bridgetown
5	Belarus	MOW	Moscow PCI-1
3	Belgium	BRU	Brussels X
6	Belize	BZE	Belize City
8	Benin	COO	Cotonou
6	Bermuda	BDA	Hamilton

Exhibit 292.442 (p. 2)

**Foreign Exchange Office and Country Rate Groups**

<b>Rate Group</b>	<b>Country</b>	<b>3-Letter Exchange Office Code</b>	<b>Exchange Office</b>
8	Bhutan *		
6	Bolivia	LPB	La Paz
6	Bonaire * ***		
5	Bosnia-Herzegovina	SJJ	Sarajevo
8	Botswana	GBE	Gaborone
6	Brazil	RIO	Rio de Janeiro
6	British Virgin Islands	EIS	Roadtown Tortola
7	Brunei Darussalam	BWN	Bandar Seri Begawan
5	Bulgaria	SOF	Sofia
8	Burkina Faso	OUA	Ouagadougou
8	Burma (Myanmar)	RGN	Rangoon
8	Burundi	BJM	Bujumbura
7	Cambodia	PNH	Phnom Penh
8	Cameroon	DLA	Douala
1	Canada	See <a href="#">292.455</a> , Canadian Labeling Information	
8	Cape Verde	SID	SAL
6	Cayman Islands	GCM	Grand Cayman
8	Central African Republic	BGF	Bangui
8	Chad	NDJ	N'Djamena
6	Chile	SCL	Santiago
7	China	PEK	Beijing
6	Colombia	BOG	Bogota Aeropuerto
8	Comoros Islands *		
8	Congo, Dem. Rep. of the	FIH	Kinshasa CTT
8	Congo, Rep. of the (Brazzaville)	BZV	Brazzaville
3	Corsica *		
6	Costa Rica	SJO	San Jose
8	Cote d'Ivoire	ABJ	Abidjan
5	Croatia	ZAG	Zagreb
6	Cuba	HAV	Havana
	Curacao ***	CUR	Willemstad
8	Cyprus	NIC	Nicosia
5	Czech Republic	PRG	Prague 120
3	Denmark	CPH	Copenhagen PTM
8	Djibouti	JIB	Djibouti
6	Dominica	DOM	Roseau
6	Dominican Republic	SDQ	Santo Domingo
6	Ecuador	UIO	Quito
8	Egypt	CAI	Cairo Int'l Airport
6	El Salvador	SAL	San Salvador
8	Equatorial Guinea	BSG	Bata
8	Eritrea	ASM	Asmara
5	Estonia	TLL	Tallinn
8	Ethiopia	ADD	Addis Ababa
6	Falkland Islands *		
5	Faroe Islands *		
7	Fiji	NAN	Nadi
3	Finland	HEL	Helsinki

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**Foreign Exchange Office and Country Rate Groups**

<b>Rate Group</b>	<b>Country</b>	<b>3-Letter Exchange Office Code</b>	<b>Exchange Office</b>
3	France	PAR	Paris Aviation Passe
6	French Guiana	CAY	Cayenne
7	French Polynesia	PPT	Papeete
8	Gabon	LBV	Libreville
8	Gambia	BJL	Banjul
8	Georgia, Republic of	TBS	Tbilisi
3	Germany	FRA	Frankfurt am Main Flughafen
8	Ghana	ACC	Accra
3	Gibraltar	GIB	Gibraltar
3	Great Britain		
	London City	LON	Londontown
	Northern Ireland	BFS	Belfast
	Scotland	GLA	Glasgow
	All Other Great Britain	LON	Great Britain
3	Greece	ATH	Athens
3	Greenland *		
6	Grenada	GND	St. George's
6	Guadeloupe	PTP	Pointe-a-Pitre
6	Guatemala	GUA	Guatemala
8	Guinea	CKY	Conakry
8	Guinea-Bissau	BXO	Bissau
6	Guyana	GEO	Georgetown
6	Haiti	PAP	Port-au-Prince
6	Honduras	TGU	Tegucigalpa
7	Hong Kong	HKG	Victoria
5	Hungary	BUD	Budapest 72 Trans
3	Iceland	REK	Reykjavik
8	India	DEL	Delhi Air
7	Indonesia	JKT	Jakarta Soekarno-Hatta
8	Iran	THR	Tehran
8	Iraq	BGW	Baghdad
3	Ireland	DUB	Dublin
3	Israel	TLV	Tel Aviv-Yafo
3	Italy	ROM	Rome Ferr
6	Jamaica	KIN	Kingston
4	Japan	TYO	Tokyo APT FWD
8	Jordan	AMM	Amman
8	Kazakhstan	ALA	Alma Ata
8	Kenya	NBO	Nairobi
7	Kiribati	TRW	Tarawa
7	Korea, Dem. People's Rep. (North) *		
7	Korea, Republic of (South)	SEL	Seoul
8	Kuwait	KWI	Kuwait
5	Kyrgyzstan	MOW	Moscow PCI-1
7	Laos	VTE	Vientiane
5	Latvia	RIX	Riga
8	Lebanon	BEY	Beirut
8	Lesotho	MSU	Maseru

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**Foreign Exchange Office and Country Rate Groups**

<b>Rate Group</b>	<b>Country</b>	<b>3-Letter Exchange Office Code</b>	<b>Exchange Office</b>
8	Liberia	MLW	Monrovia
8	Libya	TIP	Tripoli
3	Liechtenstein *		
5	Lithuania	VNO	Vilnius
3	Luxembourg	LUX	Luxembourg Ville
5	Macao	HKG	Macao
5	Macedonia	BEG	Belgrade
8	Madagascar	TNR	Antananarivo
3	Madeira Islands	FNC	Funchal
8	Malawi	BLZ	Limbe C.S.O.
7	Malaysia	KUL	Kuala Lumpur
8	Maldives	MLE	Male
8	Mali	BKO	Bamako
8	Malta	VLT	Valletta
3	Marshall Islands,	MAJ	Majuro
	Republic of the	EBE	Ebeye
6	Martinique	FDJ	Fort de France
8	Mauritania	NKC	Nouakchott
8	Mauritius	MRU	Mauritius
2	Mexico	MEX	Mexico Aereo DF
3	Micronesia, Federated	PNI	Pohnpei
	States of	KSA	Kosrae
		TKK	Truk
8	Moldova	KIV	Kishinev
3	Monaco	MCM	Monte Carlo
7	Mongolia *		
6	Montserrat	MNI	Plymouth
8	Morocco	CAS	Casablanca P/PAL
8	Mozambique	MPM	CPI Maputo
8	Namibia	WDH	Windhoek
7	Nauru	INU	Nauru
7	Nepal	KTM	Kathmandu
3	Netherlands	AMS	Amsterdam EXP
6	Netherlands Antilles * ***		
7	New Caledonia	NOU	Noumea
4	New Zealand	AKL	Auckland
6	Nicaragua	MGA	Managua
8	Niger	NIM	Niamey
8	Nigeria	LOS	Lagos
3	Norway	OSL	Oslo Transit
8	Oman	MCT	Muscat
8	Pakistan	KHI	Karachi
6	Panama	PTY	Panama City
7	Papua New Guinea	POM	Port Moresby
6	Paraguay	ASU	Asuncion
6	Peru	LIM	Lima Transito
7	Philippines	MNL	Manila
7	Pitcairn Island *		
5	Poland	WAW	Warsaw
3	Portugal	LIS	Lisbon Province

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**Foreign Exchange Office and Country Rate Groups**

<b>Rate Group</b>	<b>Country</b>	<b>3-Letter Exchange Office Code</b>	<b>Exchange Office</b>
8	Qatar	DOH	Doha
8	Reunion	RUN	St. Denis
5	Romania	BUH	Bucharest
5	Russia	MOW	Moscow PCI-1
8	Rwanda	KGL	Kigali
6	Saba * ***		
6	Saint Christopher (St. Kitts) and Nevis	SKB	Basseterre
6	Saint Eustatius * ***		
8	Saint Helena *		
6	Saint Lucia	SLU	Castries
6	Saint Maarten ***	SXM	Philipsburg
6	Saint Pierre and Miquelon *		
6	Saint Vincent and The Grenadines	SVD	Kingstown
3	San Marino *		
5	Sao Tome and Principe *		
8	Saudi Arabia	DHA	Dhahran APT
8	Senegal	DKR	Dakar Yoff
5	Serbia-Montenegro (Yugoslavia)	BEG	Belgrade
8	Seychelles	SEZ	Mahe Is
8	Sierra Leone	FNA	Freetown
7	Singapore	SIN	Singapore
5	Slovak Republic (Slovakia)	BTS	Bratislava
5	Slovenia	LJU	Ljubljana
7	Solomon Islands	HIR	Honiara
8	Somalia	MGQ	Mogadishu
8	South Africa	JNB	Johannesburg
3	Spain	MAD	Madrid Airport
8	Sri Lanka	CMB	Colombo
8	Sudan	KRT	Khartoum
6	Suriname	PBM	Paramaribo
8	Swaziland	MTS	Manzini
3	Sweden	STO	Stockholm Flug
3	Switzerland	GVA	Geneva *
8	Syria	DAM	Damascus
7	Taiwan	TPE	Taipei
8	Tajikistan	MOW	Moscow PCI-1
8	Tanzania	DAR	Dar es Salaam
7	Thailand	BKK	Bangkok
8	Togo	LFW	Lome
7	Tonga	NUK	Nukualofa
6	Trinidad and Tobago	POS	Port of Spain
8	Tristan da Cunha *		
8	Tunisia	TUN	Tunis
5	Turkey	IST	Istanbul Hava Alani
5	Turkmenistan	MOW	Moscow PCI-1
6	Turks and Caicos Islands	TKI	Grand Turk
7	Tuvalu *		

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**Foreign Exchange Office and Country Rate Groups**

<b>Rate Group</b>	<b>Country</b>	<b>3-Letter Exchange Office Code</b>	<b>Exchange Office</b>
8	Uganda	KLA	Kampala
8	Ukraine	IEV	Kiev
8	United Arab Emirates	DXB	Dubai
6	Uruguay	MVD	Montevideo
8	Uzbekistan	TAS	Tashkent
7	Vanuatu	VLJ	Port Vila
3	Vatican City	VCY	Vatican City State
6	Venezuela	CCS	Caracas
7	Vietnam	SGN	Ho Chi Minh Ville
7	Wallis and Futuna Islands *		
7	Western Samoa	APW	Apia
8	Yemen	SAH	Sanaa
8	Zambia	NLA	Ndola
8	Zimbabwe	HRE	Harare

**Footnotes:**

\* *Direct country sacks are not made to these destinations. Prepare direct country packages (10 or more pieces) and include in mixed direct country package sacks labeled to the assigned U.S. exchange office listed in [292.452](#).*

\*\* *At the mailer's option, a finer sortation for IPA items addressed to Australia may be used. If this option is chosen, items addressed with postal codes beginning with 0, 1, 2, 4, and 9 and uncod ed mail should be sorted and packaged to Sydney. Direct country sacks should be tagged to Sydney as well. Both the three-letter exchange office code, "SYD," and the country name, Australia, should be entered in the "TO" block of Tag 178. Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and packaged to Melbourne. Direct country sacks should be tagged to Melbourne as well. Both the three-letter exchange office code, "MEL," and the country name, Australia, should be entered in the "TO" block of Tag 178.*

\*\*\* *Netherlands Antilles includes Bonaire, Curacao, Saba, St. Eustatius, and St. Maarten.*

292.443 **Physical Characteristics and Requirements for Packages**

- a. *Thickness.* Packages of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick).
- b. *Securing Packages.* Each package must be securely tied. Placing rubber bands around the length and then the girth is the preferred method of securing packages of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing packages of flat-size mail.
- c. *Separation of Packages.* Letter-size and flat-size mail must be packaged separately.

292.45 **Sacking Requirements**

292.451 **Direct Country Sack (11 Pounds or More)**

- a. *General.* When there are 11 or more pounds of mail addressed to the same country (including Great Britain), the mail must be packaged and enclosed in international airmail sacks and labeled to the country with PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8)* (white). All types of mail, including letter-size packages, flat-size packages, and loose items, can be commingled in the same sack for each destination and counted toward the 11-pound minimum.

- b. *Direct Country Sack Tags.* Direct country sacks must be labeled with PS Tag 178. The tag is white and specially coded to route the mail to a specific country and airport of destination. The blocks on the tag for date, weight, and dispatch information must be completed by the Postal Service and may not be completed by the mailer. The mailer must complete the “To” block showing the destination country. PS Tag 115, *International Priority Airmail*, must also be affixed to the direct country sacks. PS Tag 115 is a “Day-Glo” pink tag that identifies the mail to ensure it receives priority handling. The mailer must designate on the back of PS Tag 115 the applicable rate group, using 1 (Canada), 2 (Mexico), 3, 4, 5, 6, 7, 8, or WW (Worldwide).

292.452 **Mixed Direct Country Package Sacks**

- a. *General.* The direct country packages containing 10 or more pieces or 1 pound or more of mail destined to a specific country that cannot be made up in direct country sacks must be enclosed in Priority Mail sacks unless other equipment is specified by the acceptance office.
- b. *Mixed Direct Country Sack Label.* The sack label must be completed as follows. (See [292.452](#) for list of U.S. International Exchange Offices.)  
 Line 1: Appropriate U.S. Exchange Office and Routing Code  
 Line 2: Contents – DRX  
 Line 3: Mailer, Mailer Location

**Example:**

AMC SEATTLE WA	980
INT'L PRIORITY AIRMAIL - DRX	
ABC STORE SEATTLE WA	

Exhibit 292.452

**Labeling of IPA Mail to Postal Service Exchange Offices**

<b>IPA Acceptance Office 3-Digit ZIP Code Prefix</b>	<b>U.S. Exchange Office and Routing Code for Line 1</b>
004-005, 010-089, 100-268, 270-297, 400-418, 420-427, 470-471, 476-477	ISC NEW YORK NY 003
006-009, 298-339, 341-342, 344, 346-347, 349-397, 399	ISC MIAMI FL 33112
424, 430-469, 478-516, 520-528, 530-531, 534-535, 537-567, 570-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700-708, 710-799, 885	ISC CHICAGO IL 60290
590-599, 821, 832-838, 970-986, 970-999	AMC SEATTLE WA 980
800-816, 820, 822-831, 840-847, 893-898, 937-961	ISC SAN FRANCISCO CA 94013
850, 852-853, 855-857, 859-860, 863-865, 870-875, 877-884, 889-891, 900-908, 910-928, 930-936	ISC LOS ANGELES CA 900
967-969	P&DC HONOLULU HI 967

292.453 **Worldwide Nonpresort Mail Sacks**

- a. *General.* The working packages of mixed country mail and loose items must be enclosed in Priority Mail sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in trays if authorized by the acceptance office.

**Note:** Working packages of mixed country mail cannot be enclosed in mixed direct country package sacks.

- b. *Worldwide Nonpresort Mail Sack Label.* The sack label must be completed as follows:

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: Contents - WKG

Line 3: Mailer, Mailer Location

**Example:**

ISC MIAMI FL	33112
INT'L PRIORITY AIRMAIL - WKG	
ABC COMPANY MIAMI FL	

See [292.452](#) for list of U.S. International Exchange Offices.

292.454 **Tags and Weight Maximum for Sacks**

- a. *PS Tag 115 and PS Tag 178.* All IPA sacks (direct country, mixed direct country package sacks, and worldwide nonpresort mail sacks) must be labeled with PS Tag 115, *International Priority Airmail*. PS Tag 115 is a "Day-Glo" pink tag that identifies IPA mail to ensure that it receives priority treatment. PS Tag 178 (see [292.451](#)) is a dispatching tag to be used only for direct country sacks. PS Tag 178 is white and specially coded to route the mail to a specific country and airport of destination. The Postal Service must complete the blocks on the tag for date, weight, and dispatch information. The mailer must complete only the "To" block showing the destination country. Postal tags and sacks are available from Post Office facilities.
- b. *Sack Weight Maximum.* The maximum weight of the sack and contents must not exceed 66 pounds.

292.455 **Mail Preparation for Canada**

To qualify for the presort rates for Canada, a mailer must have at least 11 pounds of mail for Canada. This includes letter-size, flat-size, and package-size items even though such items are prepared in separate containers. If the mailing contains less than 11 pounds of mail for Canada, or if the mailer chooses to do so, mail for Canada is included in the worldwide nonpresort rate mail with mail for other countries. Worldwide nonpresort mail for Canada is prepared in accordance with [292.453](#). The preparation requirements of presorted mail to Canada follow. See [292.455](#) for Canadian labeling information.

- a. *Letter-Size Mail and Flat-Size Mail.* Letter-size items are prepared in letter trays, either half-size or full-size, depending on volume. Flat-size items are prepared in flat trays. All items must be faced in the same direction, and all trays must be full enough to keep the mail from mixing during transportation. Do not prepare the content of the tray in packages. The mailer must label each tray to show the destination in

Canada and the dispatching U.S. international exchange office in the following format:

Line 1: Canadian Destination, U.S. Exchange Office Code

Line 2: Contents

Line 3: Mailer, Mailer Location

**Example:**

MONTREAL QC FWD	003
IPA	
ABC COMPANY NEW YORK NY	

In addition, the mailer must complete PS Tag 115, *International Priority Airmail*. Write “Canada” on the reverse and tape the tag to the tray sleeve. All trays must be banded.

- b. *Packages*. Items that cannot be prepared in trays because of their size or shape must be placed loose in airmail sacks. Use PS Tag 115, *International Priority Airmail*, and label to either Toronto or Vancouver, as appropriate. Attach a completed PS Tag 178. See [292.451b](#).

Exhibit 292.455

**Canadian Labeling Information**

Origin ZIP Code	Exchange Office	Canadian Destination	U.S. Exchange Office Code
004–005, 010–089, 100–268, 270–297, 400–418, 420–427, 470–471, 476–477	JFK	MONTREAL QC FWD	003
298–339, 341–342, 344, 346–347, 349–397, 399, 723	MIA	MONTREAL QC FWD	33112
430–469, 472–475, 478–516, 520–528, 530–567, 570–588, 600–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–708, 710–722, 724–816, 822–831, 840–847, 870–885, 893, 898	ORD	TORONTO ON FWD	60290
590–599, 821, 832–838, 970–999	SEA	VANCOUVER BC FWD	98158
820, 894–895, 937–961	SFO	VANCOUVER BC FWD	94013
850, 852–853, 855–857, 859–860, 863–865, 889–891, 900–908, 910–928, 930–936	LAX	VANCOUVER BC FWD	90899
967–969	HNL	VANCOUVER BC FWD	96820

292.46 **Customs Forms Requirements**

See [123](#).

293 **International Surface Air Lift (ISAL) Service**

293.1 **Definition**

International Surface Air Lift™ (ISAL®) is a bulk mailing system that provides fast, economical international delivery of First-Class Mail International items.

The cost is lower than First-Class Mail International. ISAL shipments are flown to the foreign destinations and entered into that country's surface or nonpriority mail system for delivery.

### 293.2 **Qualifying Mail and Minimum Quantity Requirements**

First-Class Mail International mail as defined in [241](#) that meets all applicable mailing standards may be sent in this service. There is a minimum volume requirement of 50 pounds per mailing except for the Direct Shipment option, which requires a minimum 750 pounds to a single country destination. Mail is prepared as (1) direct country sacks when there are 11 pounds or more to a single country or required country separation; (2) mixed country package sacks when there are 10 or more pieces or at least 1 pound of mail to a single country, but less than 11 pounds; and (3) residual mail when there are fewer than 10 pieces or less than 1 pound of mail to a single country. Residual mail may not exceed 10 percent, by weight, of the mail presented in direct country sacks, M-bags, and mixed country package sacks. Qualifying residual mail is subject to the appropriate ISAL rate (Full Service, Direct Shipment, M-Bag, or Dropship ISC).

**Note:** A package is defined as 10 or more pieces of mail to the same country separation or 1 pound or more regardless of the number of pieces. Packages of letter-size pieces of mail should be no thicker than approximately a handful of mail (4 to 6 inches). Packages of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.

### 293.3 **Service Options**

#### 293.31 **Availability**

ISAL service is available to the foreign countries listed in [293.71](#) from all Post Office facilities where bulk mail is accepted and from the Drop Shipment ISCs listed in [293.32](#).

#### 293.32 **Drop Shipment Locations**

Drop shipment rates (as shown in [293.71](#)) are available from the following offices:

##### **New York:**

JOHN F KENNEDY AIRPORT MAIL CTR  
US POSTAL SERVICE  
JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250  
JAMAICA NY 11430-9998

##### **Florida:**

MIAMI INTERNATIONAL SERVICE CTR\*  
US POSTAL SERVICE  
11698 NW 25TH ST  
MIAMI FL 33112-9997

MIAMI PROCESSING AND DISTRIBUTION CTR  
US POSTAL SERVICE  
2200 NW 72ND AVE  
MIAMI FL 33152-9997

**Texas:**

DALLAS AIRPORT MAIL CTR  
 US POSTAL SERVICE  
 2300 W 32ND ST  
 DALLAS TX 75261-9741

**Illinois:**

JT WEEKER INTERNATIONAL SERVICE CENTER  
 US POSTAL SERVICE  
 OHARE INTERNATIONAL AIRPORT  
 514 EXPRESS CENTER DR  
 CHICAGO IL 60290-9998

**California:**

LOS ANGELES ISC  
 US POSTAL SERVICE  
 21750 ARNOLD CENTER RD  
 CARSON CA 90810-9998

SAN FRANCISCO ISC  
 US POSTAL SERVICE  
 2650 BAYSHORE BLVD  
 DALY CITY CA 94013-1631

\*Only plant-verified mail is transported to these facilities by the mailer.

293.4 **Extra Services**

The extra services described in chapter [3](#) are not available for items sent by ISAL.

293.5 **Customs Documentation**

See [123](#) for the requirements for customs forms.

293.6 **Permits**

Mailers depositing mail at a Drop Shipment ISC must maintain an advance deposit account at that city if postage is paid by advance deposit account.

293.7 **Postage**293.71 **Rates****International Surface Air Lift (ISAL)**

Rate Group	Per Piece	Full Service Per Lb.	Direct Shipment Per Lb.	ISC Drop Shipment Per Lb.
1	\$0.32	\$3.20	\$2.70	\$2.20
2	0.15	5.15	4.65	4.15
3	0.30	4.00	3.50	3.00
4	0.32	4.35	3.85	3.35
5	0.15	5.45	4.95	4.45
6	0.15	5.55	5.05	4.55
7	0.15	5.45	4.95	4.45
8	0.12	6.60	6.10	5.60
9	0.22	4.45	3.95	3.45

**International Surface Air Lift M-Bag – Full Service and Direct Shipment**

Rate Group	Full Service Per Lb.	Direct Shipment Per Lb.
1	\$1.60	\$1.60
2	1.70	1.70
3	2.00	2.00
4	2.80	2.80
5	2.35	2.35
6	2.35	2.35
7	2.60	2.60
8	3.25	3.25
9	3.00	3.00

**Note:** M-bags are subject to the minimum rate for 11 lbs.

**International Surface Air Lift M-Bag – ISC Drop Shipment**

Weight Not Over (Lb.)	Rate Group 1	Rate Group 2	Rate Group 3	Rate Group 4	Rate Group 5	Rate Group 6	Rate Group 7	Rate Group 8	Rate Group 9
5	\$15.90	\$14.30	\$11.45	\$16.25	\$12.90	\$14.40	\$12.05	\$16.20	\$18.25
6	16.00	14.85	12.75	18.40	14.60	15.85	14.35	19.00	20.25
7	16.10	15.40	14.05	20.55	16.30	17.30	16.65	21.80	22.25
8	16.20	15.95	15.35	22.70	18.00	18.75	18.95	24.60	24.25
9	16.30	16.50	16.65	24.85	19.70	20.20	21.25	27.40	26.25
10	16.40	17.05	17.95	27.00	21.40	21.65	23.55	30.20	28.25
11	16.50	17.60	19.25	29.15	23.10	23.10	25.85	33.00	30.25
Each additional pound or fraction of a pound	1.50	1.60	1.75	2.65	2.10	2.10	2.35	3.00	2.75

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**International Surface Air Lift Service Network Countries and Rates**

Country	City	Code	Rate Group
Albania	Tirana	TIA	5
Algeria	Algiers	ALG	8
Angola	Luanda	LAD	8
Argentina	Buenos Aires	BUE	6
Aruba	Oranjestad	AUA	6
Australia	Sydney	SYD	9
Austria	Vienna	VIE	3
Bahrain	Bahrain	BAH	8
Bangladesh	Dhaka	DAC	8
Belgium	Brussels	BRU	3
Belize	Belize City	BZE	6
Benin	Cotonou	COO	8
Bolivia	La Paz	LPB	6
Brazil	Rio de Janeiro	RIO	6
Bulgaria	Sofia	SOF	5
Burkina Faso	Ouagadougou	OUA	8
Cameroon	Douala	DLA	8
Canada	See <a href="#">292.455</a>		1
Central African Republic	Bangui	BGF	8
Chile	Santiago	SCL	6
China	Beijing (Peking)	PEK	7
Colombia	Bogota	BOG	6

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**International Surface Air Lift Service Network Countries and Rates**

<b>Country</b>	<b>City</b>	<b>Code</b>	<b>Rate Group</b>
Congo, Dem. Rep. of (Zaire)	Kinshasa	FIH	8
Costa Rica	San Jose	SJO	6
Cote d'Ivoire (Ivory Coast)	Abidjan	ABJ	8
Cuba	Havana	HAV	6
Czech Republic	Prague	PRG	5
Denmark	Copenhagen	CPH	3
Dominican Republic	Santo Domingo	SDQ	6
Ecuador	Guayaquil	GYE	6
Egypt	Cairo	CAI	8
El Salvador	San Salvador	SAL	6
Ethiopia	Addis Ababa	ADD	8
Fiji	Nadi	NAN	7
Finland	Helsinki	HEL	3
France	Paris	PAR	3
French Guiana	Cayenne	CAY	6
Gabon	Libreville	LBV	8
Germany	Frankfurt	FRA	3
Ghana	Accra	ACC	8
Great Britain	London	LON	3
Greece	Athens	ATH	3
Guatemala	Guatemala City	GUA	6
Guyana	Georgetown	GEO	6
Haiti	Port-au-Prince	PAP	6
Honduras	Tegucigalpa	TGU	6
Hong Kong	Hong Kong	HKG	7
Hungary	Budapest	BUD	5
Iceland	Reykjavik	REK	3
India	Mumbai	BOM	8
Indonesia	Jakarta	JKT	7
Iran	Tehran	THR	8
Ireland	Dublin	DUB	3
Israel	Tel Aviv	TLV	3
Italy	Rome	ROM	3
Jamaica	Kingston	KIN	6
Japan *	Osaka Int'l	OSA	4
	Tokyo	TYO	4
Jordan	Amman	AMM	8
Kenya	Nairobi	NBO	8
Korea, Rep. of (South)	Seoul	SEL	7
Kuwait	Kuwait City	KWI	8
Lebanon	Beirut	BEY	8
Liechtenstein	Basel	BSL	3
Luxembourg	Luxembourg	LUX	3
Madagascar	Antananariva	TNR	8
Malaysia	Kuala Lumpur	KUL	7
Mali	Bamako	BKO	8
Mauritania	Nouakchott	NKC	8
Mauritius	Port Louis	MRU	8
Mexico	Mexico City	MEX	2
Morocco	Casablanca	CAS	8

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**International Surface Air Lift Service Network Countries and Rates**

<b>Country</b>	<b>City</b>	<b>Code</b>	<b>Rate Group</b>
Mozambique	Maputo	MPM	8
Netherlands	Amsterdam	AMS	3
Netherlands Antilles	Curacao	CUR	6
New Zealand	Auckland	AKL	4
Nicaragua	Managua	MGA	6
Niger	Niamey	NIM	8
Nigeria	Lagos	LOS	8
Norway	Oslo	OSL	3
Oman	Muscat	MCT	8
Pakistan	Karachi	KHI	8
Panama	Panama City	PTY	6
Papua New Guinea	Port Moresby	POM	7
Paraguay	Asuncion	ASU	6
Peru	Lima	LIM	6
Philippines	Manila	MNL	7
Poland	Warsaw	WAW	5
Portugal	Lisbon	LIS	3
Qatar	Doha	DOH	8
Reunion Island	St Denis	RUN	8
Romania	Bucharest	BUH	5
Russia	Moscow	MOW	5
Saudi Arabia	Dhahran	DHA	8
Senegal	Dakar	DKR	8
Singapore	Singapore	SIN	7
Slovak Republic (Slovakia)	Bratislava	BTS	5
South Africa	Johannesburg	JNB	8
Spain **	Madrid	MAD	3
Sri Lanka	Colombo	CMB	8
Sudan	Khartoum	KRT	8
Suriname	Paramaribo	PBM	6
Sweden	Stockholm	STO	3
Switzerland	Basel	BSL	3
Syria	Damascus	DAM	8
Taiwan	Taipei	TPE	7
Tanzania	Dar es Salaam	DAR	8
Thailand	Bangkok	BKK	7
Togo	Lome	LFW	8
Trinidad and Tobago	Port of Spain	POS	6
Tunisia	Tunis	TUN	8
Turkey	Istanbul	IST	5
Uganda	Kampala	KLA	8
United Arab Emirates	Dubai	DXB	8
Uruguay	Montevideo	MVD	6
Venezuela	Caracas	CCS	6
Yemen	Sanaa	SAH	8

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**International Surface Air Lift Service Network Countries and Rates**

Country	City	Code	Rate Group
Zambia	Ndola	NLA	8
Zimbabwe	Harare	HRE	8

\* To expedite handling, Japan Post has requested that U.S. shippers make the following optional separation of their ISAL mail:

- Mail destined for locations in Japan with post code prefixes 52-93 should be labeled to Osaka International (OSA).
- Mail destined for all other post code prefixes should be labeled to Tokyo(TYO). All ISAL mail that is not optionally separated as specified above should be labeled to Tokyo (TYO).

\*\* Including the Canary Islands.

**293.72 Full Service Rates**

ISAL mailings presented at any Post Office facility that accepts bulk mail, other than a Drop Shipment ISC listed in [293.32](#), and not eligible for the direct shipment rate, are paid at the full-service rates. Postage for regular ISAL is paid on a per-piece and a per-pound basis. M-bags are subject to the M-bag pound rate only.

**293.73 Direct Shipment Rates**

Mailers are eligible for the direct shipment rates from the acceptance Post Office facility (except Drop Shipment ISCs) when the Postal Service is able to arrange direct transportation from the origin office to the destination country. To qualify, mailers must present a minimum of 750 pounds to each destination country. Mailers must contact the Post Office of mailing at least 14 days before the first desired mailing date. A Postal Service employee must complete PS Form 3700, *Postage Statement – International Mail*, and fax it to the distribution network office (DNO) to obtain a contract for transportation. If the DNO cannot arrange direct transportation, the direct shipment rate does not apply. The Postal Service may cancel direct shipment rates and service when direct transportation is no longer available.

**293.74 Drop Shipment ISC Rates**

ISAL mailings transported by the mailer to the Dropship ISCs listed in [293.32](#) are eligible for the Drop Shipment ISC rate.

**293.75 Payment Methods****293.751 Postage Meter, Permit Imprint, or Precanceled Stamps**

Postage must be paid by postage meter, permit imprint, or mailer-precanceled stamps. Postage is computed on PS Form 3700, which is required for all ISAL mailings.

**293.752 Piece Rate**

The applicable per-piece postage must be affixed to each piece (except M-bags) by meter or mailer-precanceled stamps, unless postage is paid by permit imprint. Mailers may use permit imprint only with identical weight pieces unless authorized under the postage mailing systems referenced in DMM 705. All of the permit imprints for printed matter shown in [153.24](#) are acceptable.

**293.753 Pound Rate**

Postage for the pound rate portion must be paid either by meter stamp(s) attached to the finance copy of the postage statement or from the mailer's advance deposit account.

**293.8 Weight and Size Limits**

Any item sent by ISAL must conform to the weight and size limits for First-Class Mail International as described in [243](#).

**293.9 Mail Preparation****293.91 Addressing**

International Surface Air Lift mail is subject to the addressing requirements contained in [122](#).

- a. **Exception:** International Surface Air Lift items destined for Canada must have the applicable alphanumeric post code included in the delivery address. See [122.1k](#) for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. **Exception:** International Surface Air Lift mail in direct country sacks (see [293.932a](#)) is not subject to the interline addressing requirement that is specified in [122.1d](#). At the sender's risk, the English translation of the destination post office or city name may be omitted from printed addresses that are in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (e.g., Russia) is still required on the individual mailpieces.

**293.92 Sealing and Packaging**

Mail that is sent via the ISAL service may be sealed at the sender's option. See [244.4](#) for the packaging methods that are applicable to all First-Class Mail International items.

**Exception:** For direct country sacks only, First-Class Mail International folded mailpieces, without envelopes, are admissible provided one of the following methods is used:

1. All of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.
2. The mailpieces meet the physical standards and tabbing requirements in DMM 201.3.

**293.93 Makeup Requirements for ISAL****293.931 Packaging**

The following guidelines apply:

- a. **General.** All ISAL mail must be prepared in packages within sacks as appropriate. A package is defined as 10 or more pieces of mail to the same country or separation or 1 pound or more regardless of the number of pieces. Packages of letter-size mail pieces should be no thicker than approximately a handful of mail (4 to 6 inches). Packages of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds. Packages and sacks must be prepared and labeled as

described below. All mailpieces in a package must be “faced” in the same direction (i.e., arranged so that the addresses read in the same direction, with an address visible on the top piece). Pieces that cannot be bundled because of their physical characteristics may be placed loose in the sack.

- b. *Thickness.* Packages of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches). Packages of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds. Each package must be securely tied. Placing rubber bands around the length and then the girth is the preferred method of securing packages of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing packages of flat-size mail.
- c. *Direct Country Packages.* When there are 10 or more pieces or 1 pound or more to the same country, then such pieces must be prepared as a direct country package. If there is less than 11 pounds of mail to the same country, then the direct country package must be labeled with a facing slip showing the destination country or country separation. The facing slip must be placed on the address side of the top piece of each package in such a manner that it will not become separated from the package. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for International Surface Air Lift Mail.
- d. *Residual Packages.* If there is not enough mail to prepare a direct country package (fewer than 10 pieces or less than 1 pound), the mail is considered residual mail. When there are fewer than 10 pieces to the same country, then such pieces should be combined in packages with other mail for countries within the same rate group that similarly have fewer than 10 pieces. Such mixed country packages must be labeled with a facing slip marked “Residual, Rate Group \_\_\_\_.” The designated rate group (1, 2, 3, 4, 5, 6, 7, or 8) must be inserted as appropriate. The facing slip must be placed on the address side of the top piece of each package in such a manner that it will not become separated from the package. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for International Surface Air Lift Mail.

**Exception:** The 10-piece criterion is when there are fewer than 10 pieces to the same country and those pieces weigh more than 11 pounds. Such mailpieces should be packaged together as a direct country package and placed in a direct country sack. Pieces that cannot be packaged because of their physical characteristics may be placed loose in the sack.

#### 293.932 **Sacking**

Once packages of ISAL mail are prepared, the packages are then placed into one of three types of designated sacks:

- a. *Direct Country Sack.* Prepare a direct country sack if there are at least 11 pounds of mail to the same country. The mail must be packaged and enclosed in a plastic sack and labeled to the country with PS Tag

155, *Surface Airlift Mail*. The maximum weight of a direct country sack must not exceed 66 pounds.

- b. *Mixed Country Package Sack*. Prepare a mixed country package sack for those direct country packages where there is less than 11 pounds of mail to the same country. The mail must be packaged as direct country packages, identified with a facing slip showing the destination country or country separation, and enclosed in a green pouch labeled to the dropship ISAL service center. PS Tag 155 also must be attached to the sack. Prepare a mixed country package sack for each of the respective rate groups for which there is a direct country package and label as follows:

- Rate group 1 — AMC Kennedy - JFK 003
- Rate group 2 — AMC Miami 33159
- Rate group 3 — AMC Kennedy - JFK 003
- Rate group 4 — AMC San Francisco 941
- Rate group 5 — AMC Kennedy - JFK 003
- Rate group 6 — AMC Miami 33159
- Rate group 7 — AMC San Francisco 941
- Rate group 8 — AMC Kennedy - JFK 003

- c. *Residual Sack*. Prepare a residual sack for those packages of mail that contain fewer than 10 pieces or less than 1 pound of mail to any one country (residual packages). The mail must be packaged as residual packages, appropriately identified with a facing slip, and enclosed in a green pouch labeled to the Drop Shipment ISAL service center. PS Tag 155 also must be attached to the sack. The mailer must prepare a residual sack for each of the respective rate groups for which there is a residual package and label it as follows:

- Rate group 1 — AMC Kennedy - JFK 003
- Rate group 2 — AMC Miami 33159
- Rate group 3 — AMC Kennedy - JFK 003
- Rate group 4 — AMC San Francisco 941
- Rate group 5 — AMC Kennedy - JFK 003
- Rate group 6 — AMC Miami 33159
- Rate group 7 — AMC San Francisco 941
- Rate group 8 — AMC Kennedy - JFK 003

293.933 **Sack Labeling**

Depending on the type of sack, labels are prepared as follows:

- a. *Direct Country Sack.* For a direct country sack, use a plastic sack. Use PS Tag 155 to label each sack with the destination country's name. Mailers must complete four blocks on PS Tag 155:

- (1) **To (Pour) Block:** Enter the name of the ISAL country foreign exchange office, its three-letter exchange office code, and the country's name. See [293.71](#) for the name of the foreign exchange office and its three-letter exchange office code. As an example, for Ireland, this block will be as follows:

Dublin    DUB    Ireland

- (2) **Customer Permit No. Block:** Enter permit number.  
 (3) **Kg. Block:** Enter the combined weight of the sack and its contents in kilograms (1 pound = 0.4536 kilogram).  
 (4) **Date Block:** Enter date as shown on PS Form 3700.

After completing the above items on PS Tag 155, attach it to the neck of the sack.

- b. *Mixed Country Package Sack.* For a mixed country package sack, use a domestic green nylon pouch and label it to the appropriate Drop Shipment ISAL service center as follows:

- Rate group 1 — AMC Kennedy - JFK 003
- Rate group 2 — AMC Miami 33159
- Rate group 3 — AMC Kennedy - JFK 003
- Rate group 4 — AMC San Francisco 941
- Rate group 5 — AMC Kennedy - JFK 003
- Rate group 6 — AMC Miami 33159
- Rate group 7 — AMC San Francisco 941
- Rate group 8 — AMC Kennedy - JFK 003

Labels are prepared as follows:

Content:

Line 1: Drop Shipment ISAL Service Center

Line 2: ISAL DRX

Line 3: Mailer, Mailer Location

**Example:**

AMC KENNEDY - JFK	003
ISAL DRX	
ABC COMPANY, NEW YORK, NY	

For the mixed country package sack label, use Content Identification Number (CIN) 753.

In addition, use PS Tag 155 to label each sack with the appropriate Drop Shipment ISAL service center. Mailers must complete four blocks on PS Tag 155:

- (1) To (Pour) Block: Enter the name of the Drop Shipment ISAL service center and rate group:
  - Rate group 1 — AMC Kennedy - JFK 003
  - Rate group 2 — AMC Miami 33159
  - Rate group 3 — AMC Kennedy - JFK 003
  - Rate group 4 — AMC San Francisco 941
  - Rate group 5 — AMC Kennedy - JFK 003
  - Rate group 6 — AMC Miami 33159
  - Rate group 7 — AMC San Francisco 941
  - Rate group 8 — AMC Kennedy - JFK 003
- (2) Customer Permit No. Block: Enter your permit.
- (3) Kg. Block: Enter the combined weight of the sack and its contents in kilograms (1 pound = 0.4536 kilogram).
- (4) Date Block: Enter date as shown on PS Form 3700.

After completing the above items on PS Tag 155, attach it to the sack.

- c. *Residual Sack.* For a residual sack, use a domestic green nylon pouch and label it to the appropriate Drop Shipment ISAL service center as follows:

- Rate group 1 — AMC Kennedy - JFK 003
- Rate group 2 — AMC Miami 33159
- Rate group 3 — AMC Kennedy - JFK 003
- Rate group 4 — AMC San Francisco 941
- Rate group 5 — AMC Kennedy - JFK 003
- Rate group 6 — AMC Miami 33159
- Rate group 7 — AMC San Francisco 941
- Rate group 8 — AMC Kennedy - JFK 003

Labels are prepared as follows:

Content:

Line 1: Drop Shipment ISAL Service Center

Line 2: ISAL WKG

Line 3: Mailer, Mailer Location

**Example:**

AMC KENNEDY - JFK	003
ISAL WKG	
ABC COMPANY, NEW YORK, NY	

For the residual sack label, use CIN 754.

In addition, use PS Tag 155 to label each sack with the appropriate Drop Shipment ISAL service center. Mailers must complete three blocks on PS Tag 155:

- (1) To (Pour) Block: Enter the name of the Drop Shipment ISAL service center and rate group:
  - Rate group 1 — AMC Kennedy - JFK 003
  - Rate group 2 — AMC Miami 33159
  - Rate group 3 — AMC Kennedy - JFK 003
  - Rate group 4 — AMC San Francisco 941
  - Rate group 5 — AMC Kennedy - JFK 003
  - Rate group 6 — AMC Miami 33159
  - Rate group 7 — AMC San Francisco 941
  - Rate group 8 — AMC Kennedy - JFK 003
- (2) Customer Permit No. Block: Enter your 10-digit ISAL permit or customer identification number.
- (3) Kg. Block: Enter the combined weight of the sack and its contents in kilograms (1 pound = 0.4536 kilogram).
- (4) Date Block: Enter date as shown on PS Form 3700.

After completing the above items on PS Tag 155, attach it to the sack.

293.934 **Sack Separation**

When presenting an ISAL shipment to the Postal Service, the mailer must physically separate the sacks of mail by type (direct, mixed, residual) and rate group (1, 2, 3, 4, etc.) at time of mailing.

293.935 **ISAL M-Bags**

Subject to the provisions of [260](#), Direct Sacks of Printed Matter to One Addressee (M-bags) may be entered as ISAL mail and sent to all destination countries that are referenced in [293.71](#). When using that method of mail preparation, the sender must complete PS Tag 155, *Surface Airlift Mail*, and PS Tag 158, *M-bag Addressee Tag*, and securely attach each of those tags to the neck of the sack. Merchandise items, in combination with related printed matter, may be placed into ISAL M-bags, provided that the contents and method of preparation conform to the requirements that are specified in [261.22](#).

293.94 **Mailer Notification**

Mailers who wish to mail shipments that weigh over 750 pounds but who are not eligible for direct shipment rates must notify the ISAL coordinator at the office of mailing at least 14 days before the planned date of mailing. Specific country information and weight per country must be provided. No prior notification is required for mailers with 750 pounds or less.

294 **(Reserved)**

295 **(Reserved)**

296 **(Reserved)**

## 297 **International Customized Mail**

### 297.1 **Description**

International Customized Mail (ICM) service is an international business mail service that is available only pursuant to an ICM service agreement between the Postal Service and a mailer meeting the requirements in [292](#). The Postal Service provides ICM service on a mailer-specific basis pursuant to the terms and conditions stipulated in a particular ICM service agreement.

### 297.2 **Qualifying Mailers**

To qualify for ICM service, a mailer must tender all of its ICM mail to the Postal Service and must be capable, on an annualized basis, of either:

- a. Paying at least \$2 million in international First-Class Mail International postage (excluding Priority Mail International) to the Postal Service.
- b. Tendering at least 600 pieces of non-First-Class Mail International mail to the Postal Service, or paying at least \$12,000 in non-First-Class Mail International postage to the Postal Service.

### 297.3 **ICM Service Agreements**

Each ICM service agreement must set forth the following:

- a. The term of the agreement, including any renewal options.
- b. The type of mail to be tendered by the mailer.
- c. The destination country or countries.
- d. The services to be provided by the Postal Service, including any speed-of-delivery targets.
- e. Minimum volume commitments for each service.
- f. Postage and method of payment.
- g. Weight and size limits.
- h. Preparation requirements.
- i. Makeup requirements.
- j. Any other obligations of either party.
- k. The location from which the mailer is required to tender its items to the Postal Service.

**297.4 Postal Bulletin Notifications**

Within 30 days of entering into an ICM service agreement, the Postal Service must publish the following information about the agreement in the *Postal Bulletin*:

- a. The term of the agreement, including any renewal options.
- b. The type of mail involved.
- c. The destination country or countries.
- d. A brief description of each of the services to be provided by the Postal Service.
- e. Minimum volume commitments for each service.
- f. A brief description of any worksharing to be performed by the mailer.
- g. The agreed-upon rate for each service at the volume level committed to by the mailer.