

3 Extra Services

310 Certificate of Mailing

311 Description

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

312 Availability

Customers can purchase a certificate of mailing when they send unregistered First-Class Mail International, postcards or postal cards, free matter for the blind, and uninsured Priority Mail International parcels. To obtain an additional certificate after mailing, the mailer must present the original certificate and an additional certificate endorsed "Duplicate" or a copy showing the original dates of mailing. The additional certificate must be postmarked to show the current date. A certificate of mailing cannot be obtained in combination with registered mail, insured parcels, or bulk mailings of 200 pieces or more that bear a permit imprint.

313 Fees

313.1 Individual Pieces

The fee for certificates of mailing for ordinary First-Class Mail International items and ordinary Priority Mail International parcels is \$1.05 for pieces listed individually on PS Form 3817, *Certificate of Mailing*. The fee for three or more pieces individually listed on PS Form 3877, *Firm Mailing Book*, or an approved customer-provided manifest is \$0.35 per piece. Each additional copy of PS Form 3817 or firm mailing bills is available for \$1.05.

313.2 Bulk Pieces

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

Up to 1,000 pieces	\$5.50
Each additional 1,000 pieces or fraction	\$0.60
Duplicate copy	\$1.05

314 Processing Requests

314.1 Forms

314.11 Postal Service Forms

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

314.12 Treasury Department Forms

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

314.13 Agriculture Department Forms

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

314.2 Preparation

314.21 Sender's Responsibility

Sender must:

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

314.22 Accepting Clerk's Responsibility

Accepting clerk must:

- a. Make sure that the form has been properly completed and that the correct amount of postage has been affixed.
- b. Cancel the stamps with a postmark showing the current date.
- c. Sign the Treasury Department forms described in [314.12](#).
Note: This is the only instance in which certification requires signatures or initials of Postal Service employees.
- d. Return the form to the sender.

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

320 Insurance

321 **Description**

Insurance is provided against loss, damage, or rifling for Priority Mail International parcels. Compensation varies according to the fee paid. For parcels delivered to the addressee in damaged condition or with missing contents, payment is made to the addressee unless the addressee waives payment, in writing, in favor of the sender.

322 **Availability**

Insurance is available only for Priority Mail International parcels and only to certain countries. See Individual Country Listings. Insurance is not available for the Priority Mail International flat-rate envelope.

323 **Fees and Insured Value**

323.1 **Insurance Fees**

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

323.2 **Insured Value**

323.21 **Maximum**

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

323.22 **Insured Value vs. Declared Value**

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

323.23 **Computation**

The insurance fee is based on the insured value.

324 **Processing Requests**

324.1 **Mailing Receipt and Insurance Number**

324.11 **General Use**

All Priority Mail International parcels *must* be numbered. PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*, and the cash register receipt issued at the time of mailing will serve as proof of mailing and proof of insurance. Volume mailers may use PS Form 3877, *Firm Mailing Book for Accountable Mail*, as the sender's receipt.

324.12 Accepting Clerk's Responsibility

The accepting clerk must:

- a. Indicate on PS Form 2976-A the amount for which the parcel is insured. Write the amount in U.S. dollars in ink in the "Insured Amount (U.S.) block."
- b. Convert the U.S. dollar amount to the special drawing right (SDR) value and enter it in the SDR value block. For example:
INSURED VALUE
\$100.00 (U.S.)
68.60 SDR
- c. See [Exhibit 324.12](#) for a table showing the conversion of U.S. dollar values up to \$600 to SDR equivalents. To determine SDR equivalents above \$600, multiply the insured amount, rounded up to the next full dollar, by the conversion factor of 0.6860.

Note: Use the following rates when converting between U.S. dollars and special drawing right (SDR) values:

\$1 U.S. = 0.6860 SDR 1 SDR = \$1.46 (\$1.4577 U.S.)

- d. Write a bold capital "V" in the space provided for the insured number as an indicator that additional insurance was purchased.
- e. Indicate special contents for fragile liquid and perishable items.
- f. Round stamp PS Form 2976-A in the appropriate place on each copy.

324.13 Sender's Responsibility

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

324.2 Marking

The sender has the responsibility to do the following:

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

324.3 Postmarking

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

324.4 Sealing

All insured parcels must be sealed.

Exhibit 324.12

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

\$1 U.S. = 0.6860 SDR 1 SDR = \$1.46 U.S. [\$1.4577 U.S.]

US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR
1	0.6860	51	34.9860	101	69.2860	151	103.5860	201	137.8860	251	172.1860
2	1.3720	52	35.6720	102	69.9720	152	104.2720	202	138.5720	252	172.8720
3	2.0580	53	36.3580	103	70.6580	153	104.9580	203	139.2580	253	173.5580
4	2.7440	54	37.0440	104	71.3440	154	105.6440	204	139.9440	254	174.2440
5	3.4300	55	37.7300	105	72.0300	155	106.3300	205	140.6300	255	174.9300
6	4.1160	56	38.4160	106	72.7160	156	107.0160	206	141.3160	256	175.6160
7	4.8020	57	39.1020	107	73.4020	157	107.7020	207	142.0020	257	176.3020
8	5.4880	58	39.7880	108	74.0880	158	108.3880	208	142.6880	258	176.9880
9	6.1740	59	40.4740	109	74.7740	159	109.0740	209	143.3740	259	177.6740
10	6.8600	60	41.1600	110	75.4600	160	109.7600	210	144.0600	260	178.3600
11	7.5460	61	41.8460	111	76.1460	161	110.4460	211	144.7460	261	179.0460
12	8.2320	62	42.5320	112	76.8320	162	111.1320	212	145.4320	262	179.7320
13	8.9180	63	43.2180	113	77.5180	163	111.8180	213	146.1180	263	180.4180
14	9.6040	64	43.9040	114	78.2040	164	112.5040	214	146.8040	264	181.1040
15	10.2900	65	44.5900	115	78.8900	165	113.1900	215	147.4900	265	181.7900
16	10.9760	66	45.2760	116	79.5760	166	113.8760	216	148.1760	266	182.4760
17	11.6620	67	45.9620	117	80.2620	167	114.5620	217	148.8620	267	183.1620
18	12.3480	68	46.6480	118	80.9480	168	115.2480	218	149.5480	268	183.8480
19	13.0340	69	47.3340	119	81.6340	169	115.9340	219	150.2340	269	184.5340
20	13.7200	70	48.0200	120	82.3200	170	116.6200	220	150.9200	270	185.2200
21	14.4060	71	48.7060	121	83.0060	171	117.3060	221	151.6060	271	185.9060
22	15.0920	72	49.3920	122	83.6920	172	117.9920	222	152.2920	272	186.5920
23	15.7780	73	50.0780	123	84.3780	173	118.6780	223	152.9780	273	187.2780
24	16.4640	74	50.7640	124	85.0640	174	119.3640	224	153.6640	274	187.9640
25	17.1500	75	51.4500	125	85.7500	175	120.0500	225	154.3500	275	188.6500
26	17.8360	76	52.1360	126	86.4360	176	120.7360	226	155.0360	276	189.3360
27	18.5220	77	52.8220	127	87.1220	177	121.4220	227	155.7220	277	190.0220
28	19.2080	78	53.5080	128	87.8080	178	122.1080	228	156.4080	278	190.7080
29	19.8940	79	54.1940	129	88.4940	179	122.7940	229	157.0940	279	191.3940
30	20.5800	80	54.8800	130	89.1800	180	123.4800	230	157.7800	280	192.0800
31	21.2660	81	55.5660	131	89.8660	181	124.1660	231	158.4660	281	192.7660
32	21.9520	82	56.2520	132	90.5520	182	124.8520	232	159.1520	282	193.4520
33	22.6380	83	56.9380	133	91.2380	183	125.5380	233	159.8380	283	194.1380
34	23.3240	84	57.6240	134	91.9240	184	126.2240	234	160.5240	284	194.8240
35	24.0100	85	58.3100	135	92.6100	185	126.9100	235	161.2100	285	195.5100
36	24.6960	86	58.9960	136	93.2960	186	127.5960	236	161.8960	286	196.1960
37	25.3820	87	59.6820	137	93.9820	187	128.2820	237	162.5820	287	196.8820
38	26.0680	88	60.3680	138	94.6680	188	128.9680	238	163.2680	288	197.5680
39	26.7540	89	61.0540	139	95.3540	189	129.6540	239	163.9540	289	198.2540
40	27.4400	90	61.7400	140	96.0400	190	130.3400	240	164.6400	290	198.9400
41	28.1260	91	62.4260	141	96.7260	191	131.0260	241	165.3260	291	199.6260
42	28.8120	92	63.1120	142	97.4120	192	131.7120	242	166.0120	292	200.3120
43	29.4980	93	63.7980	143	98.0980	193	132.3980	243	166.6980	293	200.9980
44	30.1840	94	64.4840	144	98.7840	194	133.0840	244	167.3840	294	201.6840
45	30.8700	95	65.1700	145	99.4700	195	133.7700	245	168.0700	295	202.3700
46	31.5560	96	65.8560	146	100.1560	196	134.4560	246	168.7560	296	203.0560
47	32.2420	97	66.5420	147	100.8420	197	135.1420	247	169.4420	297	203.7420
48	32.9280	98	67.2280	148	101.5280	198	135.8280	248	170.1280	298	204.4280
49	33.6140	99	67.9140	149	102.2140	199	136.5140	249	170.8140	299	205.1140
50	34.3000	100	68.6000	150	102.9000	200	137.2000	250	171.5000	300	205.8000

Exhibit 324.12 (p. 2)

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

\$1 U.S. = 0.6860 SDR 1 SDR = \$1.46 U.S. [\$1.4577 U.S.]

US \$	SDR										
301	206.4860	351	240.7860	401	275.0860	451	309.3860	501	343.6860	551	377.9860
302	207.1720	352	241.4720	402	275.7720	452	310.0720	502	344.3720	552	378.6720
303	207.8580	353	242.1580	403	276.4580	453	310.7580	503	345.0580	553	379.3580
304	208.5440	354	242.8440	404	277.1440	454	311.4440	504	345.7440	554	380.0440
305	209.2300	355	243.5300	405	277.8300	455	312.1300	505	346.4300	555	380.7300
306	209.9160	356	244.2160	406	278.5160	456	312.8160	506	347.1160	556	381.4160
307	210.6020	357	244.9020	407	279.2020	457	313.5020	507	347.8020	557	382.1020
308	211.2880	358	245.5880	408	279.8880	458	314.1880	508	348.4880	558	382.7880
309	211.9740	359	246.2740	409	280.5740	459	314.8740	509	349.1740	559	383.4740
310	212.6600	360	246.9600	410	281.2600	460	315.5600	510	349.8600	560	384.1600
311	213.3460	361	247.6460	411	281.9460	461	316.2460	511	350.5460	561	384.8460
312	214.0320	362	248.3320	412	282.6320	462	316.9320	512	351.2320	562	385.5320
313	214.7180	363	249.0180	413	283.3180	463	317.6180	513	351.9180	563	386.2180
314	215.4040	364	249.7040	414	284.0040	464	318.3040	514	352.6040	564	386.9040
315	216.0900	365	250.3900	415	284.6900	465	318.9900	515	353.2900	565	387.5900
316	216.7760	366	251.0760	416	285.3760	466	319.6760	516	353.9760	566	388.2760
317	217.4620	367	251.7620	417	286.0620	467	320.3620	517	354.6620	567	388.9620
318	218.1480	368	252.4480	418	286.7480	468	321.0480	518	355.3480	568	389.6480
319	218.8340	369	253.1340	419	287.4340	469	321.7340	519	356.0340	569	390.3340
320	219.5200	370	253.8200	420	288.1200	470	322.4200	520	356.7200	570	391.0200
321	220.2060	371	254.5060	421	288.8060	471	323.1060	521	357.4060	571	391.7060
322	220.8920	372	255.1920	422	289.4920	472	323.7920	522	358.0920	572	392.3920
323	221.5780	373	255.8780	423	290.1780	473	324.4780	523	358.7780	573	393.0780
324	222.2640	374	256.5640	424	290.8640	474	325.1640	524	359.4640	574	393.7640
325	222.9500	375	257.2500	425	291.5500	475	325.8500	525	360.1500	575	394.4500
326	223.6360	376	257.9360	426	292.2360	476	326.5360	526	360.8360	576	395.1360
327	224.3220	377	258.6220	427	292.9220	477	327.2220	527	361.5220	577	395.8220
328	225.0080	378	259.3080	428	293.6080	478	327.9080	528	362.2080	578	396.5080
329	225.6940	379	259.9940	429	294.2940	479	328.5940	529	362.8940	579	397.1940
330	226.3800	380	260.6800	430	294.9800	480	329.2800	530	363.5800	580	397.8800
331	227.0660	381	261.3660	431	295.6660	481	329.9660	531	364.2660	581	398.5660
332	227.7520	382	262.0520	432	296.3520	482	330.6520	532	364.9520	582	399.2520
333	228.4380	383	262.7380	433	297.0380	483	331.3380	533	365.6380	583	399.9380
334	229.1240	384	263.4240	434	297.7240	484	332.0240	534	366.3240	584	400.6240
335	229.8100	385	264.1100	435	298.4100	485	332.7100	535	367.0100	585	401.3100
336	230.4960	386	264.7960	436	299.0960	486	333.3960	536	367.6960	586	401.9960
337	231.1820	387	265.4820	437	299.7820	487	334.0820	537	368.3820	587	402.6820
338	231.8680	388	266.1680	438	300.4680	488	334.7680	538	369.0680	588	403.3680
339	232.5540	389	266.8540	439	301.1540	489	335.4540	539	369.7540	589	404.0540
340	233.2400	390	267.5400	440	301.8400	490	336.1400	540	370.4400	590	404.7400
341	233.9260	391	268.2260	441	302.5260	491	336.8260	541	371.1260	591	405.4260
342	234.6120	392	268.9120	442	303.2120	492	337.5120	542	371.8120	592	406.1120
343	235.2980	393	269.5980	443	303.8980	493	338.1980	543	372.4980	593	406.7980
344	235.9840	394	270.2840	444	304.5840	494	338.8840	544	373.1840	594	407.4840
345	236.6700	395	270.9700	445	305.2700	495	339.5700	545	373.8700	595	408.1700
346	237.3560	396	271.6560	446	305.9560	496	340.2560	546	374.5560	596	408.8560
347	238.0420	397	272.3420	447	306.6420	497	340.9420	547	375.2420	597	409.5420
348	238.7280	398	273.0280	448	307.3280	498	341.6280	548	375.9280	598	410.2280
349	239.4140	399	273.7140	449	308.0140	499	342.3140	549	376.6140	599	410.9140
350	240.1000	400	274.4000	450	308.7000	500	343.0000	550	377.3000	600	411.6000

324.5 Return Receipt

Return receipt service is available to many countries. See Individual Country Listings.

325 Indemnity Claims and Payments

The sender must submit the original mailing receipt, sender's copy of PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*, as proof of mailing and proof of insurance to file a claim. (See chapter [9](#).)

330 Registered Mail

331 Description

Customers may use registered mail service for additional protection and security in dispatch and conveyance in the United States. For each registered item a mailing receipt is issued by the office of mailing and a record of delivery is maintained at the office of destination. Indemnity limits are much lower for registered mail than for insured mail. In the United States registered mail items are handled separately from all other mail and are kept in a secure area with restricted access. In destination countries registered mail items are handled according to their own internal procedures.

332 Availability

Customers can purchase registered mail service when they send Priority Mail International flat-rate envelopes or First-Class Mail International items, postcards or postal cards, and free matter for the blind items. Registered items may weigh up to 4 pounds. Registered mail service is not available in combination with Priority Mail International parcels or M-bags to one addressee. See Individual Country Listings for country-specific prohibitions and restrictions.

333 Fees and Indemnity Limits**333.1 Registration Fees**

The registry fee for all countries is \$10.15.

333.2 Indemnity Limit

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or rifling is \$43.73.

334 Processing Requests**334.1 Mailing Receipt and Registration Number****334.11 General Use**

A receipt is issued for registered mail when it is accepted. For individual transactions PS Form 3806 *Receipt for Registered Mail* is used. When an average of three or more items are presented for registration at one time

PS Form 3877 *Firm Mailing Book for Accountable Mail* may be used (see DMM 503). The registered number is determined by Label 200 *Registered Mail* a preprinted self-adhesive label with a number series of nine digits preceded by a Service Type Code of two alpha characters and followed by the Country Code of two alpha characters “US.” Only labels printed by the Postal Service may be used on international registered mail.

334.12 **Sender’s Responsibility**

The sender must:

- a. Enter the name and address of addressee on the mailing receipt before presenting the item for registration.
- b. Declare the full value of mail presented for registration. The value declared must be identical to the value stated on PS Form 2976, *Customs Declaration CN 22 – Sender’s Declaration* (green label). Items on which identical values are not declared will be refused. (See [123.711](#).)
- c. The sender should retain the receipt and must submit it if he or she wishes to file a claim for the registered item (see chapter [9](#)).

334.13 **Accepting Clerk’s Responsibility**

The accepting clerk must:

- a. Verify that the value declared on PS Form 3806 and the value declared on PS Form 2976 are identical. Refuse items on which the declared values are not the same.
- b. Affix Label 200, *Registered Mail*, to the item on the address side — in the upper left, below the return address — and enter the number in ink on the mailing receipt.
- c. If requested by the sender, show on the mailing receipt and on the Post Office record the time the item was accepted for mailing.
- d. Enter the registration fee and postage plus the return receipt and the restricted delivery fee if applicable on the receipt.
- e. Endorse mailing receipt “OFFICIAL PAID” or “OFF. PD.” when federal government official mail is registered pursuant to [143.1](#).

334.14 **Preparation**

Items bearing an address in pencil or any other erasable format must not be accepted for registered mail service.

334.2 **Marking**

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

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

334.3 Postmarking**334.31 Placement**

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

334.32 Registered Matter for the Blind

Postmark registered matter for the blind on the address side.

334.4 Sealing**334.41 Sender's Responsibility**

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

334.42 Registered Free Matter for the Blind or Other Physically Handicapped Persons

Registered matter for the blind or other physically handicapped persons must *not* be sealed.

334.5 Return Receipt and Restricted Delivery

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

335 Indemnity Claims and Payments

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

340 Return Receipt

341 Description

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

342 Availability

Return receipts can be purchased only at the time of mailing and are available only for registered items and insured parcels. Return receipts are also available to a limited number of countries for Express Mail International (see [221.4](#)). Some countries do not admit return receipts or restrict them to registered mail. See Individual Country Listings.

343 Fee

The fee for a return receipt is \$2.15. This fee must be paid in addition to postage and other applicable charges. Return receipt service is available at no charge for Express Mail International to certain countries.

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

344 Processing Requests**344.1 Form****344.11 Sender's Responsibility**

The sender must enter the return address on the return receipt.

344.12 Accepting Clerk's Responsibility

The accepting clerk must:

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

344.2 Marking

The accepting clerk must mark address side of item either "AVIS DE RECEPTION" or "A."

344.3 Return Receipt Improperly Completed or Not Received

If the sender does not receive a return receipt for which a fee was paid, or if the sender receives an improperly completed return receipt, an inquiry may be filed. (See [920](#) for inquiry procedures.)

350 Restricted Delivery

351 Description**351.1 General**

Restricted delivery is a service that generally limits who may receive an item. The details of the service however are governed by the internal legislation of the destination country. Some countries will deliver only to the addressee in

person and will obtain that person's signature on the receipt. Other countries may permit delivery to agents of the addressee and/or require only the signature of a postal official on the return receipt.

351.2 **Undeliverable Mail**

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

352 **Availability**

Restricted delivery is available *only*:

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

353 **Fee**

The fee is \$4.10 and is in addition to postage and other applicable fees.

354 **Processing Requests**

354.1 **Marking**

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

354.2 **Postage**

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

360 (Reserved)

370 Supplemental Services

371 **International Money Orders**

371.1 **Description**

371.11 **General**

International postal money order service is available to transfer funds to individuals or firms in countries that have entered into agreements with the United States Postal Service for the exchange of postal money orders. International postal money orders may be sent by First-Class Mail International or Express Mail International service.

371.12 **Maximum Amount**

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

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

371.2 **Availability**

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

Exhibit 371.2

Countries Accepting the International Postal Money Order Form (MP1)

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

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

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

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

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

371.3 **Fees**

The fee for money orders payable in countries that accept Form MP1 is \$3.85 per money order.

371.4 **Processing Requirements**

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

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

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

- 371.42 **Preparation by Purchaser**
When Form MP1 is used to send funds the purchaser should complete the information requested on both the money order and the customer's receipt. Follow the instructions for preparing domestic money orders in DMM 509 when using Form MP1. The Postal Service is not liable for money orders that are lost before the purchaser completes this information. Money orders may be made payable to the purchaser (either a person or a firm) or a payee by official title (e.g., Director of Publications Canada).
- 371.43 **Preparation by Postal Service Employee**
Follow the instructions for preparing domestic money orders in DMM 509 when issuing Form MP1.
- 371.5 **Procedures for Cashing Money Orders Issued by Foreign Countries**
- 371.51 **Valid Postal Money Orders**
Valid postal money orders issued by countries listed in [Exhibit 371.2](#) will be paid in accordance with the procedures for cashing domestic money orders (see DMM 509). However no international money order will be paid after the expiration of the validity date on the money order.
- 371.52 **Canadian Money Orders**
Canadian money orders may be paid only if they are addressed to a payee within the United States and the amount is imprinted in United States currency.
- 371.53 **Japanese Money Orders**
Valid postal money orders issued by Japan on its Form MP1 are cashed in accordance with DMM 509. Money orders must not be paid after the expiration of the validity date indicated on the money order. The amount to be paid is shown in United States dollars and must not have been altered.
- 371.6 **Lost Reissued Money Orders**
Report the facts concerning lost reissued money orders (e.g. an international money order sent to the United States by a foreign country and reissued on a domestic form to the payee in the United States) to:
INTERNATIONAL MONEY ORDER SECTION
ACCOUNTING SERVICE CTR
US POSTAL SERVICE
PO BOX 82414
ST LOUIS MO 63182-9421
- 371.7 **Inquiries**
- 371.71 **Who May Receive Information**
Postal Service employees must not disclose information concerning money order transactions to any person except the purchaser, the payee, the endorsee, or a duly authorized agent of one of these. The Office of Accounting Postal Service Headquarters may authorize other requests only when the request concerns a specific money order or a specific party to a

money order transaction and when accompanied by a valid court order.

Send requests to:

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

371.72 **Inquiries Regarding Payment**

371.721 **Money Orders Issued on International Postal Money Order (Form MP1)**

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

371.722 **Reissued International Money Orders (89 Series)**

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

372 **International Reply Coupons**

372.1 **Description**

- a. The sender of a letter may prepay a reply by purchasing reply coupons that are sold and exchangeable for postage stamps by postal administrations in member countries of the Universal Postal Union.
- b. International reply coupons (in French *Coupons-Reponse Internationaux*) are printed in blue ink on paper that has the letters "UPU" in large characters in the watermark. The front of each coupon is printed in French. The reverse side of the coupon shows the text relating to its use in German, English, Arabic, Chinese, Spanish, and Russian.
- c. Coupons sold in the United States have the selling price printed on them while coupons in other countries may not.

372.2 **Availability**

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

372.3 **Selling Price and Rate of Exchange**

- a. The selling price of a reply coupon in the United States is \$2.00. One coupon is exchangeable in any other member country for a stamp or stamps representing the minimum postage on an unregistered air letter. Unused U.S. coupons (that is those with the U.S. selling price stamped on them) may be exchanged only for United States postage stamps by the original purchaser at a discount of 1 cent below the purchase price.
- b. With the exceptions noted in [372.4d](#), international reply coupons purchased in foreign countries are exchangeable at U.S. Post Office facilities toward the purchase of postage stamps and embossed

stamped envelopes at the rate of \$0.90 per coupon irrespective of the country where they were purchased.

372.4 Processing Requests

- a. When an international reply coupon is sold the Postal Service clerk must place a postmark in the block which is headed *control stamp of the country of origin*.
- b. Under Universal Postal Union's regulations member countries are *not* required to place a control stamp or postmark on the international reply coupons that they sell. Therefore some foreign issue reply coupons which are tendered for redemption may bear the name of the issuing country (generally in French) rather than the optional control stamp or postmark. Such coupons are exchangeable for U.S. postage as specified in [372.3b](#).
- c. A Post Office facility redeeming an unused U.S. coupon must postmark it in the unpostmarked circle. A Post Office facility exchanging a foreign reply coupon must postmark it in the right circle. Post Office facilities must not accept foreign coupons that already bear a Postal Service postmark.
- d. As of January 1, 2007, the following international reply coupons issued by foreign countries are no longer redeemable at U.S. Post Offices: coupons issued before 2002, and coupons bearing an expiration date of December 31, 2006. The pre-2002 international reply coupons are approximately 2.5 inches by 4 inches and do not have a barcode on the back. The latest versions of the international reply coupons printed by the Universal Postal Union are approximately 3.75 inches by 6 inches, have a barcode on the back, and have an expiration date of December 31, 2009. Customers should return foreign-origin pre-2002 coupons and coupons with the December 31, 2006, expiration date to their correspondents in the country of issue for replacement or redemption through the issuing postal administration. This policy is only for international reply coupons issued by foreign postal administrations — U.S.-origin coupons are not affected.
- e. Reply coupons formerly issued by the Postal Union of the Americas and Spain are no longer valid. These coupons are printed in green ink and bear the caption *Cupon Respuesta America-Espanol*. Customers possessing any of these coupons should return them to their correspondents in the country of issue for redemption through the selling post office.
- f. Postmasters must process exchanged foreign and redeemed U.S. coupons as prescribed in 426.9 International Reply Coupons (IRCs) Handbook F-1 *Post Office Accounting Procedures*.

373 International Business Reply Service

373.1 Description

International Business Reply Service (IBRS) is similar to domestic business reply mail service. It allows envelopes and cards to be distributed to and

deposited in certain foreign countries for return to the addressee in the United States without prepayment of postage. Postage and service fees are collected from the U.S. addressee at delivery. Special services cannot be used with IBRS.

373.2 **Availability**

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

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

373.3 **Who May Distribute IBRS Mail**

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

373.4 **Fees**

The fees for IBRS are as follows:

- a. Envelopes up to 2 ounces: \$1.40
- b. Cards: \$0.90

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

373.5 **Size and Weight Requirements**

373.51 **Cards**

The following size and weight requirements apply to cards:

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

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

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

373.52 **Envelopes**

The following size and weight requirements apply to envelopes:

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

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

373.61 **FIM**

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

373.62 **Barcodes**

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

373.63 **No Postage Necessary Endorsement**

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

373.64 **Business Reply Legend**

The legend "INTERNATIONAL BUSINESS REPLY MAIL/REPOSE PAYEE" must appear above the address in capital letters at least 3/16 of an inch high. Immediately below the legend the words "PERMIT NO." followed by the permit number and the issuing Post Office facility (city and state) must be

shown in capital letters. This information must appear between two horizontal bars at least $\frac{3}{32}$ of an inch thick and at least $\frac{1}{2}$ inch apart. The endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" must appear immediately below the lower bar.

373.65 **Address**

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

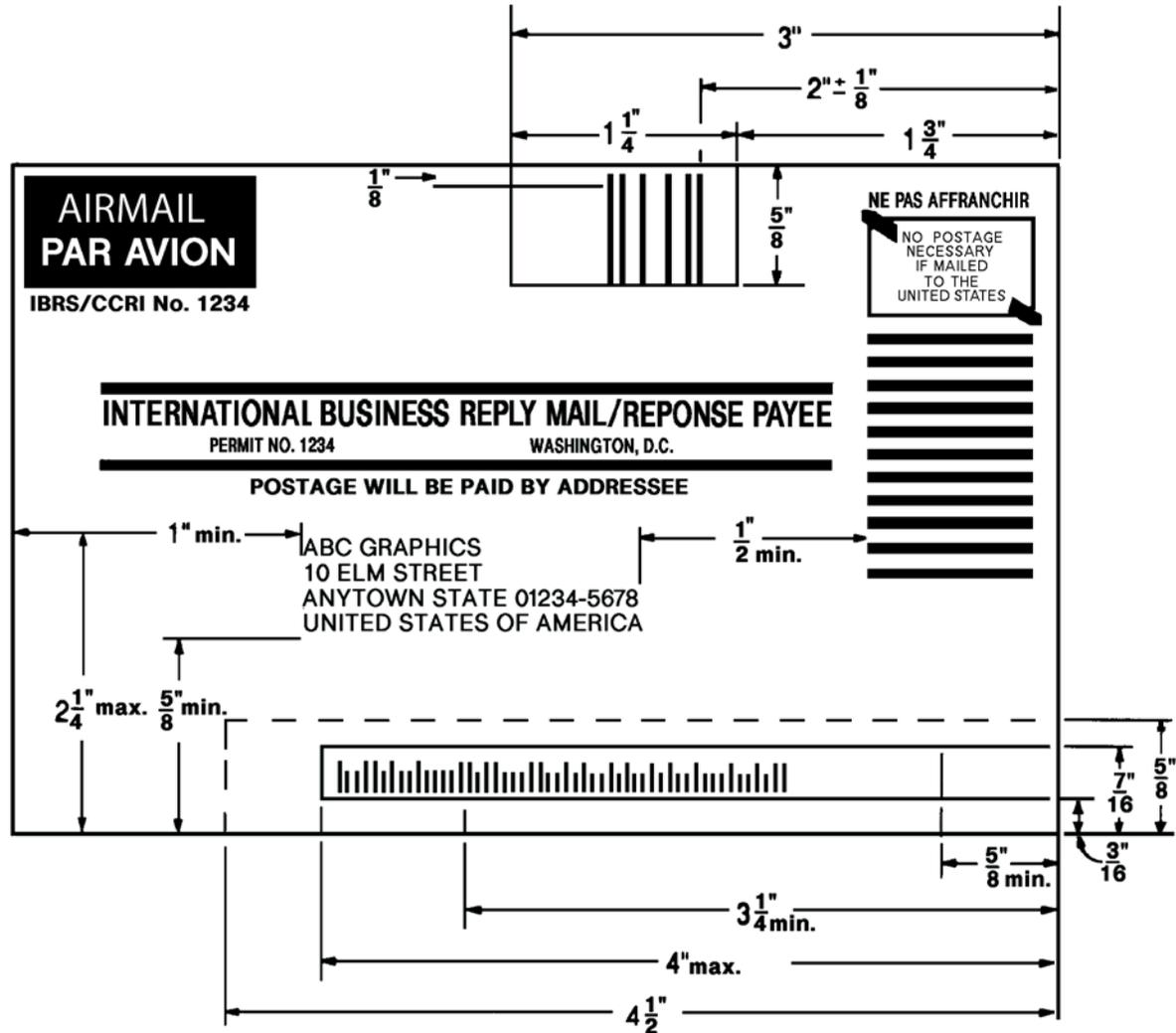
373.66 **Air Mail Endorsement**

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

373.67 **Horizontal Bars**

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

Exhibit 373.6
Format Requirements – US IBRS



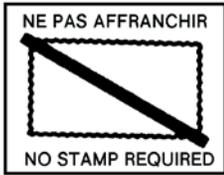
Drawing not to scale

373.7 Foreign International Business Reply Service

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

Exhibit 373.7

Format Requirements — Foreign IBRS

By airmail Par avion	
IBRS NUMBER: CCRI NUMERO:	PHQ-B/15/SW
<hr/> REPONSE PAYEE GRANDE-BRETAGNE <hr/>	
ROYAL MAIL INTERNATIONAL 52 GROSVENOR GARDENS LONDON SW1W 0YA GREATBRITAIN	