

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

312.1 At Time of Purchase

Customers may purchase a certificate of mailing when sending the following:

- a. Postcards.
- b. Unregistered First-Class Mail International items.
- c. Free matter for the blind.
- d. Priority Mail International flat-rate envelopes or small flat-rate boxes.
- e. Ordinary (uninsured) Priority Mail International parcels including regular/medium and large flat-rate boxes.
- f. Airmail M-bags.

312.2 After Mailing (Additional Criteria)

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 items, 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 \$1.15 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 \$0.42 per piece. Each additional copy of PS Form 3817 or firm mailing bills is available for \$1.15.

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	\$6.50
Each additional 1,000 pieces or fraction	\$0.75
Duplicate copy	\$1.15

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. For procedures and fees, see [550](#).

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.

320 Insurance

321 Global Express Guaranteed Insurance

321.1 Description

Insurance is provided for lost or damaged Global Express Guaranteed shipments up to \$100 unless additional insurance is purchased. The insurance limit varies by country (see the Individual Country Listings) but may never exceed \$2,499. Unless additional insurance is purchased, liability for a lost or damaged Global Express Guaranteed shipment is limited to the lowest of the following:

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

321.2 Availability

Insurance availability varies by country, content, and value. Coverage, terms, and limitations are subject to change. See the Individual Country Listings for insurance limits.

321.3 Additional Coverage and Fees

Additional insurance coverage above \$100 — up to the maximum amount allowed by the country (see the Individual Country Listings) but never to exceed \$2,499 — may be purchased at the sender's option. The insurance fee is in addition to postage and other applicable fees. See [Exhibit 212.5](#) for the fee schedule for optional Global Express Guaranteed document reconstruction insurance or non-document insurance coverage.

322 Express Mail International Insurance

322.1 Description

Express Mail International shipments containing merchandise or nonnegotiable documents are insured against loss, damage, or missing contents up to \$100 at no additional charge. Indemnity is paid by the U.S. Postal Service as provided in [935](#) and in DMM 503 and 609.

322.2 Availability

Insurance availability varies by country, content, and value. See the Individual Country Listings for availability and insurance limits.

322.3 Additional Coverage and Fees

Additional merchandise insurance coverage above \$100 — up to the maximum amount allowed by the country (see the Individual Country Listings) but never to exceed \$5,000 — may be purchased at the sender's option. See the Individual Country Listings for merchandise insurance limits. The insurance fee is in addition to postage and other applicable fees. See [Exhibit 222.71](#) for the fee schedule for optional Express Mail International merchandise insurance coverage.

322.4 Return Receipt Service

Return receipt service is the only extra service that mailers may add to insured items. There is no additional charge for this service, and it is available only to certain countries. See the Individual Country Listings for availability. See [340](#) for additional information about return receipt service.

323 Priority Mail International Insurance**323.1 Description**

For a fee, the sender may purchase insurance to protect against loss, damage, or missing contents for Priority Mail International parcels containing merchandise. Insurance may not be purchased for the Priority Mail International flat-rate envelope or small flat-rate box. 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.

323.2 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 or small flat-rate box.

323.3 Coverage and Fees

Merchandise insurance coverage — up to the maximum amount allowed by the country (see the Individual Country Listings) but never to exceed \$5,000 — may be purchased at the sender's option. See the Individual Country Listings for insurance limits. The insurance fee is in addition to postage and other applicable fees and is based on the insured value. See [Exhibit 232.72](#) for the fee schedule for optional Priority Mail International parcel insurance coverage.

323.4 Return Receipt

Return receipt service is the only extra service that mailers may add to insured items. It is available for an additional fee and is available only to certain countries. See the Individual Country Listings for availability. See [340](#) for additional information about return receipt service.

323.5 **Insured Value and Indemnity Claims**

323.51 **Insured Value and Declared Value**

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

323.52 **Indemnity Claims and Payments**

As proof of mailing and proof of insurance to file a claim, the sender must submit the following:

- a. The original mailing receipt.
- b. The sender's copy of PS Form 2976-A, *Customs Declaration and Dispatch Note – CP 72*.

For more information on indemnity claims and payments, see chapter [9](#).

323.6 **Preparation of Insured Priority Mail International Parcels**

323.61 **Mailing Receipt and Insurance Number**

All Priority Mail International insured parcels *must* be numbered. PS Form 2976-A, *Customs Declaration and Dispatch Note – CP 72*, and the mailing 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.

323.62 **Accepting Clerk's Responsibility**

The accepting clerk must do the following:

- 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.)
65.76 SDR

- c. See [Exhibit 323.62](#) 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 0.6576.

Note: Use the following rates when converting between U.S. dollars and SDR values:

1 U.S. \$ = 0.6576 SDR
1 SDR = \$1.52 (\$1.5206 U.S.)

- d. Write a bold capital "V" in the space provided adjacent to the boxes for Insured Amount and Insurance Fees 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.

Exhibit 323.62 (p. 1)

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

1 U.S. \$ = 0.6576 SDR 1 SDR = \$1.52 (\$1.5206 U.S.)

US \$	SDR	US \$	SDR	US \$	SDR						
1	0.6576	51	33.5376	101	66.4176	151	99.2976	201	132.1776	251	165.0576
2	1.3152	52	34.1952	102	67.0752	152	99.9552	202	132.8352	252	165.7152
3	1.9728	53	34.8528	103	67.7328	153	100.6128	203	133.4928	253	166.3728
4	2.6304	54	35.5104	104	68.3904	154	101.2704	204	134.1504	254	167.0304
5	3.2880	55	36.1680	105	69.0480	155	101.9280	205	134.8080	255	167.6880
6	3.9456	56	36.8256	106	69.7056	156	102.5856	206	135.4656	256	168.3456
7	4.6032	57	37.4832	107	70.3632	157	103.2432	207	136.1232	257	169.0032
8	5.2608	58	38.1408	108	71.0208	158	103.9008	208	136.7808	258	169.6608
9	5.9184	59	38.7984	109	71.6784	159	104.5584	209	137.4384	259	170.3184
10	6.5760	60	39.4560	110	72.3360	160	105.2160	210	138.0960	260	170.9760
11	7.2336	61	40.1136	111	72.9936	161	105.8736	211	138.7536	261	171.6336
12	7.8912	62	40.7712	112	73.6512	162	106.5312	212	139.4112	262	172.2912
13	8.5488	63	41.4288	113	74.3088	163	107.1888	213	140.0688	263	172.9488
14	9.2064	64	42.0864	114	74.9664	164	107.8464	214	140.7264	264	173.6064
15	9.8640	65	42.7440	115	75.6240	165	108.5040	215	141.3840	265	174.2640
16	10.5216	66	43.4016	116	76.2816	166	109.1616	216	142.0416	266	174.9216
17	11.1792	67	44.0592	117	76.9392	167	109.8192	217	142.6992	267	175.5792
18	11.8368	68	44.7168	118	77.5968	168	110.4768	218	143.3568	268	176.2368
19	12.4944	69	45.3744	119	78.2544	169	111.1344	219	144.0144	269	176.8944
20	13.1520	70	46.0320	120	78.9120	170	111.7920	220	144.6720	270	177.5520
21	13.8096	71	46.6896	121	79.5696	171	112.4496	221	145.3296	271	178.2096
22	14.4672	72	47.3472	122	80.2272	172	113.1072	222	145.9872	272	178.8672
23	15.1248	73	48.0048	123	80.8848	173	113.7648	223	146.6448	273	179.5248
24	15.7824	74	48.6624	124	81.5424	174	114.4224	224	147.3024	274	180.1824
25	16.4400	75	49.3200	125	82.2000	175	115.0800	225	147.9600	275	180.8400
26	17.0976	76	49.9776	126	82.8576	176	115.7376	226	148.6176	276	181.4976
27	17.7552	77	50.6352	127	83.5152	177	116.3952	227	149.2752	277	182.1552
28	18.4128	78	51.2928	128	84.1728	178	117.0528	228	149.9328	278	182.8128
29	19.0704	79	51.9504	129	84.8304	179	117.7104	229	150.5904	279	183.4704
30	19.7280	80	52.6080	130	85.4880	180	118.3680	230	151.2480	280	184.1280
31	20.3856	81	53.2656	131	86.1456	181	119.0256	231	151.9056	281	184.7856
32	21.0432	82	53.9232	132	86.8032	182	119.6832	232	152.5632	282	185.4432
33	21.7008	83	54.5808	133	87.4608	183	120.3408	233	153.2208	283	186.1008
34	22.3584	84	55.2384	134	88.1184	184	120.9984	234	153.8784	284	186.7584
35	23.0160	85	55.8960	135	88.7760	185	121.6560	235	154.5360	285	187.4160
36	23.6736	86	56.5536	136	89.4336	186	122.3136	236	155.1936	286	188.0736
37	24.3312	87	57.2112	137	90.0912	187	122.9712	237	155.8512	287	188.7312
38	24.9888	88	57.8688	138	90.7488	188	123.6288	238	156.5088	288	189.3888
39	25.6464	89	58.5264	139	91.4064	189	124.2864	239	157.1664	289	190.0464
40	26.3040	90	59.1840	140	92.0640	190	124.9440	240	157.8240	290	190.7040
41	26.9616	91	59.8416	141	92.7216	191	125.6016	241	158.4816	291	191.3616
42	27.6192	92	60.4992	142	93.3792	192	126.2592	242	159.1392	292	192.0192
43	28.2768	93	61.1568	143	94.0368	193	126.9168	243	159.7968	293	192.6768
44	28.9344	94	61.8144	144	94.6944	194	127.5744	244	160.4544	294	193.3344
45	29.5920	95	62.4720	145	95.3520	195	128.2320	245	161.1120	295	193.9920
46	30.2496	96	63.1296	146	96.0096	196	128.8896	246	161.7696	296	194.6496
47	30.9072	97	63.7872	147	96.6672	197	129.5472	247	162.4272	297	195.3072
48	31.5648	98	64.4448	148	97.3248	198	130.2048	248	163.0848	298	195.9648
49	32.2224	99	65.1024	149	97.9824	199	130.8624	249	163.7424	299	196.6224
50	32.8800	100	65.7600	150	98.6400	200	131.5200	250	164.4000	300	197.2800

Exhibit 323.62 (p. 2)

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

1 U.S. \$ = 0.6576 SDR 1 SDR = \$1.52 (\$1.5206 U.S.)

US \$	SDR										
301	197.9376	351	230.8176	401	263.6976	451	296.5776	501	329.4576	551	362.3376
302	198.5952	352	231.4752	402	264.3552	452	297.2352	502	330.1152	552	362.9952
303	199.2528	353	232.1328	403	265.0128	453	297.8928	503	330.7728	553	363.6528
304	199.9104	354	232.7904	404	265.6704	454	298.5504	504	331.4304	554	364.3104
305	200.5680	355	233.4480	405	266.3280	455	299.2080	505	332.0880	555	364.9680
306	201.2256	356	234.1056	406	266.9856	456	299.8656	506	332.7456	556	365.6256
307	201.8832	357	234.7632	407	267.6432	457	300.5232	507	333.4032	557	366.2832
308	202.5408	358	235.4208	408	268.3008	458	301.1808	508	334.0608	558	366.9408
309	203.1984	359	236.0784	409	268.9584	459	301.8384	509	334.7184	559	367.5984
310	203.8560	360	236.7360	410	269.6160	460	302.4960	510	335.3760	560	368.2560
311	204.5136	361	237.3936	411	270.2736	461	303.1536	511	336.0336	561	368.9136
312	205.1712	362	238.0512	412	270.9312	462	303.8112	512	336.6912	562	369.5712
313	205.8288	363	238.7088	413	271.5888	463	304.4688	513	337.3488	563	370.2288
314	206.4864	364	239.3664	414	272.2464	464	305.1264	514	338.0064	564	370.8864
315	207.1440	365	240.0240	415	272.9040	465	305.7840	515	338.6640	565	371.5440
316	207.8016	366	240.6816	416	273.5616	466	306.4416	516	339.3216	566	372.2016
317	208.4592	367	241.3392	417	274.2192	467	307.0992	517	339.9792	567	372.8592
318	209.1168	368	241.9968	418	274.8768	468	307.7568	518	340.6368	568	373.5168
319	209.7744	369	242.6544	419	275.5344	469	308.4144	519	341.2944	569	374.1744
320	210.4320	370	243.3120	420	276.1920	470	309.0720	520	341.9520	570	374.8320
321	211.0896	371	243.9696	421	276.8496	471	309.7296	521	342.6096	571	375.4896
322	211.7472	372	244.6272	422	277.5072	472	310.3872	522	343.2672	572	376.1472
323	212.4048	373	245.2848	423	278.1648	473	311.0448	523	343.9248	573	376.8048
324	213.0624	374	245.9424	424	278.8224	474	311.7024	524	344.5824	574	377.4624
325	213.7200	375	246.6000	425	279.4800	475	312.3600	525	345.2400	575	378.1200
326	214.3776	376	247.2576	426	280.1376	476	313.0176	526	345.8976	576	378.7776
327	215.0352	377	247.9152	427	280.7952	477	313.6752	527	346.5552	577	379.4352
328	215.6928	378	248.5728	428	281.4528	478	314.3328	528	347.2128	578	380.0928
329	216.3504	379	249.2304	429	282.1104	479	314.9904	529	347.8704	579	380.7504
330	217.0080	380	249.8880	430	282.7680	480	315.6480	530	348.5280	580	381.4080
331	217.6656	381	250.5456	431	283.4256	481	316.3056	531	349.1856	581	382.0656
332	218.3232	382	251.2032	432	284.0832	482	316.9632	532	349.8432	582	382.7232
333	218.9808	383	251.8608	433	284.7408	483	317.6208	533	350.5008	583	383.3808
334	219.6384	384	252.5184	434	285.3984	484	318.2784	534	351.1584	584	384.0384
335	220.2960	385	253.1760	435	286.0560	485	318.9360	535	351.8160	585	384.6960
336	220.9536	386	253.8336	436	286.7136	486	319.5936	536	352.4736	586	385.3536
337	221.6112	387	254.4912	437	287.3712	487	320.2512	537	353.1312	587	386.0112
338	222.2688	388	255.1488	438	288.0288	488	320.9088	538	353.7888	588	386.6688
339	222.9264	389	255.8064	439	288.6864	489	321.5664	539	354.4464	589	387.3264
340	223.5840	390	256.4640	440	289.3440	490	322.2240	540	355.1040	590	387.9840
341	224.2416	391	257.1216	441	290.0016	491	322.8816	541	355.7616	591	388.6416
342	224.8992	392	257.7792	442	290.6592	492	323.5392	542	356.4192	592	389.2992
343	225.5568	393	258.4368	443	291.3168	493	324.1968	543	357.0768	593	389.9568
344	226.2144	394	259.0944	444	291.9744	494	324.8544	544	357.7344	594	390.6144
345	226.8720	395	259.7520	445	292.6320	495	325.5120	545	358.3920	595	391.2720
346	227.5296	396	260.4096	446	293.2896	496	326.1696	546	359.0496	596	391.9296
347	228.1872	397	261.0672	447	293.9472	497	326.8272	547	359.7072	597	392.5872
348	228.8448	398	261.7248	448	294.6048	498	327.4848	548	360.3648	598	393.2448
349	229.5024	399	262.3824	449	295.2624	499	328.1424	549	361.0224	599	393.9024
350	230.1600	400	263.0400	450	295.9200	500	328.8000	550	361.6800	600	394.5600

323.63 Postmarking

Postmark the item at the time of acceptance at all breaks (including any cut or torn edges) of any tape or tabs used in sealing the parcel.

323.7 Sender's Responsibility**323.71 Mailing Receipt**

The sender should enter the name and address of the addressee on the mailing receipt and retain the receipt. The sender must submit the receipt to make an inquiry about or file a claim for an insured parcel (see chapter 9).

323.72 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.

323.73 Sealing

The sender must seal all insured parcels.

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 items 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 may purchase Registered Mail service for items that weigh up to 4 pounds. Registered Mail service is not available with Global Express Guaranteed, Express Mail International, or Priority Mail International parcels or any type of M-bag service. See Individual Country Listings for additional country-specific prohibitions and restrictions. Registered Mail service is available for the following types of mail:

- a. The Priority Mail International flat-rate envelope, including free matter for the blind items.
- b. The Priority Mail International small flat-rate box, including free matter for the blind items.

- c. First-Class Mail International items, including free matter for the blind items.

333 Fees and Indemnity Limits

333.1 Registration Fees

The registry fee for all countries is \$11.50.

333.2 Indemnity Limit

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or missing contents is \$45.62.

334 Processing Requests

334.1 Mailing Receipt and Registration Number

334.11 General Use

A receipt is issued for a Registered Mail item 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 items.

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 [142.1](#).

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 in [334.13b](#). All Registered Mail items 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 any other extra service that the sender requests.

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 missing contents. 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 [222.72](#)) 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 [222.72](#)). Some countries do not admit return receipts or restrict them to Registered Mail items. See Individual Country Listings.

343 **Fee**

The fee for a return receipt is \$2.30. 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. It is limited to First-Class Mail International items (including the Priority Mail International flat-rate envelope and small flat-rate box) using Registered Mail service. 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 may 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 \$4.50 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 International Money Transfer 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 503.14).

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) and Nevis
Barbados ¹	Guinea ²	St. Lucia
Belize	Guyana (\$500)	St. Vincent and the Grenadines
Bolivia ²	Honduras ²	Sierra Leone ²
British Virgin Islands	Jamaica ³	Trinidad and Tobago ³
Canada	Japan ⁴	
Cape Verde ²	Mali ²	
Dominica		

(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 TFP1 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 503.14.

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 503.14 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 503.14 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 503.14). 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 TFP1 are cashed in accordance with DMM 503.14. 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 503.14 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 503.14 when filing inquiries or requests for replacement of reissued international postal money orders. The U.S. payee may file and receive payment.

371.723 Fee for PS Form 6401, Money Order Inquiry

The fee charged for each PS Form 6401, *Money Order Inquiry*, is \$5.20. The fee is not required if PS Form 6401 is filed by a bank, another financial institution, a government agency that processes money orders directly with the Federal Reserve Bank, or Pa Postal Service Serviceofficial engaged in official USPS business.

372 Sure Money (DineroSeguro)**372.1 Description**

Sure Money[®] (DineroSeguro[®]) is a service provided at certain Post Office locations for customers to electronically transfer money internationally to individuals or firms in certain Latin American countries. Funds are transferred to participating banks or other approved agents in Latin America, where payees can claim them. Funds are guaranteed to transfer in 15 minutes, and a currency conversion rate is provided to the sender at the time of purchase.

372.2 Options and Restrictions

The following restrictions apply to Sure Money service:

- a. The maximum purchase per day is \$2,000.
- b. Regardless of the amount of money sent, the payee must present a valid photo identification, which must match exactly the name on the transaction, as well as a valid confirmation number that is provided to the sender at the time of purchase.
- c. For a fee and with valid photo identification, the sender may change the individual who is designated as the payee.
- d. For a fee and with valid photo identification, the sender may request a refund if for any reason payout in the destination country was unsuccessful.

372.3 Fees

Fees for Sure Money service are as follows:

Transaction Type	Minimum Amount	Maximum Amount	Fee
Sales	\$0.01	\$750.00	\$10.00
	\$750.01	\$1,500.00	\$15.00
	\$1,500.01	\$2,000.00	\$20.00
Refunds	\$0.01	\$2,000.00	\$25.00
Change of Payee	\$0.01	\$2,000.00	\$10.00

372.4 Participating Post Offices

Sure Money service is available at 2,800 Post Office locations. To determine the closest participating Post Office location, customers should call 888-368-4669.

372.5 Availability

Participating countries for Sure Money service are as follows:

- a. Argentina.
- b. Colombia.
- c. Dominican Republic.
- d. Ecuador.
- e. El Salvador.
- f. Guatemala.
- g. Honduras.
- h. Mexico.
- i. Nicaragua.
- j. Peru.

372.6 Currencies by Country

Local currencies vary by country. Some countries use the U.S. dollar as their payout currency, and in those countries the exchange rate with U.S. currency is always one-to-one. Other countries use their own currency, which has a different foreign currency exchange rate. Senders will receive information specific to their transactions when they purchase Sure Money service.

372.7 Service Guarantee

Upon request, the sender may receive a refund of the sale fee only if the transaction arrives at the payout agent after the 15-minute guarantee period has not been attained. All refunds are subject to the terms and conditions applicable to the service at the time of purchase.

380 Supplemental Services

381 International Reply Coupons**381.1 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.

381.2 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.

381.3 Selling Price and Exchange Value

- a. The selling price of a reply coupon in the United States is \$2.10. 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 [381.4d](#), 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 \$0.98 per coupon irrespective of the country where they were purchased.

381.4 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 [381.3b](#).
- 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. Effective January 1, 2010, the only valid version of the international reply coupons printed by the Universal Postal Union is Item Number 330800, which is approximately 3.75 inches by 6 inches, has a barcode on the reverse side, and has an expiration date of December 31, 2013. This policy is for international reply coupons issued by the United States as well as for those issued by foreign postal administrations.
- 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. international reply coupons as prescribed in 11-6.6, International Reply Coupons, in Handbook F-101, *Field Accounting Procedures*.

382 International Business Reply Service

382.1 Description

International Business Reply Service (IBRS) (in French, “Correspondance Commerciale-Réponse Internationale,” abbreviated “CCRI”) 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. Extra services cannot be used with IBRS.

382.2 Availability

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 [382.5](#) and [382.6](#) respectively. Qualifying mailpieces receive airmail treatment upon being returned by the foreign postal administrations to United States addressees. See [382.4](#) 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.

382.3 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 price 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.

382.4 Fees

The fees for IBRS are as follows:

- a. Envelopes up to 2 ounces: \$1.45
- b. Cards: \$0.95

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.

382.5 **Size and Weight Requirements**

382.51 **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.

382.52 **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.

382.6 **Formatting Requirements**

382.61 **General**

See [Exhibit 382.6](#) for an illustration of an IBRS mailpiece showing the items and formatting requirements discussed in [382.62](#) through [382.68](#).

382.62 **Air Mail Endorsement**

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

382.63 **FIM**

Each IBRS mailpiece must contain a Facing Identification Mark (FIM) pattern C printed at the top middle right on the address side of the mailpiece. The formatting requirements for the placement of the FIM are as follows:

- a. The top of the FIM C bar pattern must be within 1/8 of an inch of the edge of the mailpiece and may extend to the edge.
- b. The rightmost bar of the pattern must be within 2 inches (plus or minus 1/8 of an inch) of the right edge of the mailpiece.
- c. The FIM bars must be 5/8 of an inch long (plus or minus 1/8 of an inch).
- d. 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 mailpiece and its right edge beginning 1-3/4 inches from the right edge of the mailpiece.

382.64 No Postage Necessary Endorsement

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

382.65 Horizontal Bars

A vertical column of horizontal bars parallel to the length of the mailpiece must appear immediately below the endorsement “NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES.” The formatting requirements for the horizontal bars are as follows:

- a. The bars must be uniform in length and thickness — at least 1 inch long, and 1/16 of an inch to 3/16 of an inch thick.
- b. The bars must be evenly spaced.
- c. The lowest bar must not extend below the delivery address line, which is the line above the line containing the ZIP+4 code.
- d. There must be at least 1/2 of an inch clearance between the ZIP+4 code and the bars.

382.66 Business Reply Legend

The legend “INTERNATIONAL BUSINESS REPLY MAIL/REPONSE PAYEE” or “INT’L BUSINESS REPLY MAIL/REPONSE PAYEE” must appear above the address. The formatting requirements for the legend are as follows

- a. The legend must appear in capital letters at least 1/8 of an inch high.
- b. Immediately below the legend, the words “PERMIT NO.” followed by the permit number and the issuing Post Office facility (city and state) must appear in capital letters.
- c. The information in items a and b must appear between two horizontal bars at least 3/32 of an inch thick and at least 1/2 inch apart.
- d. The endorsement “POSTAGE WILL BE PAID BY ADDRESSEE” must appear in capital letters immediately below the lower horizontal bar.

382.67 Delivery Address

The complete delivery address must appear on four lines as follows:

1. The name of the permit holder.
2. The street address and/or Post Office box number.
3. The city, state, and unique preassigned ZIP+4 code.
4. The country of destination (United States of America).

The formatting requirements for the complete delivery address are as follows:

- a. The bottom line of the address must be no lower than 5/8 of an inch from the bottom edge of the mailpiece and no higher than 2-1/4 inches.
- b. A clear margin void of any extraneous matter of at least 1/2 inch is required between the left edge of the mailpiece and the delivery address.

382.68 Barcode**382.681 Barcode Type**

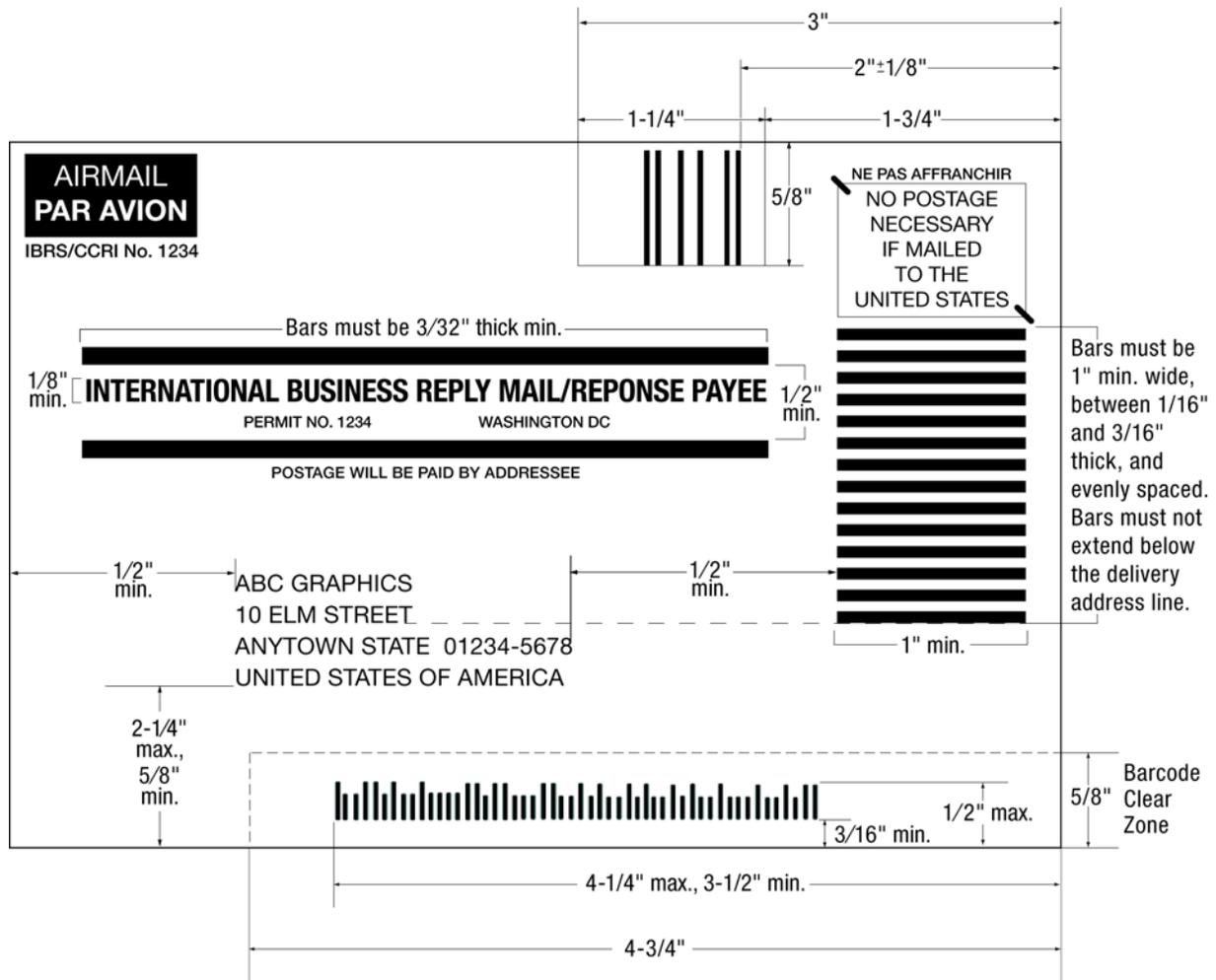
The unique ZIP+4 POSTNET™ or optional Intelligent Mail® barcode preassigned by the U.S. Postal Service must appear on the address side of each IBRS mailpiece. When a mailer uses the Intelligent Mail barcode option, the barcode must contain the barcode ID, service type ID, and correct ZIP+4 routing code, as specified in DMM 708.4.3. In addition, effective May 2011, the barcode must also contain a USPS-assigned Mailer ID.

382.682 Barcode Placement

The unique preassigned ZIP+4 barcode must appear on the address side of the mailpiece, positioned in either of the following two locations:

- a. As part of the delivery address block as defined in DMM 202.5.7.
- b. If printed directly on the mailpiece, within the barcode clear zone in the lower right corner of the piece. When a mailer uses this option, the “barcode read area” must be free of any printing other than the barcode. The formatting requirements for the barcode clear zone are as follows:
 - (1) The read area extends 5/8 of an inch from the bottom and 4-3/4 inches from the right edge of the mailpiece.
 - (2) The leftmost bar must be between 3-1/2 inches and 4-1/4 inches from the right edge of the mailpiece .
 - (3) The bottom of the barcode must be at least 3/16 inch from the bottom edge of the mailpiece.
 - (4) The top of the barcode must be no more than 1/2 inch from the bottom edge of the mailpiece.

Exhibit 382.6
Format Requirements – US IBRS



Drawing not to scale

382.7 Foreign International Business Reply Service

Mailers in the countries listed in [382.2](#) may be authorized to distribute IBRS mail in the United States. These items similar to the format in [Exhibit 382.7](#) 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 382.7

Format Requirements — Foreign IBRS

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