

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. Unregistered Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.
- e. Ordinary (uninsured) Priority Mail International parcels including 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

In addition to the correct postage, the mailer must pay the certificate of mailing fee for each article on PS Form 3817, *Certificate of Mailing*. For each duplicate copy of PS Form 3817 requested after mailing (see [312.2](#)), the mailer must pay a separate fee. See [Notice 123](#), *Price List*.

313.2 **Three or More Pieces**

To receive a reduced fee when mailing three or more pieces, the mailer may optionally use PS Form 3877, *Firm Mailing Book for Accountable Mail*. The mailer must pay the certificate of mailing fee with a permit imprint or by affixing ordinary stamps, precanceled stamps, or metered stamps to PS Form 3877. For a separate fee, the mailer may request a duplicate copy of PS Form 3877 after mailing (see [312.2](#)). See [Notice 123](#), *Price List*, for all applicable fees.

The mailer must make all entries on firm sheets by typewriter, ink, or ballpoint pen. The mailer may also use computer-generated firm sheets that contain the same information as PS Form 3877. The mailer must obliterate all unused portions of the addressee column by drawing a diagonal line through them. The mailer and accepting employee must initial any alterations to the firm sheets. The sheets of the books become the sender's receipts.

313.3 **Bulk Pieces**

For bulk mailings paid with ordinary stamps or meter stamps, the mailer may optionally use PS Form 3606, *Certificate of Bulk Mailing* — however, the mailer cannot use PS Form 3606 for a bulk mailing paid with a permit imprint. The mailer must affix stamps or meter stamps to the form to pay the bulk certificate of mailing fees. See [Notice 123](#), *Price List*.

PS Form 3606 is provided only for a mailing of identical pieces under [312.1](#). It only verifies the total number of articles mailed, and it must not be used as an itemized list.

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 [Notice 123](#), *Price List*, 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 [Notice 123](#), *Price List*, 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 Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes. 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 the Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.

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 [Notice 123](#), *Price List*, 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.)
65.16 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 0.6516.
Note: Use the following rates when converting between U.S. dollars and SDR values:
1 U.S. \$ = 0.6516 SDR
1 SDR = \$1.53 (\$1.5346 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. \$ = 0.6516 SDR 1 SDR = \$1.53 (\$1.5346 U.S.)

US \$	SDR	US \$	SDR	US \$	SDR						
1	0.6516	51	33.2316	101	65.8116	151	98.3916	201	130.9716	251	163.5516
2	1.3032	52	33.8832	102	66.4632	152	99.0432	202	131.6232	252	164.2032
3	1.9548	53	34.5348	103	67.1148	153	99.6948	203	132.2748	253	164.8548
4	2.6064	54	35.1864	104	67.7664	154	100.3464	204	132.9264	254	165.5064
5	3.2580	55	35.8380	105	68.4180	155	100.9980	205	133.5780	255	166.1580
6	3.9096	56	36.4896	106	69.0696	156	101.6496	206	134.2296	256	166.8096
7	4.5612	57	37.1412	107	69.7212	157	102.3012	207	134.8812	257	167.4612
8	5.2128	58	37.7928	108	70.3728	158	102.9528	208	135.5328	258	168.1128
9	5.8644	59	38.4444	109	71.0244	159	103.6044	209	136.1844	259	168.7644
10	6.5160	60	39.0960	110	71.6760	160	104.2560	210	136.8360	260	169.4160
11	7.1676	61	39.7476	111	72.3276	161	104.9076	211	137.4876	261	170.0676
12	7.8192	62	40.3992	112	72.9792	162	105.5592	212	138.1392	262	170.7192
13	8.4708	63	41.0508	113	73.6308	163	106.2108	213	138.7908	263	171.3708
14	9.1224	64	41.7024	114	74.2824	164	106.8624	214	139.4424	264	172.0224
15	9.7740	65	42.3540	115	74.9340	165	107.5140	215	140.0940	265	172.6740
16	10.4256	66	43.0056	116	75.5856	166	108.1656	216	140.7456	266	173.3256
17	11.0772	67	43.6572	117	76.2372	167	108.8172	217	141.3972	267	173.9772
18	11.7288	68	44.3088	118	76.8888	168	109.4688	218	142.0488	268	174.6288
19	12.3804	69	44.9604	119	77.5404	169	110.1204	219	142.7004	269	175.2804
20	13.0320	70	45.6120	120	78.1920	170	110.7720	220	143.3520	270	175.9320
21	13.6836	71	46.2636	121	78.8436	171	111.4236	221	144.0036	271	176.5836
22	14.3352	72	46.9152	122	79.4952	172	112.0752	222	144.6552	272	177.2352
23	14.9868	73	47.5668	123	80.1468	173	112.7268	223	145.3068	273	177.8868
24	15.6384	74	48.2184	124	80.7984	174	113.3784	224	145.9584	274	178.5384
25	16.2900	75	48.8700	125	81.4500	175	114.0300	225	146.6100	275	179.1900
26	16.9416	76	49.5216	126	82.1016	176	114.6816	226	147.2616	276	179.8416
27	17.5932	77	50.1732	127	82.7532	177	115.3332	227	147.9132	277	180.4932
28	18.2448	78	50.8248	128	83.4048	178	115.9848	228	148.5648	278	181.1448
29	18.8964	79	51.4764	129	84.0564	179	116.6364	229	149.2164	279	181.7964
30	19.5480	80	52.1280	130	84.7080	180	117.2880	230	149.8680	280	182.4480
31	20.1996	81	52.7796	131	85.3596	181	117.9396	231	150.5196	281	183.0996
32	20.8512	82	53.4312	132	86.0112	182	118.5912	232	151.1712	282	183.7512
33	21.5028	83	54.0828	133	86.6628	183	119.2428	233	151.8228	283	184.4028
34	22.1544	84	54.7344	134	87.3144	184	119.8944	234	152.4744	284	185.0544
35	22.8060	85	55.3860	135	87.9660	185	120.5460	235	153.1260	285	185.7060
36	23.4576	86	56.0376	136	88.6176	186	121.1976	236	153.7776	286	186.3576
37	24.1092	87	56.6892	137	89.2692	187	121.8492	237	154.4292	287	187.0092
38	24.7608	88	57.3408	138	89.9208	188	122.5008	238	155.0808	288	187.6608
39	25.4124	89	57.9924	139	90.5724	189	123.1524	239	155.7324	289	188.3124
40	26.0640	90	58.6440	140	91.2240	190	123.8040	240	156.3840	290	188.9640
41	26.7156	91	59.2956	141	91.8756	191	124.4556	241	157.0356	291	189.6156
42	27.3672	92	59.9472	142	92.5272	192	125.1072	242	157.6872	292	190.2672
43	28.0188	93	60.5988	143	93.1788	193	125.7588	243	158.3388	293	190.9188
44	28.6704	94	61.2504	144	93.8304	194	126.4104	244	158.9904	294	191.5704
45	29.3220	95	61.9020	145	94.4820	195	127.0620	245	159.6420	295	192.2220
46	29.9736	96	62.5536	146	95.1336	196	127.7136	246	160.2936	296	192.8736
47	30.6252	97	63.2052	147	95.7852	197	128.3652	247	160.9452	297	193.5252
48	31.2768	98	63.8568	148	96.4368	198	129.0168	248	161.5968	298	194.1768
49	31.9284	99	64.5084	149	97.0884	199	129.6684	249	162.2484	299	194.8284
50	32.5800	100	65.1600	150	97.7400	200	130.3200	250	162.9000	300	195.4800

Exhibit 323.62 (p. 2)

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

1 U.S. \$ = 0.6516 SDR 1 SDR = \$1.53 (\$1.5346 U.S.)

US \$	SDR										
301	196.1316	351	228.7116	401	261.2916	451	293.8716	501	326.4516	551	359.0316
302	196.7832	352	229.3632	402	261.9432	452	294.5232	502	327.1032	552	359.6832
303	197.4348	353	230.0148	403	262.5948	453	295.1748	503	327.7548	553	360.3348
304	198.0864	354	230.6664	404	263.2464	454	295.8264	504	328.4064	554	360.9864
305	198.7380	355	231.3180	405	263.8980	455	296.4780	505	329.0580	555	361.6380
306	199.3896	356	231.9696	406	264.5496	456	297.1296	506	329.7096	556	362.2896
307	200.0412	357	232.6212	407	265.2012	457	297.7812	507	330.3612	557	362.9412
308	200.6928	358	233.2728	408	265.8528	458	298.4328	508	331.0128	558	363.5928
309	201.3444	359	233.9244	409	266.5044	459	299.0844	509	331.6644	559	364.2444
310	201.9960	360	234.5760	410	267.1560	460	299.7360	510	332.3160	560	364.8960
311	202.6476	361	235.2276	411	267.8076	461	300.3876	511	332.9676	561	365.5476
312	203.2992	362	235.8792	412	268.4592	462	301.0392	512	333.6192	562	366.1992
313	203.9508	363	236.5308	413	269.1108	463	301.6908	513	334.2708	563	366.8508
314	204.6024	364	237.1824	414	269.7624	464	302.3424	514	334.9224	564	367.5024
315	205.2540	365	237.8340	415	270.4140	465	302.9940	515	335.5740	565	368.1540
316	205.9056	366	238.4856	416	271.0656	466	303.6456	516	336.2256	566	368.8056
317	206.5572	367	239.1372	417	271.7172	467	304.2972	517	336.8772	567	369.4572
318	207.2088	368	239.7888	418	272.3688	468	304.9488	518	337.5288	568	370.1088
319	207.8604	369	240.4404	419	273.0204	469	305.6004	519	338.1804	569	370.7604
320	208.5120	370	241.0920	420	273.6720	470	306.2520	520	338.8320	570	371.4120
321	209.1636	371	241.7436	421	274.3236	471	306.9036	521	339.4836	571	372.0636
322	209.8152	372	242.3952	422	274.9752	472	307.5552	522	340.1352	572	372.7152
323	210.4668	373	243.0468	423	275.6268	473	308.2068	523	340.7868	573	373.3668
324	211.1184	374	243.6984	424	276.2784	474	308.8584	524	341.4384	574	374.0184
325	211.7700	375	244.3500	425	276.9300	475	309.5100	525	342.0900	575	374.6700
326	212.4216	376	245.0016	426	277.5816	476	310.1616	526	342.7416	576	375.3216
327	213.0732	377	245.6532	427	278.2332	477	310.8132	527	343.3932	577	375.9732
328	213.7248	378	246.3048	428	278.8848	478	311.4648	528	344.0448	578	376.6248
329	214.3764	379	246.9564	429	279.5364	479	312.1164	529	344.6964	579	377.2764
330	215.0280	380	247.6080	430	280.1880	480	312.7680	530	345.3480	580	377.9280
331	215.6796	381	248.2596	431	280.8396	481	313.4196	531	345.9996	581	378.5796
332	216.3312	382	248.9112	432	281.4912	482	314.0712	532	346.6512	582	379.2312
333	216.9828	383	249.5628	433	282.1428	483	314.7228	533	347.3028	583	379.8828
334	217.6344	384	250.2144	434	282.7944	484	315.3744	534	347.9544	584	380.5344
335	218.2860	385	250.8660	435	283.4460	485	316.0260	535	348.6060	585	381.1860
336	218.9376	386	251.5176	436	284.0976	486	316.6776	536	349.2576	586	381.8376
337	219.5892	387	252.1692	437	284.7492	487	317.3292	537	349.9092	587	382.4892
338	220.2408	388	252.8208	438	285.4008	488	317.9808	538	350.5608	588	383.1408
339	220.8924	389	253.4724	439	286.0524	489	318.6324	539	351.2124	589	383.7924
340	221.5440	390	254.1240	440	286.7040	490	319.2840	540	351.8640	590	384.4440
341	222.1956	391	254.7756	441	287.3556	491	319.9356	541	352.5156	591	385.0956
342	222.8472	392	255.4272	442	288.0072	492	320.5872	542	353.1672	592	385.7472
343	223.4988	393	256.0788	443	288.6588	493	321.2388	543	353.8188	593	386.3988
344	224.1504	394	256.7304	444	289.3104	494	321.8904	544	354.4704	594	387.0504
345	224.8020	395	257.3820	445	289.9620	495	322.5420	545	355.1220	595	387.7020
346	225.4536	396	258.0336	446	290.6136	496	323.1936	546	355.7736	596	388.3536
347	226.1052	397	258.6852	447	291.2652	497	323.8452	547	356.4252	597	389.0052
348	226.7568	398	259.3368	448	291.9168	498	324.4968	548	357.0768	598	389.6568
349	227.4084	399	259.9884	449	292.5684	499	325.1484	549	357.7284	599	390.3084
350	228.0600	400	260.6400	450	293.2200	500	325.8000	550	358.3800	600	390.9600

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. Flat Rate Envelopes listed in [232.2](#), including free matter for the blind items.
- b. Small Flat Rate Priced Boxes listed in [232.2](#), 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

See [Notice 123](#), *Price List*, for the registry fee.

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 \$46.04.

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*. 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 or a Priority Mail International insured parcel 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 a registered item or a Priority Mail International insured parcel. Some countries do not admit return receipts or restrict them to Registered Mail items. See Individual Country Listings.

343 **Fee**

See [Notice 123](#), *Price List*, for the return receipt fee. 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 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes) 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**

See [Notice 123](#), *Price List*, for the restricted delivery fee.

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	Saint Christopher and Nevis
Barbados ¹	Guinea ²	Saint Lucia
Belize	Guyana (\$500)	Saint 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

See [Notice 123](#), *Price List*, for the money order fee for countries that accept Form MP1.

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

See Notice 123, *Price List*, for the fee charged for each PS Form 6401, Money Order Inquiry. 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 a Postal Service official 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. See [Notice 123, Price List](#), for the selling price of a reply coupon in the United States. 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 the current maximum First-Class Mail International 1-ounce, letter-size price, per coupon, irrespective of the country where they were purchased. See [Notice 123, Price List](#).

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 IBRS price that applies 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 Postage and Fees

See [Notice 123](#), *Price List*, for the applicable price that applies to each card, or each envelope (up to a 2-ounce maximum).

Note: The price for each returned IBRS envelope and card includes postage and the applicable per piece fee that is applied to QBRM domestic business reply service. 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**

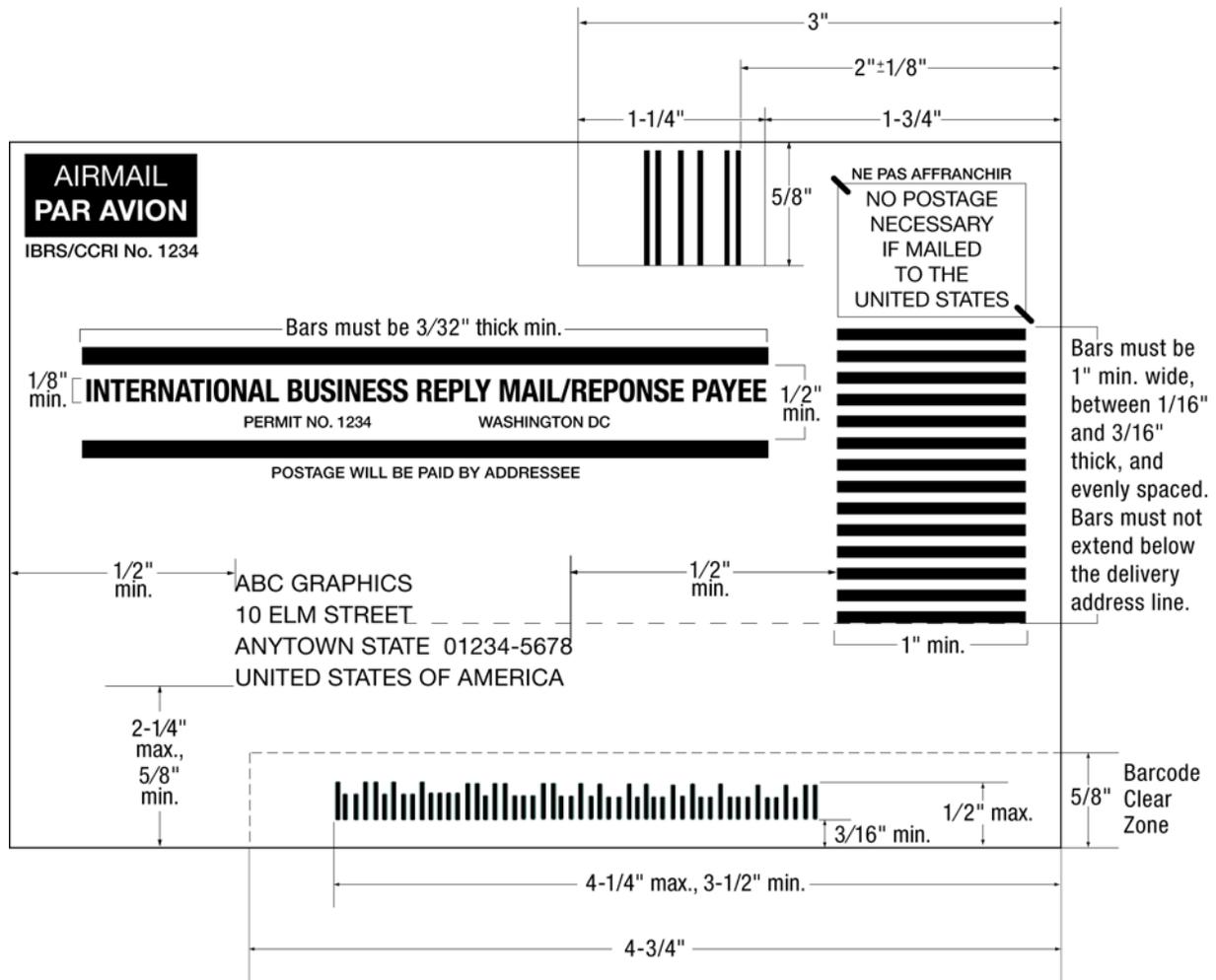
The unique ZIP+4 POSTNET™ or optional Intelligent Mail® barcode preassigned by the U.S. Postal Service must appear on the address side of each IBRS mailpiece. When a mailer uses the Intelligent Mail barcode option, the barcode must contain the barcode ID, service type ID, and correct ZIP+4 routing code, 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



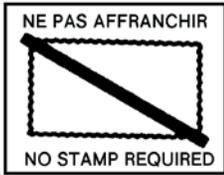
Drawing not to scale

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

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	

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