

3 Extra Services

310 Certificate of Mailing

311 Individual Pieces

311.1 Description

Certificate of mailing service is available only at the time of mailing and provides evidence that mail has been presented to the Postal Service for mailing. Certificate of mailing service does not provide a record of delivery, and the Postal Service does not retain copies of PS Form 3817, *Certificate of Mailing*, or PS Form 3877, *Firm Mailing Book for Accountable Mail*, or USPS-approved facsimiles. The fee paid for certificates of mailing does not insure the item against loss or damage. The Postal Service postmarks (round-dates) each form or firm sheet at the time of mailing and then returns it to the mailer as the mailer's receipt.

311.2 Availability

311.21 At Time of Purchase

A customer may purchase a certificate of mailing (individual pieces) when sending the following:

- a. Postcards.
- b. Unregistered First-Class Mail International items.
- c. Unregistered First-Class Package International Service items.
- d. Free matter for the blind.
- e. Unregistered Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.
- f. Ordinary (uninsured) Priority Mail International parcels including Medium and Large Flat Rate Boxes.
- g. Airmail M-bags.

A certificate of mailing cannot be obtained in combination with Registered Mail items, insured parcels, or items paid with a permit imprint.

311.22 After Mailing (Duplicate Copies)

To obtain a duplicate copy of the certificate of mailing, the mailer must present the original form or firm sheet and an additional certificate endorsed "Duplicate" or a copy indicating the original dates of mailing. The Postal Service postmarks (round-dates) the additional certificate to indicate the current date.

311.3 Fees**311.31 Individual Pieces**

In addition to the correct postage, the mailer must pay the certificate of mailing fee for each article on PS Form 3817 at a Post Office facility. For a separate fee, the mailer may request a duplicate copy of PS Form 3817 after mailing (see [311.22](#)). See [Notice 123](#), *Price List*.

311.32 Three or More Individual Pieces

When mailing three or more pieces, the mailer may optionally use PS Form 3877. In addition to the correct postage, the mailer must pay the certificate of mailing fee for each article on PS Form 3877 by affixing ordinary (uncanceled) stamps, meter imprints, or PC Postage imprints to PS Form 3877. Mailers paying for the postage with a permit imprint may also pay the fee at the time of mailing using the same permit imprint account. For a separate fee, the mailer may request a duplicate copy of PS Form 3877 after mailing (see [311.22](#)). See [Notice 123](#), *Price List*.

311.4 Mailer Preparation**311.41 Individual Pieces**

To obtain a certificate of mailing service for individual pieces, the mailer must present an eligible item for mailing (see [311.21](#)) to a Post Office facility. For customers served by rural carrier service, the carrier obtains the certificate at the Post Office, attaches the stamps, obtains the postmark (round-date) on the certificate on the day of mailing, and delivers the certificate to the customer on the next trip.

311.42 Three or More Individual Pieces

To obtain a certificate of mailing service for three or more pieces of eligible items (see [311.21](#)), the mailer may use PS Form 3877 or a USPS-approved facsimile. All entries on firm sheets must be typed or printed in ink. The mailer may also use USPS-approved 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 must pay the certificate of mailing fee by affixing ordinary (uncanceled) stamps, precanceled stamps, meter stamps, or PC Postage stamps to the items. The mailer and accepting employee must initial any alterations to the firm sheets. The postmarked (round-dated) sheets of the books become the mailer's receipts.

312 Bulk Quantities – Certificate of Mailing**312.1 Description**

For bulk mailings of identical-weight pieces paid with ordinary stamps, meter stamps, PC Postage, or permit imprint, mailers may optionally use PS Form 3606, *Certificate of Bulk Mailing*. This form is used only at the time of mailing, to verify the number of identical-weight pieces mailed. The form must not be used as an itemized list, and it does not provide evidence that a piece was mailed to a particular address. The fee paid for a certificate of mailing does not insure the item against loss or damage, and the Postal

Service does not retain copies of PS Form 3606. The Postal Service certifies each PS Form 3606 by postmark (round-date) at the time of mailing and then returns it to the mailer as the mailer's receipt.

312.2 **Availability**

312.21 **At Time of Entry**

A customer may purchase a certificate of bulk mailing when sending the following identical-weight items:

- a. Postcards.
- b. Unregistered First-Class Mail International items.
- c. Unregistered First-Class Package International Service items.
- d. Free matter for the blind.
- e. Unregistered Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.
- f. Ordinary (uninsured) Priority Mail International parcels including Medium and Large Flat Rate Boxes.
- g. Airmail M-bags.

A certificate of bulk mailing cannot be obtained in combination with Registered Mail items or insured parcels.

312.22 **After Mailing (Duplicate Copies)**

To obtain a duplicate copy of PS Form 3606 after mailing, the mailer must present the original postmarked certificate and an additional certificate endorsed "Duplicate" or a copy indicating the original dates of mailing. The Postal Service postmarks (round-dates) the additional certificate to indicate the current date.

312.3 **Fees**

In addition to the correct postage, the mailer must pay the applicable certificate of bulk mailing fee for mailings of identical-weight pieces reported on PS Form 3606 by affixing ordinary (uncanceled) stamps, meter imprints, or PC Postage imprints to PS Form 3606. Mailers paying for the postage with a permit imprint may also pay the fee at the time of mailing using the same permit imprint account. For a separate fee, the mailer may request a duplicate copy of PS Form 3606 after mailing (see [312.22](#)). See [Notice 123](#), *Price List*, for all applicable fees.

312.4 **Mailer Preparation**

The mailer may present requests for certificate of bulk mailing to a Post Office facility, business mail entry unit (for items paid with a permit imprint), or other location authorized by the Postal Service. The mailer may pay the fee by ordinary (uncanceled) stamps, meter stamps, or PC Postage stamps by affixing the postage to PS Form 3606. The Postal Service certifies each PS Form 3606 by postmark (round-date) at the time of mailing and then returns it to the mailer as the mailer's receipt.

313 Forms

313.1 Postal Service Forms

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

313.2 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 individual certificate of mailing fee applies to each completed form.
- 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 individual certificate of mailing fee applies to each completed form.

313.3 Accepting Clerk's Responsibility for Treasury Department Forms

The accepting clerk must do the following for each Treasury Department form described in [313.2](#):

- 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 indicating the current date.
- c. Sign the form.
- d. Return the form to the sender.

313.4 Agriculture Department Forms

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

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 Priority Mail Express International Insurance**322.1 Description**

Priority Mail Express International shipments containing merchandise are insured against loss, damage, or missing contents up to \$200 at no additional charge. Priority Mail Express International shipments containing only 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 \$200 — 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 Priority Mail Express 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. If the parcel has been lost, or if it has been delivered to the addressee in damaged condition or with missing contents, payment is made to the sender unless the sender waives the right to payment, in writing, in favor of the addressee.

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.)
65.80 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 0.6580.

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

1 U.S. \$ = 0.6580 SDR
1 SDR = \$1.52 (\$1.5197 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. \$ = 0.6580 SDR 1 SDR = \$1.52 (\$1.5197 U.S.)

US \$	SDR	US \$	SDR	US \$	SDR						
1	0.6580	51	33.5580	101	66.4580	151	99.3580	201	132.2580	251	165.1580
2	1.3160	52	34.2160	102	67.1160	152	100.0160	202	132.9160	252	165.8160
3	1.9740	53	34.8740	103	67.7740	153	100.6740	203	133.5740	253	166.4740
4	2.6320	54	35.5320	104	68.4320	154	101.3320	204	134.2320	254	167.1320
5	3.2900	55	36.1900	105	69.0900	155	101.9900	205	134.8900	255	167.7900
6	3.9480	56	36.8480	106	69.7480	156	102.6480	206	135.5480	256	168.4480
7	4.6060	57	37.5060	107	70.4060	157	103.3060	207	136.2060	257	169.1060
8	5.2640	58	38.1640	108	71.0640	158	103.9640	208	136.8640	258	169.7640
9	5.9220	59	38.8220	109	71.7220	159	104.6220	209	137.5220	259	170.4220
10	6.5800	60	39.4800	110	72.3800	160	105.2800	210	138.1800	260	171.0800
11	7.2380	61	40.1380	111	73.0380	161	105.9380	211	138.8380	261	171.7380
12	7.8960	62	40.7960	112	73.6960	162	106.5960	212	139.4960	262	172.3960
13	8.5540	63	41.4540	113	74.3540	163	107.2540	213	140.1540	263	173.0540
14	9.2120	64	42.1120	114	75.0120	164	107.9120	214	140.8120	264	173.7120
15	9.8700	65	42.7700	115	75.6700	165	108.5700	215	141.4700	265	174.3700
16	10.5280	66	43.4280	116	76.3280	166	109.2280	216	142.1280	266	175.0280
17	11.1860	67	44.0860	117	76.9860	167	109.8860	217	142.7860	267	175.6860
18	11.8440	68	44.7440	118	77.6440	168	110.5440	218	143.4440	268	176.3440
19	12.5020	69	45.4020	119	78.3020	169	111.2020	219	144.1020	269	177.0020
20	13.1600	70	46.0600	120	78.9600	170	111.8600	220	144.7600	270	177.6600
21	13.8180	71	46.7180	121	79.6180	171	112.5180	221	145.4180	271	178.3180
22	14.4760	72	47.3760	122	80.2760	172	113.1760	222	146.0760	272	178.9760
23	15.1340	73	48.0340	123	80.9340	173	113.8340	223	146.7340	273	179.6340
24	15.7920	74	48.6920	124	81.5920	174	114.4920	224	147.3920	274	180.2920
25	16.4500	75	49.3500	125	82.2500	175	115.1500	225	148.0500	275	180.9500
26	17.1080	76	50.0080	126	82.9080	176	115.8080	226	148.7080	276	181.6080
27	17.7660	77	50.6660	127	83.5660	177	116.4660	227	149.3660	277	182.2660
28	18.4240	78	51.3240	128	84.2240	178	117.1240	228	150.0240	278	182.9240
29	19.0820	79	51.9820	129	84.8820	179	117.7820	229	150.6820	279	183.5820
30	19.7400	80	52.6400	130	85.5400	180	118.4400	230	151.3400	280	184.2400
31	20.3980	81	53.2980	131	86.1980	181	119.0980	231	151.9980	281	184.8980
32	21.0560	82	53.9560	132	86.8560	182	119.7560	232	152.6560	282	185.5560
33	21.7140	83	54.6140	133	87.5140	183	120.4140	233	153.3140	283	186.2140
34	22.3720	84	55.2720	134	88.1720	184	121.0720	234	153.9720	284	186.8720
35	23.0300	85	55.9300	135	88.8300	185	121.7300	235	154.6300	285	187.5300
36	23.6880	86	56.5880	136	89.4880	186	122.3880	236	155.2880	286	188.1880
37	24.3460	87	57.2460	137	90.1460	187	123.0460	237	155.9460	287	188.8460
38	25.0040	88	57.9040	138	90.8040	188	123.7040	238	156.6040	288	189.5040
39	25.6620	89	58.5620	139	91.4620	189	124.3620	239	157.2620	289	190.1620
40	26.3200	90	59.2200	140	92.1200	190	125.0200	240	157.9200	290	190.8200
41	26.9780	91	59.8780	141	92.7780	191	125.6780	241	158.5780	291	191.4780
42	27.6360	92	60.5360	142	93.4360	192	126.3360	242	159.2360	292	192.1360
43	28.2940	93	61.1940	143	94.0940	193	126.9940	243	159.8940	293	192.7940
44	28.9520	94	61.8520	144	94.7520	194	127.6520	244	160.5520	294	193.4520
45	29.6100	95	62.5100	145	95.4100	195	128.3100	245	161.2100	295	194.1100
46	30.2680	96	63.1680	146	96.0680	196	128.9680	246	161.8680	296	194.7680
47	30.9260	97	63.8260	147	96.7260	197	129.6260	247	162.5260	297	195.4260
48	31.5840	98	64.4840	148	97.3840	198	130.2840	248	163.1840	298	196.0840
49	32.2420	99	65.1420	149	98.0420	199	130.9420	249	163.8420	299	196.7420
50	32.9000	100	65.8000	150	98.7000	200	131.6000	250	164.5000	300	197.4000

Exhibit 323.62 (p. 2)

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

1 U.S. \$ = 0.6580 SDR 1 SDR = \$1.52 (\$1.5197 U.S.)

US \$	SDR										
301	198.0580	351	230.9580	401	263.8580	451	296.7580	501	329.6580	551	362.5580
302	198.7160	352	231.6160	402	264.5160	452	297.4160	502	330.3160	552	363.2160
303	199.3740	353	232.2740	403	265.1740	453	298.0740	503	330.9740	553	363.8740
304	200.0320	354	232.9320	404	265.8320	454	298.7320	504	331.6320	554	364.5320
305	200.6900	355	233.5900	405	266.4900	455	299.3900	505	332.2900	555	365.1900
306	201.3480	356	234.2480	406	267.1480	456	300.0480	506	332.9480	556	365.8480
307	202.0060	357	234.9060	407	267.8060	457	300.7060	507	333.6060	557	366.5060
308	202.6640	358	235.5640	408	268.4640	458	301.3640	508	334.2640	558	367.1640
309	203.3220	359	236.2220	409	269.1220	459	302.0220	509	334.9220	559	367.8220
310	203.9800	360	236.8800	410	269.7800	460	302.6800	510	335.5800	560	368.4800
311	204.6380	361	237.5380	411	270.4380	461	303.3380	511	336.2380	561	369.1380
312	205.2960	362	238.1960	412	271.0960	462	303.9960	512	336.8960	562	369.7960
313	205.9540	363	238.8540	413	271.7540	463	304.6540	513	337.5540	563	370.4540
314	206.6120	364	239.5120	414	272.4120	464	305.3120	514	338.2120	564	371.1120
315	207.2700	365	240.1700	415	273.0700	465	305.9700	515	338.8700	565	371.7700
316	207.9280	366	240.8280	416	273.7280	466	306.6280	516	339.5280	566	372.4280
317	208.5860	367	241.4860	417	274.3860	467	307.2860	517	340.1860	567	373.0860
318	209.2440	368	242.1440	418	275.0440	468	307.9440	518	340.8440	568	373.7440
319	209.9020	369	242.8020	419	275.7020	469	308.6020	519	341.5020	569	374.4020
320	210.5600	370	243.4600	420	276.3600	470	309.2600	520	342.1600	570	375.0600
321	211.2180	371	244.1180	421	277.0180	471	309.9180	521	342.8180	571	375.7180
322	211.8760	372	244.7760	422	277.6760	472	310.5760	522	343.4760	572	376.3760
323	212.5340	373	245.4340	423	278.3340	473	311.2340	523	344.1340	573	377.0340
324	213.1920	374	246.0920	424	278.9920	474	311.8920	524	344.7920	574	377.6920
325	213.8500	375	246.7500	425	279.6500	475	312.5500	525	345.4500	575	378.3500
326	214.5080	376	247.4080	426	280.3080	476	313.2080	526	346.1080	576	379.0080
327	215.1660	377	248.0660	427	280.9660	477	313.8660	527	346.7660	577	379.6660
328	215.8240	378	248.7240	428	281.6240	478	314.5240	528	347.4240	578	380.3240
329	216.4820	379	249.3820	429	282.2820	479	315.1820	529	348.0820	579	380.9820
330	217.1400	380	250.0400	430	282.9400	480	315.8400	530	348.7400	580	381.6400
331	217.7980	381	250.6980	431	283.5980	481	316.4980	531	349.3980	581	382.2980
332	218.4560	382	251.3560	432	284.2560	482	317.1560	532	350.0560	582	382.9560
333	219.1140	383	252.0140	433	284.9140	483	317.8140	533	350.7140	583	383.6140
334	219.7720	384	252.6720	434	285.5720	484	318.4720	534	351.3720	584	384.2720
335	220.4300	385	253.3300	435	286.2300	485	319.1300	535	352.0300	585	384.9300
336	221.0880	386	253.9880	436	286.8880	486	319.7880	536	352.6880	586	385.5880
337	221.7460	387	254.6460	437	287.5460	487	320.4460	537	353.3460	587	386.2460
338	222.4040	388	255.3040	438	288.2040	488	321.1040	538	354.0040	588	386.9040
339	223.0620	389	255.9620	439	288.8620	489	321.7620	539	354.6620	589	387.5620
340	223.7200	390	256.6200	440	289.5200	490	322.4200	540	355.3200	590	388.2200
341	224.3780	391	257.2780	441	290.1780	491	323.0780	541	355.9780	591	388.8780
342	225.0360	392	257.9360	442	290.8360	492	323.7360	542	356.6360	592	389.5360
343	225.6940	393	258.5940	443	291.4940	493	324.3940	543	357.2940	593	390.1940
344	226.3520	394	259.2520	444	292.1520	494	325.0520	544	357.9520	594	390.8520
345	227.0100	395	259.9100	445	292.8100	495	325.7100	545	358.6100	595	391.5100
346	227.6680	396	260.5680	446	293.4680	496	326.3680	546	359.2680	596	392.1680
347	228.3260	397	261.2260	447	294.1260	497	327.0260	547	359.9260	597	392.8260
348	228.9840	398	261.8840	448	294.7840	498	327.6840	548	360.5840	598	393.4840
349	229.6420	399	262.5420	449	295.4420	499	328.3420	549	361.2420	599	394.1420
350	230.3000	400	263.2000	450	296.1000	500	329.0000	550	361.9000	600	394.8000

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, Priority Mail Express 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. Priority Mail International Flat Rate Envelopes listed in [232.2](#), including free matter for the blind items.
- b. Priority Mail International 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.
- d. First-Class Package International Service 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 \$45.59.

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. On the receipt, enter the registration fee and postage plus the return receipt fee, if applicable.
- 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 Free Matter for the Blind**

Postmark registered Free 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 Mail Service With Free Matter for the Blind**

Registered Mail service is available when the mailer has paid all applicable Registered Mail service fees. Free Matter for the Blind items sent by Registered Mail service are not sealed against inspection.

334.5 **Return Receipt**

Return receipts can be purchased for Registered Mail 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 lost, or if it has been delivered to the addressee in damaged condition or with missing contents, payment is paid to the sender unless the sender waives the right to payment, in writing, in favor of the addressee.

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.

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

Restricted delivery service is no longer available — it was discontinued effective January 27, 2013. (It was limited to First-Class Mail International items, Priority Mail International Flat Rate Envelopes, and Priority Mail International Small Flat Rate Priced Boxes when used in conjunction with Registered Mail service.)

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 Priority Mail Express International service, Priority Mail International service, First-Class Mail International service, or First-Class Package 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 **FPS 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, other financial institution, 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 \$1,500.
- 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**

See [Exhibit 372.3](#) for the fees for Sure Money service.

Exhibit 372.3

Fees for Sure Money Service

Transaction Type	Amount Not Over	Fee
Sales	\$750	\$11.00
	\$1,500	\$16.50
Refunds	\$1,500	\$26.00
Change of Payee	\$1,500	\$12.00

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 — but service is temporarily suspended as of October 28, 2013.
- 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**

As of January 27, 2013, the U.S. Postal Service no longer sells international reply coupons. However, coupons previously sold by the U.S. Postal Service can still be used or exchanged (see [381.2](#)). The following standards apply to international reply coupons:

- a. The sender of a letter may prepay a reply by purchasing reply coupons that are sold and exchangeable for postage stamps by participating 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, which has text

relating to its use, is printed in German, English, Arabic, Chinese, Spanish, or Russian.

381.2 **Previously Sold Coupons and Exchange Value**

The following standards apply to the exchange of international reply coupons:

- a. International reply coupons sold by the United States Postal Service prior to January 27, 2013, are 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 that are not ultimately redeemed by recipients in other countries) may be exchanged only by the original purchaser for United States postage stamps at a discount of 1 cent below the purchase price.
- b. With the exceptions noted in [381.3d](#), 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*.

381.3 **Processing Requests**

The following standards apply when processing international reply coupons:

- a. Under Universal Postal Union's regulations, participating 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 that 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 [381.2b](#).
- b. 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. Post Office facilities must not accept foreign coupons that already bear a United States Postal Service postmark.
- c. 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.
- d. 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.
- e. Postmasters must process exchanged foreign and redeemed U.S. international reply coupons as prescribed in Handbook F-101, *Field Accounting Procedures*, in section 11-6.6, "International Reply Coupons."

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 505). 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**

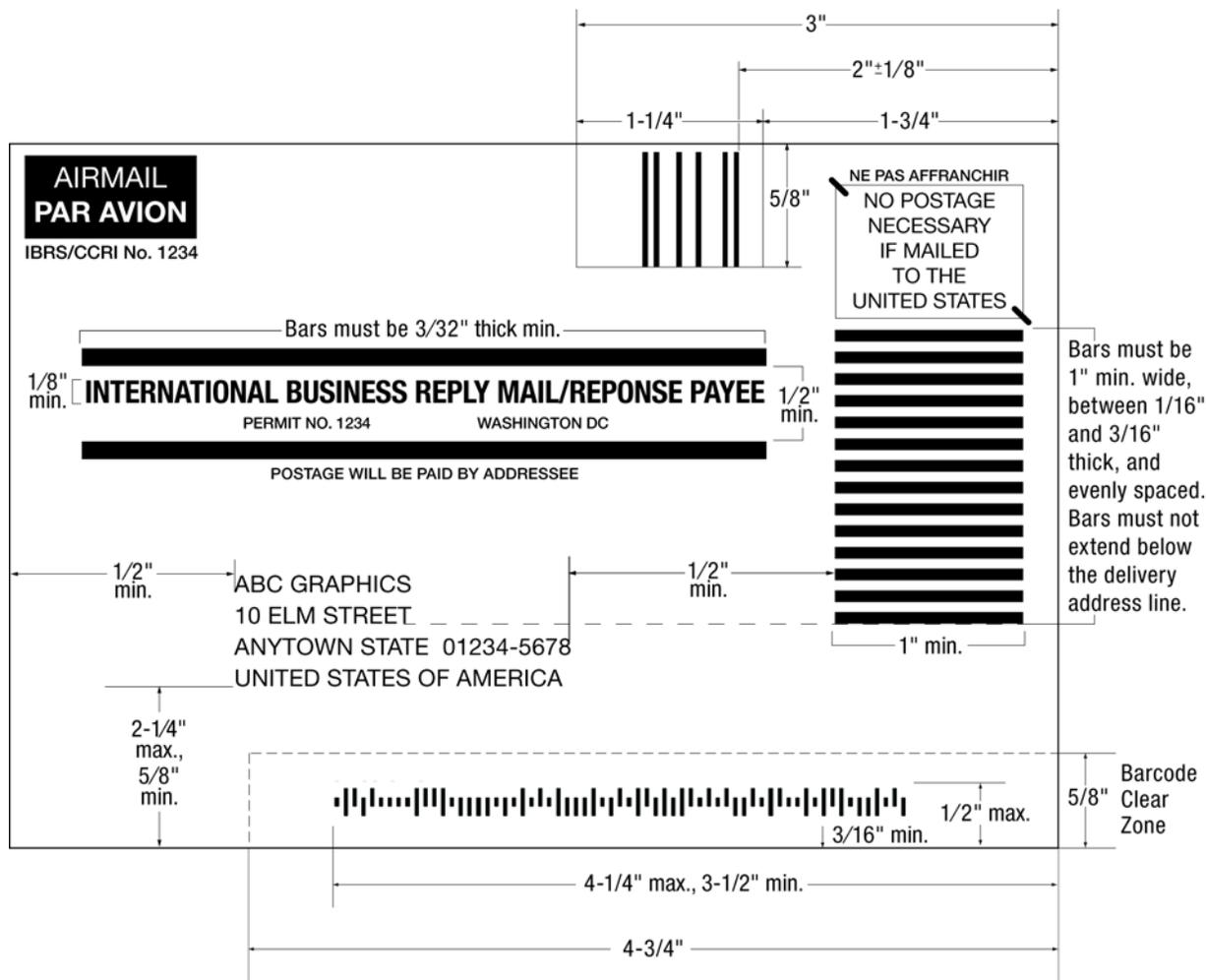
The unique Intelligent Mail barcode (IMb) or ZIP+4 POSTNET barcode preassigned by the U.S. Postal Service must appear on the address side of each IBRS mailpiece. When a mailer uses the Intelligent Mail barcode option, the barcode must contain the barcode ID, service type ID, a USPS-assigned mailer ID, and the correct ZIP+4 routing code, as specified in DMM 708.4.3.

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

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