

# 1 International Mail Services

## 110 General Information

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### 111 **Scope**

This manual sets forth the conditions and procedures for the preparation and treatment of mail sent from the United States to other countries and the treatment of mail received from other countries. Its counterpart in the domestic mail service is the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM<sup>®</sup>). Cross-references to the DMM are provided wherever domestic conditions and procedures apply to the preparation or treatment of international mail.

### 112 **Mailer Responsibility**

Regardless of any statement contained in this manual or the statements of any employee of the United States Postal Service<sup>®</sup>, the burden rests with the mailer to ensure that he or she has complied with the prescribed laws and regulations governing domestic and international mail, both those of the United States and those of the destination country. Full responsibility rests with the mailer to comply with all postal and nonpostal laws and regulations regarding the mailing of dangerous goods. Anyone who mails, or causes to be mailed, nonmailable or improperly packaged dangerous goods can be subject to legal penalties, including but not limited to those specified in Title 18 of the United States Code (18 U.S.C.).

### 113 **Individual Country Listings**

Individual Country Listings (ICLs) provide information about conditions of mailing, postage prices, and extra services for each country. ICLs are arranged alphabetically. Most subtitles are followed by a chapter citation in parentheses.

### 114 **Availability**

Customers may access this manual online at <http://pe.usps.gov>. A printed copy may be purchased from:

US GOVERNMENT PRINTING OFFICE  
PO BOX 979050  
ST LOUIS, MO 63197-9000

**115 Official Correspondence****115.1 Communicating With Headquarters****115.11 Operations**

Questions regarding the proper classification, postal prices and fees, preparation requirements, claims and inquiries, extra services, mailability, or any other classification aspect of international mail should be directed to local Postal Service officials. Regulatory matters relating to international mail should be directed to the Pricing and Classification Service Center (PCSC) at the following address:

MANAGER PRICING AND CLASSIFICATION SERVICE CENTER  
US POSTAL SERVICE  
90 CHURCH ST STE 3100  
NEW YORK NY 10007-2951

**115.12 Policy and Representation**

Correspondence concerning the following should be addressed to:

DIRECTOR INTERNATIONAL POSTAL AFFAIRS  
US POSTAL SERVICE  
1735 N LYNN ST STE 6043  
ARLINGTON VA 22209-6111

- a. Policy matters relating to international mail and international postal affairs.
- b. Negotiation and interpretation of postal agreements.
- c. Communications of a nonroutine nature from foreign postal officials.
- d. Postal Service representation at international postal meetings.
- e. Postal Service representation at meetings with other federal departments and agencies relating to international postal affairs.
- f. Visits by foreign postal officials.

**115.13 Transportation and Distribution**

Correspondence concerning the transportation of international civil and military mail, including the following, should be addressed to:

MANAGER INTERNATIONAL NETWORK OPERATIONS  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 6801  
WASHINGTON DC 20260-6801

- a. Containerization and plant loads.
- b. Conveyance rates.
- c. Designation of U.S. exchange offices.
- d. Documentation.
- e. Internal air conveyance, terminal, and transit charges.
- f. Mode of transport.
- g. Related forms and reports.
- h. Routing.
- i. Schedules and performance of U.S. and foreign flag carriers.
- j. Distribution procedures and schemes.

**115.14 Investigations**

Correspondence relating to investigation of losses, deprecations (robberies or missing contents), and security of international mail should be addressed to:

CHIEF POSTAL INSPECTOR  
INSPECTION SERVICE  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW  
WASHINGTON DC 20260-2100

**115.15 International Money Orders**

Correspondence relating to international money orders, including operational procedures, accounting, cashing, and issuing, should be addressed to:

INTERNATIONAL MONEY ORDER SECTION  
ACCOUNTING SERVICE CENTER  
US POSTAL SERVICE  
PO BOX 14964  
ST LOUIS MO 63182-9421

**115.2 Correspondence With Foreign Postal Authorities****115.21 Correspondence Permitted**

Correspondence is permitted between foreign postal authorities and Postal Service inspectors-in-charge and the postmasters acting under the instructions for processing inquiries described in [920](#). U.S. exchange offices may correspond with their foreign counterparts only through bulletins of verification and exchanges of documentation.

**115.22 Correspondence Not Permitted**

In all other cases, postmasters, area offices, and other field units of the Postal Service must *not* correspond directly with postal officials in other countries, but must refer inquiries from those officials to Headquarters for attention. (See [115.1](#) for referral points for particular subjects.)

**115.3 Correspondence With Foreign Individuals****115.31 Correspondence Permitted**

Postmasters, area offices, and other field units of the Postal Service may reply directly to inquiries and engage in other necessary correspondence with individuals and firms in other countries.

**115.32 Customer's Address**

A customer's address may not be given out without the customer's consent.

## 120 Preparation for Mailing

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### 121 Packaging – Sender’s Responsibility

It is the responsibility of the sender to prepare items and to address them clearly and correctly. In preparing items for mailing, the sender must (1) use strong envelopes or durable packaging material to prevent deterioration or degradation, and (2) consider the nature of the articles being mailed and the distance they must travel to reach the addressee. (See DMM 601 for detailed instructions.)

### 122 Addressing

#### 122.1 Destination Address

- a. At least the entire right half of the address side of the envelope, package, or card should be reserved for the destination address, postage, labels, and postal notations.
- b. Addresses must appear in ink or be typewritten. Pencil is unacceptable.
- c. The name and address of addressee must appear legibly with roman letters and arabic numbers, all placed lengthwise on one side of the item. For parcels, addresses should also appear on a separate slip enclosed in the parcel.
- d. Addresses in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters must bear an interline translation in English of the names of the post office and country of destination. If the English translation is not known, the foreign language words must appear in roman characters (print or script). See [292.41](#) and [293.41](#) for an *optional* addressing procedure that applies only to direct country sacks of International Priority Airmail (IPA) or International Surface Air Lift (ISAL) mail, respectively.
- e. Mail may *not* be addressed to a person in one country “in care of” a person in another country.
- f. The name of the sender and/or addressee may *not* be in initials except where they are an adopted trade name.
- g. Mail may *not* be addressed to *Boxholder* or *Householder*.
- h. The following exceptional form of address, in French or a language known in the country of destination, may appear on printed matter: the addressee’s name or *Occupant*.  
**Example:** Mr. Thomas Clark or Occupant
- i. The house number and street address or box number must appear when mail is addressed to towns or cities.
- j. The address of items sent to General Delivery must indicate the name of the addressee and the country of destination. The use of initials, figures, simple given names, or fictitious names is not permitted on articles addressed for general delivery.

- k. All lines of the delivery address *should* appear in all capital letters. The city destination *must* appear in capital letters together with the correct post code number or delivery zone number, if any. The last line of the address must show only the country name, written in full (no abbreviations) and in capital letters. If possible, the address should have no more than five lines. For example:

MR THOMAS CLARK	MS C P APPLE
117 RUSSELL DRIVE	APARTADO 3068
LONDON WIP 6HQ	46807 PUERTO VALLARTA
GREAT BRITAIN	JALISCO
	MEXICO

**Exception:** To Canada, there must be two spaces between the province abbreviation and the postal code, as shown below between “ON” and “K1A 0B1”:

MS HELEN SAUNDERS  
1010 CLEAR STREET  
OTTAWA ON K1A 0B1  
CANADA

## 122.2 Return Address

### 122.21 General

Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and Arabic numerals on postal items. All outbound international mail should bear a complete return address of the sender. Only one return address may be used, and it must be located so that it does not affect either the clarity of the address of destination or the application of service labels and notations (postmarks, etc.).

### 122.22 Required Use of Return Address

In the case of bulk mailings, all mailpieces *must* bear a U.S.-origin return address visible on the outside of the mailpiece. For the purpose of this section, a “bulk mailing” is any IPA or ISAL mailing, or any other mailing paid with an advance deposit account and presented to the U.S. Postal Service for acceptance.

### 122.23 Return Address Elements and Placement

For U.S.-origin mailpieces, minimum elements must include a complete street number and name (or Post Office box number), city name, state name (or authorized two-letter state abbreviation), and the correct 5-digit ZIP Code or ZIP+4 code. The return address should appear in the upper left corner of the address side of the envelope, card, flat, or package. It is also recommended that U.S.-origin mailpieces include “United States” on the last line of the return address.

Unregistered items bearing a return address in another country are accepted only at the sender’s risk. Items authorized to bear a return address in another country must include the proper return address elements (including the country name) to ensure the proper return of the mailpiece. The return address should appear in the upper left corner of the address side of the envelope, card, flat, or package.

## 123 Customs Forms and Online Shipping Labels

### 123.1 General

Only two customs declaration forms are used, as required under [123.6](#), for international mail: PS Form 2976, *Customs Declaration CN 22 – Sender’s Declaration*, and PS Form 2976-A, *Customs Declaration and Dispatch Note – CP 72*. PS Form 2976-E, *Customs Declaration Envelope – CP 91*, is used as a carriage document for PS Form 2976-A.

**Note:** The current edition of PS Form 2976 is December 2009; the current edition of PS Form 2976-A is May 2009; the current edition of PS Form 2976-E is September 2006. Except as provided in [123.3](#) and [123.5](#), mailers must present at the time of mailing a fully completed sender’s declaration (the Post Office™ copy of PS Form 2976 or 2976-A), which specifies both the sender’s name and address and the addressee’s name and address.

### 123.2 Availability

Customs declaration forms are available without charge at Post Office facilities. Upon request, mailers may receive a reasonable supply for mail preparation. Customers may also order supplies of the customs forms from The Postal Store at <http://shop.usps.com>; search on the words “customs forms.” Customs declaration forms are also available through an online customs form application at [usps.com/webtools](http://usps.com/webtools).

### 123.3 Privately Printed Forms

If authorized, mailers may privately print PS Forms 2976 and 2976-A. Privately printed forms must be identical in size, design, and color to the Postal Service™ forms, and each form must contain a unique Code U 128 barcode symbology that can be read by Postal Service equipment. Mailers may obtain form specifications from the following address:

BARCODE CERTIFICATION  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001

Mailers can also obtain form specifications by calling the NCSC at 800-238-3150 — select option 5 for barcode certification — or online at <http://ribbs.usps.gov>; click on “Site Index” and then on “International Customs Forms.”

Upon receipt of the request, the NCSC will send mailers an application and specifications for preparing PS Forms 2976 and/or 2976-A. The application clearly explains the process necessary for authorization. When authorized by the NCSC, a mailer may omit printing the Post Office copy of PS Forms 2976 and/or 2976-A by submitting an authorized manifest of the items. The manifest must be typewritten, legibly handwritten, or computer-generated, and it must contain the following information:

- a. The sender’s name and address (appearing once on the manifest).
- b. The edition date of the privately printed form (appearing once on the manifest).

- c. The same certification statement that is printed on the Postal Service PS Form 2976 or 2976-A, and the mailer's signature and date (appearing once on the manifest).
- d. For each item, the foreign recipient's name and delivery address.
- e. For each item, the corresponding human-readable characters that match the barcode printed on the form.

#### 123.4 **Nonpostal Forms**

##### 123.41 **Nonpostal Export Regulations**

Certain items must bear one or more of the forms required by the nonpostal export regulations described in chapter [5](#).

##### 123.42 **Commercial Invoices**

A commercial invoice is a bill for goods from the seller to the buyer. A commercial invoice must be completed where required and must contain the following basic information:

- a. Seller's complete contact information.
- b. Receiver's complete contact information.
- c. Consignee's complete contact information (if it is different from the buyer's).
- d. Country of origin.
- e. Destination country.
- f. Reason for export.
- g. Total commercial value of the item(s) shipped.
- h. Sales and payment terms (if any).
- i. Currency of sale.
- j. Full quantities and description of the merchandise.
- k. A statement certifying that the invoice is correct.

#### 123.5 **Place of Mailing**

Mailpieces bearing customs declarations have specific deposit requirements based on mail category, shape, and weight. Refer to the specific IMM part below for determination:

- a. Global Express Guaranteed mailpieces — see [215](#).
- b. Express Mail International mailpieces — see [225](#).
- c. Priority Mail International mailpieces — see [235](#).
- d. First-Class Mail International mailpieces — see [245](#).

#### 123.6 **Required Usage**

##### 123.61 **Conditions**

The following conditions apply to customs forms for international mail items:

- a. Except as provided in [123.62](#), mailers must use PS Form 2976 or PS Form 2976-A as described in [Exhibit 123.61](#).

- b. The surface area of the address side of the item to be mailed must be large enough to contain completely the applicable customs form, postage, and any applicable markings, endorsements, and extra service labels.
- c. Regardless of any listing in [Exhibit 123.61](#), items containing articles that require an export license (see [532](#)) must always bear PS Form 2976-A.

## Exhibit 123.61

**Customs Declaration Form Usage by Mail Category**

Type of Item	Declared Value, Weight, or Physical Characteristic	Required PS Form	Comment
<b>Global Express Guaranteed Items</b>			
All items.	All values	6182	PS Form 6182, <i>Commercial Invoice</i> , is required for certain commodities and destinations. For determination, see Publication 141, <i>Global Express Guaranteed Service Guide</i> .
<b>Express Mail International Items</b>			
All items.	All values	2976 or 2976-A	Required customs forms and endorsements vary by country and are specified in the Individual Country Listings.
<b>Priority Mail International Items Except Flat Rate Envelopes and Small Flat Rate Priced Boxes</b>			
All Priority Mail International items except Flat Rate Envelopes and Small Flat Rate Priced Boxes.	All values	2976-A	Except for Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes, all items mailed in USPS-produced Priority Mail International packaging or any other container bearing a Priority Mail sticker or marked with the words "Priority Mail" are considered to be within the scope of this requirement.
<b>Priority Mail International Flat Rate Envelopes (Maximum weight limit: 4 pounds)</b>			
All Priority Mail International Flat Rate Envelopes containing only documents except for the known mailer exemption described in the entry below.	Under 16 ounces, no more than 3/4 inch thick, and uniformly thick	None*	See <a href="#">123.63</a> for additional information concerning "documents."
	16 ounces or more, more than 3/4 inch thick, or not uniformly thick	2976	
All Priority Mail International Flat Rate Envelopes containing only documents that are entered by a known mailer as defined in 123.62.	No more than 3/4 inch thick and uniformly thick	None*	See <a href="#">123.63</a> for additional information concerning "documents."
	More than 3/4 inch thick or not uniformly thick	2976	
All Priority Mail International Flat Rate Envelopes containing potentially dutiable contents, regardless of weight.	\$400 or less	2976	Merchandise is permitted unless prohibited by the destination country.
	Over \$400	Prohibited	Items over \$400 must be mailed using Global Express Guaranteed service, Express Mail International service, or Priority Mail International service (other than Flat Rate Envelopes or Small Flat Rate Priced Boxes).

Exhibit 123.61

**Customs Declaration Form Usage by Mail Category**

<b>Type of Item</b>	<b>Declared Value, Weight, or Physical Characteristic</b>	<b>Required PS Form</b>	<b>Comment</b>
<b>Priority Mail International Small Flat Rate Priced Boxes (Maximum weight limit: 4 pounds)</b>			
All Priority Mail International Small Flat Rate Priced Boxes, regardless of contents.	\$400 or less	2976	Merchandise is permitted unless prohibited by the destination country.
	Over \$400	Prohibited	Items over \$400 must be mailed using Global Express Guaranteed service, Express Mail International service, or Priority Mail International service (other than Flat Rate Envelopes or Small Flat Rate Priced Boxes).
<b>First-Class Mail International Letters and Large Envelopes (Flats), Including International Priority Airmail (IPA) Items and International Surface Air Lift (ISAL) Items (Maximum weight limit: 4 pounds)</b>			
All letter-size and flat-size items, as defined in 243, containing only documents except for the known mailer exemption described in the entry below.	Under 16 ounces	None*	See <a href="#">123.63</a> for additional information concerning "documents."
	16 ounces or more	2976	
All letter-size and flat-size items, as defined in 243, containing only documents that are entered by a known mailer as defined in 123.62.		None*	See <a href="#">123.63</a> for additional information concerning "documents."
All items containing potentially dutiable contents, regardless of weight.	\$400 or less	2976	Merchandise is permitted unless prohibited by the destination country.
	Over \$400	Prohibited	Items over \$400 must be mailed using Global Express Guaranteed service, Express Mail International service, or Priority Mail International service (other than Flat Rate Envelopes or Small Flat Rate Priced Boxes).
<b>First-Class Mail International Packages (Small Packets), Including IPA Items and ISAL Items (Maximum weight limit: 4 pounds)</b>			
All First-Class Mail International packages (small packets), as defined in 243.4, regardless of contents.	\$400 or less	2976	Merchandise is permitted unless prohibited by the destination country.
	Over \$400	Prohibited	Items over \$400 must be mailed using Global Express Guaranteed service, Express Mail International service, or Priority Mail International service (other than Flat Rate Envelopes or Small Flat Rate Priced Boxes).

Exhibit 123.61

**Customs Declaration Form Usage by Mail Category**

Type of Item	Declared Value, Weight, or Physical Characteristic	Required PS Form	Comment
<b>Free Matter for the Blind or Other Physically Handicapped Persons</b>			
All items.	Follow above requirements for relevant mail category, as appropriate.	Follow above requirements for relevant mail category, as appropriate.	Free matter for the blind or other physically handicapped persons requires a customs form for all articles.
<b>M-bags (Airmail, IPA Service, and ISAL Service)</b>			
All M-bags.	\$400 or less	2976	A fully completed PS Form 2976 must be affixed to PS Tag 158, M-bag Addressee Tag.
	Over \$400	Prohibited	

\* Qualifying items must meet the physical characteristics in [241.235](#). For example, the following items do not meet this requirement and must bear a PS Form 2976: 1) Priority Mail International Flat Rate Envelopes that are not uniformly thick; 2) First-Class Mail International items claimed at the package price; and 3) IPA and ISAL packages (small packets) containing only documents.

123.62 **Known Mailers**123.621 **Overview**

A “known mailer” may be exempt from the customs form requirement that would otherwise apply to letter-size mailpieces (weighing up to 3.5 ounces) and flat-size mailpieces (weighing 16 ounces or more) as defined in [241.2](#). A “known mailer” must meet one of the definitions in [123.622](#) and must meet the conditions in [123.623](#).

123.622 **Definition**

A “known mailer” must meet one of the following definitions:

- a. A federal, state, or local government agency whose mail is regarded as Official Mail.
- b. A contractor who sends out prepaid mail on behalf of a military service, provided the mail is endorsed “Contents for Official Use — Exempt from Customs Requirements.”
- c. A business mailer who enters volume mailings through a business mail entry unit (BMEU) or other bulk mail acceptance location, completes a postage statement at the time of entry, pays postage through an advance deposit account, and uses a permit imprint for postage payment. For this purpose, the categories of mail that qualify are as follows:
  - (1) Priority Mail International Flat Rate Envelopes.
  - (2) First-Class Mail International service.
  - (3) International Priority Airmail (IPA) service.
  - (4) International Surface Air Lift (ISAL) service.

123.623 **Conditions**

The following conditions apply to “known mailers”:

- a. The mailpieces must contain no merchandise items or other contents that are potentially dutiable.
- b. The mailpieces must be letter-size or flat-size as defined in [241.2](#).

- c. If the mailpieces are mailed with a postage statement, the mailer must certify on the postage statement that the mailpieces contain no dangerous materials that are prohibited by postal regulations.
- d. The import regulations of the destination country must allow individual mailpieces without a customs form affixed.
- e. For IPA and ISAL mailings, the mailer must pay with a permit imprint or with a combination postage method (meter postage affixed to the piece and additional postage by permit imprint). IPA and ISAL mailpieces that are paid for by postage solely with a meter do not qualify for the “known mailer” exemption.

#### 123.63 **Documents and Merchandise**

In Exhibit 123.61, the “Type of Item” column has several references to “documents.” For this purpose, “documents” refers only to printed documents, not to electronic storage media or devices such as CDs, DVDs, or flash drives. Examples of documents include the following:

- a. Audit and business records.
- b. Personal correspondence.
- c. Circulars.
- d. Pamphlets.
- e. Advertisements.
- f. Written instruments not intended to be resold.
- g. Money orders, checks, and similar items that cannot be negotiated or converted into cash without forgery.

Examples of items that do not qualify as documents — rather, they are considered merchandise, so the sender is required to apply a customs declaration form and declare a value — include the following:

- a. CDs, DVDs, flash drives, video and cassette tapes, and other electronic storage media — regardless if they are blank or if they contain electronic documents or other prerecorded media.
- b. Artwork.
- c. Collector or antique document items.
- d. Books.
- e. Periodicals.
- f. Printed music.
- g. Printed educational or test material.
- h. Player piano rolls.
- i. Engineering drawings.
- j. Blueprints.
- k. Film.
- l. Negatives.
- m. X-rays.
- n. Separation negatives.
- o. Photographs.

**123.64 Additional Security Controls**

When the chief postal inspector determines that a unique, credible threat exists, the Postal Service may require a mailer to provide photo identification at the time of mailing. The signature on the identification must match the signature on the customs declaration form.

**123.7 Completing Customs Forms****123.71 PS Form 2976, Customs Declaration CN 22 — Sender's Declaration****123.711 Sender's Preparation of PS Form 2976**

A sender must complete PS Form 2976, *Customs Declaration CN 22 — Sender's Declaration*. See [Exhibit 123.711](#) for a copy of PS Form 2976.

- a. Check the appropriate box to indicate whether the package contains a gift, documents, commercial samples, or other items.
- b. In block (1), provide a detailed description, in English, of each article and the quantity for each article. General descriptions such as “food,” “medicine,” “gifts,” or “clothing” are not acceptable. In addition to the English text, a translation in another language is permitted.
- c. In block (2), enter the quantity of each article.
- d. In block (3), enter the weight of each article in pounds and ounces.
- e. In block (4), declare the value of each article in U.S. dollars.  
**Note:** The sender may declare that the contents have no value. However, declaring that the contents have no value does not exempt an item from customs examination or charges in the destination country.
- f. The sender must enter the actual value of an item for registered items in a consistent manner on PS Forms 3806 and 2976 — i.e., the value entered must be identical. Items on which identical values are not declared will be refused. (See [334.12](#).)
- g. In block (5) — which is only for commercial items (i.e., any goods exported/imported in the course of a business transaction whether or not they are sold for money or exchanged) — enter, if known, the HS tariff number (6 digits), which must be based on the Harmonized Commodity Description and Coding System developed by the World Customs organization, and the country of origin, which is the country where the goods originated (i.e., where they were produced, manufactured, or assembled).
- h. In block (6), enter the total weight and the total value of the items.
- i. In block (7), check “NOEEI § 30.37(a)” or “NOEEI § 30.37(h),” depending on the applicable Exemption and Exclusion Legend.
- j. In block (8), sign and date in the blocks indicated on the left side and the right side of the form. The sender's signature certifies that all entries are correct and that the item contains no dangerous article prohibited by postal or customs regulations.

- k. Enter the sender’s full name and address and the addressee’s full name and address in the blocks indicated.
- l. Affix the form to the address side of the item and present the item for mailing.

Exhibit 123.711

**PS Form 2976, Customs Declaration CN 22 – Sender’s Declaration  
(Sender’s Instructions and Copy 3)**

	<p style="text-align: center;"><b>Customs Declaration CN 22 – Sender’s Declaration</b> <b>Instructions for Completing Customs Declaration</b></p> <div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>Please retain this copy and the detached customer copy from page 3 for your records. You will need the information contained on these pages if you contact us about the article(s) you mailed.</p> </div>
<p>A PS Form 2976, <i>Customs Declaration CN22 – Sender’s Declaration</i>, must be used on all First-Class Mail International® package-size items (small packets), the Priority Mail International® Small Flat Rate Box, M-bags, and certain Express Mail International® items. Refer to the <i>International Mail Manual</i> at <a href="http://pe.usps.com">pe.usps.com</a> for additional information.</p> <p>Also use this form on a First-Class Mail International mailpiece or the Priority Mail International Flat Rate Envelope if ANY of the following applies:</p> <ul style="list-style-type: none"> <li>The mailpiece weighs 16 ounces or more (4 pound maximum weight limit);</li> <li>The mailpiece exceeds 3/4 inch thick; or</li> <li>The mailpiece contains dutiable contents.</li> </ul> <p><b>NOTE:</b> Priority Mail International Flat Rate Envelopes and First-Class Mail International large envelopes (flats) containing only documents, weighing under 16 ounces, and meeting the flat-size characteristics do not require a PS Form 2976.</p> <p>Do not use this form for mailpieces: 1) Containing items valued over \$400; 2) requiring an export license; 3) containing goods (non-documents) destined to Iran or Syria; or 4) containing goods destined to Cuba, North Korea, or Sudan, other than gift parcels or humanitarian donations as defined by 15 CFR § 740.12.</p> <p>For APO, FPO and DPO destinations, PS Form 2976 may be used when sending certain items (all domestic mail classes). Refer to the current “Overseas Military/Diplomatic Mail” section of the latest <i>Postal Bulletin</i> at <a href="http://usps.com">usps.com</a> for additional information.</p> <p>Your goods may be subject to restrictions. It is the responsibility of the mailer to inquire about and to abide by any import and export regulations and restrictions (e.g., quarantine, pharmaceutical, etc.). This form must be properly completed.</p> <p>FROM (Sender information) and TO (Addressee information) section: Sender and addressee’s full name and full address must be entered in the blocks provided.</p> <p style="text-align: center;"><small>Additional instructions and Privacy Statement continued on reverse of this page.</small></p>	
<hr/> <p>PS Form <b>2976</b>, December 2009 <span style="float: right;"><b>Sender’s Instructions</b></span></p>	

(1) Enter a detailed description of each article – e.g., “men’s cotton shirts.” General descriptions – e.g., “samples”, “food products” or “toiletries” – are not permitted. (2), (3) and (4) Enter the quantity, net weight (pounds and ounces) and value of each article. (5) For commercial items only. If known, the 6-digit Harmonized System (HS) number must be based on the Harmonized Commodity Description Coding System developed by the World Customs Organization. (6) Enter the total quantity, weight and value of all articles.

(7) Exemption and Exclusion Legend. In order to comply with U.S. Census Bureau Foreign Trade Regulations, check the box “NOEEI § 30.37(a)” or “NOEEI § 30.37(h).” Use the following explanations to help determine your choice:

- NOEEI 30.37(a) may be used when the value of each class of goods is \$2,500 or less, when an export license is not required. This Exemption and Exclusion Legend may never be used for items sent to Cuba, North Korea, or Sudan.
- NOEEI 30.37(h) may be used for gift parcels or humanitarian donations destined to certain sanctioned countries (as of 12/2009, this includes Cuba, North Korea, and Sudan), if the package complies with the conditions set forth in 15 CFR § 740.12.

(8) Sign and date the form. Your signature certifies that all entries are correct and the item(s) being mailed contain no dangerous, prohibited, or restricted contents per postal, customs, or destination country regulations. Your signature also certifies compliance with Foreign Trade Regulations and confirms your liability for the item(s) being mailed.

**Privacy Act Statement:** Your information will be used to satisfy reporting requirements for customs purposes. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 13 U.S.C. 301 – 307; and 50 U.S.C. 1702. Providing this information is voluntary, but if not provided, we may not process your transaction. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. In addition to disclosures permitted by statute, this includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); and to domestic and international customs pursuant to federal law and agreements, the U.S. Census Bureau, and other governmental entities with authority over exportation.

PS Form 2976, December 2009

Reverse - **Sender’s Instructions**



**USPS® Customs Declaration – CN 22**

**IMPORTANT:** The item/parcel may be opened officially. See Privacy Notice on reverse of Sender’s Instructions page. Please print in English and press firmly; you are making multiple copies.

Detach  
From:

To:

Detach

<input type="checkbox"/> Documents <input type="checkbox"/> Commercial sample <input type="checkbox"/> Other _____ <input type="checkbox"/> Merchandise <input type="checkbox"/> Gift    Country of Origin of Goods _____				
Detailed description of contents (1)	Qty. (2)	Weight (3) lb.    oz.	Value (4) (US \$)	HS Tariff # (5)
		<b>Totals (6)</b>		
		\$		

Exemption/Exclusion Legend (7)  
(Check one of the following)     NOEEI § 30.37(a)     NOEEI § 30.37(h)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

Sender’s Signature and Date (8)

Mailing Office Date Stamp

PS Form 2976, December 2009 PSN 7530-01-000-9833

3 - Shipping Label (left) and Customer Copy (right)

**123.712 Postal Service Employee's Acceptance of PS Form 2976**

The Postal Service acceptance employee must do the following when accepting PS Form 2976 from the sender:

- a. Instruct the sender how to complete, legibly and accurately, PS Form 2976, as required. The sender's failure to complete the form properly can delay delivery of the item or inconvenience the sender and addressee. Moreover, a false, misleading, or incomplete declaration can result in the seizure or return of the item and/or in criminal or civil penalties. The Postal Service assumes no responsibility for the accuracy of information that the sender enters on PS Form 2976.
- b. Verify that the sender has entered the information on the form, and has signed and dated the form in the spaces provided on the left side and the right side of the form. The sender's address on the mailpiece must match the sender's address on PS Form 2976.
- c. Enter the total weight of the package on the form, if the sender has not already done so.
- d. Round stamp the right side of the form (the Post Office copy) and tell the sender that the Postal Service will retain this document for 30 days as a record of mailing.
- e. To comply with U.S. Census Bureau requirements, it is the customer's responsibility to ensure an appropriate Exemption and Exclusion Legend is selected or displayed on PS Form 2976. In addition, items sent to Cuba may require a Proof of Filing Citation or AES Downtime Citation.

**123.72 PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72****123.721 Sender's Preparation of PS Form 2976-A**

- a. Enter the sender's full name and address and the addressee's full name and address in the blocks indicated.
- b. Enter information for customs reference, importer's reference, and telephone/fax/e-mail, if known.
- c. In block (1), provide a detailed description, in English, of each article. General descriptions such as "food," "medicine," "gifts," or "clothing" are not acceptable. In addition to the English text, a translation in another language is permitted. If there is insufficient space on the form to list all contents, use a second form (and subsequent forms, if necessary) to continue listing the contents and indicate on the first form that the contents are continued on a subsequent form(s). When using this option, customers must ensure that the barcodes on the subsequent forms are *totally obliterated* to avoid multiple barcodes being assigned to the package. Place the form(s) into PS Form 2976-E (plastic envelope).
- d. In block (2), enter the quantity of each article.
- e. In block (3), enter the net weight of each article in pounds and ounces, if known.

- f. In block (4), enter the value for each article in U.S. dollars.
- g. In block (5), check the appropriate box to indicate whether the package contains a gift, documents, commercial samples, or other items.
- h. In block (6), check the appropriate box for the applicable type of service.
- i. In block (7), note any restrictions that pertain to block 12.
- j. In block (8), enter the total gross weight in pounds and ounces.
- k. In block (9), enter the total value of all items in U.S. dollars.
- l. In block (10), provide disposal instructions in the event that the package cannot be delivered. Check the appropriate box to indicate whether the package is to be returned, treated as abandoned, or forwarded to an alternate address. Undeliverable packages returned to the sender are, upon delivery, subject to collection of return postage and any other charges assessed by the foreign postal authorities. If you are unwilling to pay return postage, check the box "Treat as Abandoned."
- m. In block (11), enter the applicable Exemption or Exclusion Legend, Proof of Filing Citation, or AES Downtime Citation.
- n. In block (12), provide details if the contents are subject to quarantine (plant, food products, etc.).
- o. In block (13), sign and date the form. The sender's signature certifies that all entries are correct and that the item contains no dangerous article prohibited by postal or other regulations.
- p. In blocks (14), (15), (16), (17), (18), and (19), enter the applicable number if the item requires a sender's customs reference or importer's reference, or if the item is accompanied by a license, certificate, or invoice.
- q. In blocks (20) and (21) — which are for commercial items only (i.e., goods exported/imported in the course of a business transaction whether or not they are sold for money or exchanged) — enter, if known, the HS tariff number (which is the six-digit number based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization) and the country of origin (which is the country where the goods originated — i.e., where the goods were produced, manufactured, or assembled).
- r. Place the form set inside PS Form 2976-E (plastic envelope) and affix it to the address side of the package. Allow the Postal Service employee to complete PS Form 2976-A as described in [123.722](#).
- s. Present the item for mailing.

Exhibit 123.721

**PS Form 2976-A, Customs Declaration and Dispatch Note – CP 72 (Instructions, Copies 1 and 4, and Indemnity Statement)**

**Note:** To see the complete PS Form 2976-A, click the link below:

<http://about.usps.com/forms/ps2976a.pdf>

**INSTRUCTIONS FOR COMPLETING THIS FORM** *(Remove this page prior to completing form.)*

Please print this form in English using blue or black ink, pressing firmly so all information transfers to all copies. Complete the declaration fully and legibly; otherwise, delay and inconvenience may result for the addressee. A false or misleading declaration may lead to a fine or seizure of the item and additional penalties. You may add a translation of the contents in a language accepted in the destination country.

Your goods may be subject to restrictions. It is your responsibility to comply with import and export regulations and restrictions (e.g., quarantine, pharmaceutical, etc.), and to determine what documents (e.g., commercial invoice, certificate of origin, health certificate, license, authorization for goods subject to quarantine such as plant, animal, or food products, etc.), if any are required in the destination country. Check the country listings at <http://pe.usps.gov/>, as well as the UPU List of Prohibited Items available at [http://www.upu.int/customs/en/country\\_list\\_en.pdf](http://www.upu.int/customs/en/country_list_en.pdf).

**FROM** (Sender information) and **TO** (Addressee information) sections: The sender's and addressee's full name and full address must be entered in the blocks provided on the 2976-A. Incomplete names (e.g., initials) or incomplete address entries on the 2976-A may result in delayed handling by Customs and/or the delivery office.

**Block 1:** Enter a detailed description of each article - e.g., "men's cotton shirts." General descriptions - e.g., "samples", "food products" or "toiletries" - are not permitted. If there is insufficient space on the form to list all articles, use additional form(s) as needed. Indicate on the first form (to the right of the barcode) the following: "Additional forms enclosed". **Important:** Obliterate the tracking number and barcode on subsequent form(s) and place all the form(s) into PS Form 2976-E (plastic envelope).

**Block 2 - Block 4:** Enter the quantity, net weight (in pounds and ounces) and value (in U.S. dollars) of each article.

**Block 5:** Check the box specifying the category of the item.

**Block 6:** Select mail handling method.

**Block 7:** Identify if special conditions or restrictions apply to items being mailed, if applicable.

**Block 8:** Enter the total weight of the package in pounds and ounces, including packaging, which corresponds to the weight used to calculate the postage.

**Block 9:** Enter the total value in U.S. dollars.

**Block 10:** Check the box specifying instructions in case of nondelivery. Items returned to sender are subject to return charges at the sender's expense.

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PS Form **2976-A**, May 2009 PSN: 7530-01-000-9834 See reverse of this page for additional instructions on how to complete this form

Exhibit 123.721

**PS Form 2976-A, Customs Declaration and Dispatch Note – CP 72**  
**(Instructions, Copies 1 and 4, and Indemnity Statement)**

 CP12345678XUS		United States Postal Service® <b>Customs Declaration and Dispatch Note – CP 72</b> IMPORTANT: This item may be opened officially. Please print in English, using blue or black ink, and press firmly; you are making multiple copies. See Privacy Notice and Indemnity Coverage on Customer Copy.	
FROM: Sender's Last Name _____ First _____ MI _____		Insured Amount (US \$) _____ SDR Value _____ \$ _____ + 0 0 _____	
Business _____ Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB) _____ City _____ State _____ ZIP+4® _____		Insurance Fees (US \$) _____ Total Postage Fees (US \$) _____ \$ _____ \$ _____	
TO: Addressee's Last Name _____ First _____ MI _____		14. Sender's Customs Reference (If any) _____	
Business _____ Address (Number, street, suite, apt., P.O. Box, etc.) _____ Postcode _____ City _____ State/Province _____ Country _____		15. Importer's Reference - Optional (If any) _____	
1. Detailed Description of Contents (enter one item per line) _____ 2. Qty. _____ 3. Lbs. _____ Oz. _____ 4. Value (U.S. \$) _____		16. Importer's Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> (select one) _____	
5. Check One: <input type="checkbox"/> Gift <input type="checkbox"/> Returned Goods <input type="checkbox"/> Documents <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Merchandise <input type="checkbox"/> Other: _____		17. License No. _____ 18. Certificate No. _____ 19. Invoice No. _____	
6. Check One: <input type="checkbox"/> Airmail <input type="checkbox"/> Surface		20. HS Tariff Number _____ 21. Country of Origin of Goods _____	
7. Other Restrictions (pertains to No. 12) _____		For Commercial Senders Only	
8. Total Gross Wt: (all items Lbs. & Ozs.) _____		9. Total Value US \$ (all items) _____	
10. If non-deliverable: <input type="checkbox"/> Treat as Abandoned <input type="checkbox"/> Return to Sender (see inst) <input type="checkbox"/> Redirect to Address Below: _____		Mailing Office Date Stamp _____	
11. EEL/PFC _____		12. Restrictions <input type="checkbox"/> Quarantine <input type="checkbox"/> Sanitary or Phytosanitary Inspection	
13. I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations. Sender's Signature and Date _____ Month Day Year			
PS Form 2976-A, May 2009 PSN: 7530-01-000-9834		Do not duplicate this form without USPS® approval. 1 - Manifesting/Scan Copy	

 CP12345678XUS		United States Postal Service® <b>Customs Declaration and Dispatch Note – CP 72</b> IMPORTANT: This item may be opened officially. Please print in English, using blue or black ink, and press firmly; you are making multiple copies. See Privacy Notice and Indemnity Coverage on Customer Copy.	
FROM: Sender's Last Name _____ First _____ MI _____		Insured Amount (US \$) _____ SDR Value _____ \$ _____ + 0 0 _____	
Business _____ Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB) _____ City _____ State _____ ZIP+4® _____		Insurance Fees (US \$) _____ Total Postage Fees (US \$) _____ \$ _____ \$ _____	
TO: Addressee's Last Name _____ First _____ MI _____		14. Sender's Customs Reference (If any) _____	
Business _____ Address (Number, street, suite, apt., P.O. Box, etc.) _____ Postcode _____ City _____ State/Province _____ Country _____		15. Importer's Reference - Optional (If any) _____	
Office of Exchange _____		16. Importer's Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> (select one) _____	
Customs Stamp _____		Declaration by ADDRESSEE: I have received the parcel described on this note. ADDRESSEE'S Signature and Date _____ Month Day Year	
Customs Duty _____		19. Invoice No. _____	
5. Check One: <input type="checkbox"/> Gift <input type="checkbox"/> Returned Goods <input type="checkbox"/> Documents <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Merchandise <input type="checkbox"/> Other: _____		Please affix labels here when required	
6. Check One: <input type="checkbox"/> Airmail <input type="checkbox"/> Surface		7. Other Restrictions (pertains to No. 12) _____	
8. Total Gross Wt: (all items Lbs. & Ozs.) _____		9. Total Value US \$ (all items) _____	
10. If non-deliverable: <input type="checkbox"/> Treat as Abandoned <input type="checkbox"/> Return to Sender (see inst) <input type="checkbox"/> Redirect to Address Below: _____		Mailing Office Date Stamp _____	
11. EEL/PFC _____		12. Restrictions <input type="checkbox"/> Quarantine <input type="checkbox"/> Sanitary or Phytosanitary Inspection	
13. I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations. Sender's Signature and Date _____ Month Day Year			
PS Form 2976-A, May 2009 PSN: 7530-01-000-9834		Do not duplicate this form without USPS® approval. 4 - Dispatch Note	

Exhibit 123.721

**PS Form 2976-A, Customs Declaration and Dispatch Note – CP 72  
(Instructions, Copies 1 and 4, and Indemnity Statement)**

**IMPORTANT:** Save this receipt and present it when making an inquiry.

**PARCEL INDEMNITY COVERAGE:** Indemnity for Priority Mail International® parcels, including insured and ordinary (uninsured) parcels, is provided only in accordance with Postal Service regulations in the Domestic Mail Manual (DMM®) and the International Mail Manual (IMM®). The DMM and IMM are available for inspection at any Post Office™ or online at <http://pe.usps.gov/>. The addressee must report damage or missing contents to the delivering Post Office immediately.

Ordinary, i.e. uninsured, Priority Mail International parcels include indemnity coverage against loss, damage or missing contents. Indemnity is limited to the lesser of the actual value of the contents or the maximum indemnity based on the weight of the article. The Priority Mail International Flat Rate Envelope and Priority Mail International Small Flat Rate Box are letter post items and do not include indemnity coverage.

**Insured mail service** is available for a fee and replaces indemnity on ordinary parcels. Insurance coverage varies by country and is not available to some countries. Indemnity coverage is subject to both U.S. Postal Service® regulations and the domestic regulations of the destination country. Insurance for loss, damage, or missing contents covers the actual (depreciated) value of the contents.

Claims for lost ordinary and insured parcels may be payable only to the sender, and claims for damage and missing contents may be payable only to the addressee. The sender or addressee may waive the right of payment in favor of the other.

**FILING CLAIMS:** To initiate an inquiry for loss, damage or missing contents, call the International Inquiry Center at 800-222-1811. International indemnity inquiries and claims for loss must be filed within the time limits for the service purchased. All claims for damage or missing contents must be filed immediately and the article, containers, packaging, and all contents received must be presented to the destination Post Office.

Evidence of mailing (e.g., original mailing receipts or wrapper), evidence of insurance, and evidence of value (e.g., sales receipt or repair estimate) must be submitted in support of all claims. See IMM and Individual Country Listings for complete regulations at <http://pe.usps.gov/>.

**EXCEPTIONS:** No coverage is provided for consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, articles too fragile to withstand normal handling in the mails, or prohibited articles. See the DMM and the IMM for the specific types of losses that are covered, the limitations on coverage, terms of insurance or indemnity and conditions of payment.

**IMPORTANT:** Indemnity coverage is not paid for Express Mail International or ordinary (uninsured) Priority Mail International parcels containing coins; banknotes; currency notes (paper money); securities of any kind payable to the bearer; traveler's checks; platinum, gold, silver (manufactured or not); precious stones; jewelry, including watches; and other valuable or prohibited articles. See the IMM for complete regulations.

**PRIVACY ACT STATEMENT:** Your information will be used to satisfy reporting requirements for customs purposes. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 13 U.S.C. 301 - 307; and 50 U.S.C. 1702. Providing this information is voluntary, but if not provided, we may not process your transaction. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS auditor; to entities, including law enforcement, as required by law or in legal proceedings; and to contractors and other entities aiding us to fulfill the service (service providers); and to domestic and international customs pursuant to federal law and agreements, the U.S. Census Bureau, and other governmental entities with authority over exportation.

PS Form 2976-A, May 2009 (Reverse of Page 6 of 6, Sender's Copy) PSN: 7530-01-000-9834

**123.722 Postal Service Employee's Acceptance of PS Form 2976-A**

The Postal Service acceptance employee must do the following when accepting PS Form 2976-A from the sender:

- a. Instruct the sender how to complete, legibly and accurately, PS Form 2976-A, as required. The sender's failure to complete the form properly can delay delivery of the item or inconvenience the sender and addressee. Moreover, a false, misleading, or incomplete declaration can result in the seizure or return of the item and/or in criminal or civil penalties. The Postal Service assumes no responsibility for the accuracy of information that the sender enters on PS Form 2976-A.
- b. Verify that the sender has entered the information on the form and has signed and dated the declaration. The sender's address on the mailpiece must match the sender's address on PS Form 2976-A.
- c. To comply with U.S. Census Bureau requirements, it is the customer's responsibility to ensure that an appropriate Exemption and Exclusion Legend, Proof of Filing Citation, or AES Downtime Citation is displayed on PS Form 2976-A. If this information is not entered, remind the customer that he or she may be subject to civil and criminal penalties for noncompliance.

- d. If the sender wishes to insure the contents, the retail associate will record the insured amount in U.S. dollars and special drawing right (SDR) value on PS Form 2976-A in the space provided. (See [Exhibit 323.62](#) for the conversion table.)
- e. Weigh the parcel, enter the weight in block (8), and enter the applicable amount of postage and fees in the appropriate block in the upper right corner of the form.
- f. Round stamp the form in the appropriate place on each copy (copies 1–6).
- g. Remove the Post Office copy (copy 5) and tell the mailer that the Postal Service will retain this document for 30 days as a record of mailing. Remove the Mailer copy (copy 6) and give it to the mailer.
- h. Round stamp any uncanceled stamps, and if postage is paid by meter, round stamp the front of the piece near the meter postage.

**Note:** To comply with international mail aviation security procedures, the Postal Service employee must endorse any item weighing 16 ounces or more that is not accepted by an authorized employee, or that is subject to uncertain acceptance conditions (e.g., if received through a collection box or left on an unattended dock), with a “customer notification DDD-2” sticker and “surface only” and return the item to the sender by surface transportation. Consult the most recent international aviation security procedures for comprehensive acceptance procedures.

#### 123.73 **PS Form 2976-E, Customs Declaration Envelope — CP 91**

PS Form 2976-E is a transparent plastic envelope designed to carry and protect the PS Form 2976-A form set. After completing the forms, the sender inserts the PS Form 2976-A form set into the envelope of PS Form 2976-E, removes the backing sheet, and affixes it to the package on the address side.

## 130 Mailability

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### 131 **General**

#### 131.1 **Domestic Limits**

All articles that are nonmailable in domestic mail are nonmailable in international mail. See DMM 601 and Publication 52, , *Restricted, and Perishable Mail*.

#### 131.2 **International Limits**

Many articles that are mailable in domestic mail are nonmailable in international mail. See chapter 6 of Publication 52 and “Prohibitions and Restrictions” in the Individual Country Listings.

**131.3 Individual Country Prohibitions and Restrictions****131.31 Information Available**

Information on articles that are prohibited or restricted to individual countries appears under “Prohibitions and Restrictions” in the Individual Country Listings. These prohibitions and restrictions are based on information furnished by the countries concerned. Customers should inquire at the Post Office facility about specific prohibitions or restrictions.

**131.32 Prohibited and Restricted Articles**

Articles that are prohibited by the destination country are nonmailable. For mail known to contain articles restricted by the destination country, the sender must be informed of the restrictions and advised that the articles are subject to the import requirements of that country.

**131.33 Return or Seizure of Mail**

A country may return or seize mail containing articles prohibited or restricted within that country, whether or not notice of such prohibition or restriction has been provided to or published by the Postal Service.

**131.34 Foreign Customs Information**

The Postal Service does not maintain or provide information concerning the assessment of customs duty in other countries. Postal Service employees must not attempt to inform customers whether articles (gifts or commercial shipments) will be subject to customs duty. Postal Service employees may suggest to customers, however, that they inform the addressees in advance of the articles they intend to mail. Addressees can then obtain information from their local customs authorities. No provision is made for prepayment of customs duty on mail addressed for delivery in foreign countries.

If duties or taxes are assessed, most countries will collect from the recipient a customs clearance and delivery fee, in addition to the duties and taxes. This fee is authorized by international postal agreements to reimburse the delivery service for the costs it incurs in clearing the items through customs and collecting duties at the time of delivery. The duties, taxes, and fee, if applicable, are not included in the postage paid by the mailer.

**131.4 Mailer Responsibility**

Regardless of any statement in this manual or the statement of any employee of the United States Postal Service, the burden rests with the mailer to ensure compliance with domestic, international, and individual country rules and regulations for mailability.

**131.5 Preparation for Mailing****131.51 General Packaging Requirements**

Parcels of articles or goods must meet the requirements of DMM 601. See DMM 601 for the size and weight limits of parcels and for several grades of fiberboard boxes used for difficult loads. Boxes with difficult loads must be reinforced with banding in each direction around the package.

**131.52 Special Packaging Requirements**

Each mailer must meet the following special packaging requirements when mailing any of the following articles (see DMM 601):

- a. Fragile articles, such as glass, must be cushioned as required to dissipate shock and pressure forces over as much of the surface of the item as possible.
- b. Liquids must be packaged as required.
- c. Package fatty substances that do not easily liquefy, such as ointments, soft soap, resins, etc., as well as silkworm eggs, in an interior container (box, cloth, or plastic bag) and place them in an outer shipping container of minimum 275-grade test strength.
- d. Enclose dry, powdered dyes, such as aniline, in sift-proof, sturdy tin or plastic boxes in an outer sift-proof shipping container. This container must have a minimum 275-grade test strength fiberboard or equivalent.

**132 Written, Printed, and Graphic Matter****132.1 Domestic Limits**

All written, printed, and graphic matter that is described as nonmailable in DMM 601 is nonmailable internationally. This matter includes but is not limited to:

- a. Advertisements for abortion.
- b. Advertisements for motor vehicle master keys.
- c. Copyright violations.
- d. Fictitious matter.
- e. Lottery matter.
- f. Matter inciting violence.
- g. Solicitations in the guise of bills or statements of account.
- h. Solicitations or inducements for mailing harmful matter, radioactive materials, controlled substances, or intoxicating liquors.

**Note:** Immoral or obscene articles and advertisements for them are nonmailable.

**132.2 Reply Cards and Envelopes**

Mailpieces that are sent to foreign addressees may *not* contain prepaid reply cards or envelopes that bear a U.S. postage stamp, meter stamp, meter impression, or a domestic business reply indicia. See [382](#) for regulations governing mailer use of International Business Reply Service (IBRS).

**Exception:** The prohibition against enclosing U.S. domestic business reply cards or envelopes does *not* apply when they are bound into, are stapled to, or form an integral part of the printed page of mailpieces that are periodicals. Such enclosures may be admitted so long as they are not used as response vehicles by foreign recipients and the postal administrations of the destination countries do not object to their presence in U.S. origin publications.

### 133 **Improperly Addressed Mail**

The following items are nonmailable in international mail:

- a. Unaddressed items.
- b. Items whose ultimate destination cannot be determined due to insufficient, illegible, or incorrect addressing.
- c. Items bearing multiple addresses to the same or different countries.

### 134 **Valuable Articles**

#### 134.1 **Service Options**

The following services can be used to send the articles noted in [134.2](#):

- a. First-Class Mail International service with Registered Mail service.
- b. Priority Mail International Flat Rate Envelopes with Registered Mail service.
- c. Priority Mail International Small Flat Rate Priced Boxes with Registered Mail service.
- d. Priority Mail International service with insured service.

**Note:** Neither Express Mail International service nor ordinary (uninsured) Priority Mail International service can be used to send the articles noted in [134.2](#).

#### 134.2 **List of Articles**

The following valuable articles may be sent only with the services noted in [134.1](#):

- a. Coins, banknotes, and currency notes (paper money).
- b. Instruments payable to bearer. (The term “instruments payable to bearer” includes checks, drafts, or securities that can be legally cashed or easily negotiated by anyone who may come into possession of them. A check or draft payable to a specific payee is not regarded as payable to bearer unless the payee has endorsed it. If not endorsed, or if endorsed in favor of another specific payee, it is not regarded as payable to bearer.)
- c. Traveler’s checks.
- d. Manufactured and unmanufactured platinum, gold, and silver.
- e. Precious stones, jewels, jewelry, watches, and other valuable articles.

**Note:** The term “jewelry” is generally understood to denote articles of more than nominal value. Inexpensive jewelry, watches, such as tie clasps and costume jewelry, containing little or no precious metal, is not considered to be jewelry within the meaning of this section and is accepted under the same conditions as other mailable merchandise to any country. Inexpensive jewelry is accepted to countries that prohibit jewelry, but only at the sender’s risk.

**134.3 Prohibitions**

Individual countries prohibit or restrict some or all of the valuable items listed above. See the “Prohibitions and Restrictions” section in the Individual Country Listings.

**135 Mailable Dangerous Goods****135.1 Infectious Substances****135.11 General Conditions**

Infectious and noninfectious (nonregulated) biological substances are acceptable in international mail subject to the provisions of DMM 601.10.17 under the following conditions: when they are intended for medical or veterinary use, research, or laboratory certification related to the public health; only when such materials are properly prepared for mailing to withstand shocks, pressure changes, and other conditions related to ordinary handling in transit; and under the additional conditions specified in subsections below.

- a. Category A infectious substances are not mailable. Category A infectious substances as identified in DMM 601.10.17.2a1 are substances transported in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure occurs. A Category A infectious substance is assigned the identification number UN 2814 or UN 2900, based on the known medical history or symptoms of the source patient or animal, endemic local conditions, or professional judgment concerning the individual circumstances of the source human or animal. A list of indicative examples of infectious substances included in Category A can be found in International Air Transportation Association (IATA) Dangerous Goods Regulations, Table 3.3.D.
- b. Category B infectious substances are mailable when they meet the definition in DMM 601.10.17.2a2. A Category B infectious substance does not meet the criteria for inclusion in Category A. A mailpiece known or suspected to contain a Category B infectious substance must bear the proper shipping name “Biological substance, Category B” on the address side of the mailpiece and must be assigned to and marked with identification number UN 3373.
- c. Nonregulated (noninfectious) materials identified in DMM 601.10.17.3 as nonregulated are mailable. Nonregulated substances do not contain infectious substances or substances that are likely to cause disease in humans or animals. Nonregulated materials are not subject to regulation as materials but must be properly packaged as indicated in DMM 601.10.17.8 when presented for mailing.
- d. Exempt human or animal specimens as defined in DMM 601.10.17.2d are mailable. They are not subject to regulation as materials, but when presented for mailing, they must be packaged as identified in DMM 601.10.17.9.

**135.12 Type of Mail**

Category B infectious substances must be sent only by First-Class Mail International service or Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes using Registered Mail™ service. Nonregulated materials defined in DMM 601.10.17.3 and exempt human or animal specimens defined in DMM 601.10.17.2d are mailable by First-Class Mail International service when properly packaged as described in DMM 601.10.17.

**135.13 Senders and Receivers**

Substances identified in [135.11b](#) must be sent *only* by authorized laboratories to their foreign counterparts in those countries that have indicated a willingness to accept them.

**Note:** Countries distinguish between infectious and noninfectious (nonregulated) biological substances and may prohibit one or the other or both. See “Prohibitions” in the Individual Country Listings.

**135.2 Authorization****135.21 Authorized Institutions**

Infectious biological substances can be sent to or received by *only* the following types of institutions:

- a. Laboratories of local, state, and federal government agencies.
- b. Laboratories of federally licensed manufacturers of biological products derived from bacteria and viruses.
- c. Laboratories affiliated with or operated by hospitals, universities, research facilities, and other teaching institutions.
- d. Private laboratories licensed, certified, recognized, or approved by a public authority.

**135.22 Request for Authorization**

A qualifying institution wishing to mail packages containing biological substances must submit a written request on its organizational letterhead to the following address:

MANAGER PRODUCT CLASSIFICATION  
US POSTAL SERVICE  
475 L'ENFANT PLZ SW RM 4446  
WASHINGTON DC 20260-5015

In its letter of application, the institution must indicate the nature of its work, the identity and qualifications of the prospective recipient, and the number of packages to be mailed.

**135.3 Packaging, Marking, Labeling****135.31 Category B Infectious Substances**

A material that is classified as a Category B infectious substance and that meets the definition in DMM 601.10.17.2a2 must be triple-packaged as described in DMM 601.10.17.4, must meet the packaging requirements in 49 CFR 173.199, and must be sent only by First-Class Mail International service or Priority Mail International Flat Rate Envelopes or Small Flat Rate

Priced Boxes using Registered Mail service. Each primary receptacle containing a liquid must be leakproof and surrounded by absorbent material sufficient to protect the primary receptacle and absorb the total amount of liquid should the primary receptacle leak or break. Each primary receptacle containing a solid must be sift proof. Secondary containers for liquids must be leak proof. Secondary containers for solids must be sift proof. The primary and secondary packaging must be enclosed in a rigid outer shipping container. A single primary receptacle must not contain more than 1 liter (34 ounces) of a liquid specimen or 4 kg (8.8 pounds) of a solid specimen. Multiple primary receptacles whose combined volume does not exceed 4 liters (1 gallon) for liquids or 4 kg (8.8 pounds) for solids may be enclosed in a single secondary container. In addition:

- a. The secondary container must be marked with the international biohazard symbol shown in DMM Exhibit 601.10.17.5d3.
- b. A primary receptacle or secondary packaging containing liquid must be capable of withstanding, without leakage, an internal pressure producing a pressure differential of not less than 95 kPa (0.95 bar, 14 psi) in the range of -40° C to 55° C (-40° F to 130° F).
- c. All mailpieces sent under DMM 601.10.17.4 must be marked on the address side with the shipping name "Biological substance, Category B" and the "UN 3373" marking as outlined in 49 CFR 173.199 (a) (5).
- d. Orientation arrows are not required on these mailpieces but may be used.
- e. The outer packaging must show the name and telephone number of a person who is knowledgeable about the material shipped and has comprehensive emergency response and incident mitigation information, or of someone who has immediate access to the person with such knowledge and information.

135.32 **Nonregulated Materials (Noninfectious Biological Substances)**

Nonregulated materials are not subject to regulation as materials but must be properly packaged, marked, and labeled as indicated in DMM 601.10.17.8 when presented for mailing.

135.33 **Exempt Human or Animal Specimens**

Exempt human or animal specimens are not subject to regulation as materials but must be properly packaged, marked, and labeled as indicated in DMM 601.10.17.9 when presented for mailing.

135.4 **Handling and Dispatch of Infectious Substances**

135.41 **Biological Substances**

Items that contain perishable biological substances must be given careful yet expeditious handling from receipt through dispatch.

135.42 **Infectious Substances**

Shipments containing infectious substances must be segregated from other types of mail matter (i.e., placed in separate sacks). PS Tag 44, *Sack Contents Warning*, must be attached to the outside of sacks to identify the

nature of the contents. PS Tag 44 is for internal use only, and must be removed from mail sacks, and the materials tendered to air carriers as outside pieces.

### 135.5 **Radioactive Materials**

Shipments containing radioactive materials are acceptable in international mail subject to the provisions of DMM 601 and of Publication 52, , *Restricted, and Perishable Mail*, and under the following conditions:

- a. Shipments may be sent only by First-Class Mail International service or Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes with Registered Mail service.
- b. Shipments may be sent only to those countries that have expressed a willingness to accept radioactive materials. See “Prohibitions and Restrictions” in the Individual Country Listings.
- c. Shipments must comply with the International Atomic Energy Agency rules and regulations.
- d. Senders and recipients of radioactive materials must receive prior authorization from the appropriate regulatory authorities within their countries.
- e. A white package label bearing the French words “Matières Radioactives” (Radioactive Materials) must be applied to the address side of each package containing radioactive materials. Senders are responsible for supplying and affixing this label to the package.
- f. The package must also bear the following endorsements in bold letters: “RETURN TO SENDER IN CASE OF NONDELIVERY” and “RADIOACTIVE MATERIALS, QUANTITIES PERMITTED FOR MOVEMENT BY POST.”

## 136 **Nonmailable Goods**

### 136.1 **Dangerous Goods**

The following dangerous goods ( materials, as defined in DMM 601) are prohibited in outbound international mail:

- a. Explosives or explosive devices.
- b. Flammable materials.
  - (1) Pyrophoric, flammable, or combustible liquids with a closed cup flash point below 200°F.
  - (2) Flammable solids, including matches.
- c. Oxidizers.
- d. Corrosives, liquid or solid.
- e. Compressed gases.
  - (1) Flammable.
  - (2) Nonflammable with an absolute pressure exceeding 40 psi at 70°F or 104 psi at 130°F.
- f. Poisons, irritants, controlled substances, and drug paraphernalia.

- g. Magnetized material with a magnetic field strength of .002 gauss or more at a distance of 7 feet.
- h. Dry ice (carbon dioxide solid).

### 136.2 **Inert Replica and Explosive Devices**

The following types of replica or inert explosive devices are prohibited in outbound international mail:

- a. Military ordnance, ammunition, and shells.
- b. Grenades.
- c. Similar devices that were originally designed for military or combative use (including training).

This prohibition does not extend to items such as children's toys or articles that do not represent the above items in a realistic manner.

### 136.3 **Counterfeit and Pirated Items**

Any type of counterfeit or pirated article is prohibited in outbound international mail.

### 136.4 **Cigarettes and Smokeless Tobacco**

Cigarettes (including roll-your-own tobacco) and smokeless tobacco products, as defined in DMM 601.11.1, are nonmailable when sent in outbound or inbound international mail. As noted in DMM 601.11.3, the exceptions for mailing under DMM 601.11.4 through 601.11.8 are not available for shipments of such products in international mail. This standard prevails regardless of any information to the contrary in the Individual Country Listings.

### 137 **Firearms, Knives, and Sharp Instruments**

Some items (see DMM 601) may be mailed to certain countries under the conditions specified in the Individual Country Listings. See [540](#) for U.S. Department of State licensing requirements applicable to the international mailing of arms or implements of war, component parts, and related technical data.

### 138 **Perishable Matter**

#### 138.1 **Animals**

All live or dead animals are nonmailable, except the following:

- a. Live bees, leeches, silkworms, and flies of the family Drosophilidae (see DMM 601.9.3.8).
- b. Dead insects or reptiles, when thoroughly dried.
- c. Parasites and predators of injurious insects, if the following conditions are met:
  - (1) They are admissible in the domestic mail.
  - (2) They are useful in controlling harmful insects.
  - (3) They are exchanged by officially recognized scientific or health agencies.

- (4) They are sent by First-Class Mail International service, including Flat Rate Envelopes or Small Flat Rate Priced Boxes.
- (5) Mailable animals must be in containers conforming to the requirements in the DMM.

### 138.2 **Plants**

Plants, seeds, and plant materials, including fruits and vegetables, are subject to the provisions of DMM 601; Publication 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Products*; and the quarantine regulations of the country of destination. Customers can obtain information from the U.S. Department of Agriculture (USDA) Animal and Plant Health Inspection Service (APHIS) Plant Protection and Quarantine (PPQ) Programs at:

USDA APHIS PPQ  
4700 RIVER RD  
RIVERDALE MD 20737-1228

### 138.3 **Eggs**

#### 138.31 **Restrictions**

Eggs may be sent only by Priority Mail International. See [550](#) for nonpostal regulations on dried whole eggs.

#### 138.32 **Packaging**

Eggs must be packaged in the following manner:

- a. Eggs mailed to any country except Canada must be placed in a metal egg container. Each egg must be packed in cushioning material. The metal egg container must be enclosed in an outer container of wood with cushioning packed between the two containers.
- b. Eggs mailed to Canada may be packed either as prescribed in [138.32a](#) or in a box of rigid material with a tight-fitting lid. Each egg must be wrapped in protective material and placed on end. Vacant spaces in the box must be filled with packing material to prevent the eggs from striking each other or the box.

### 138.4 **Food and Other Perishable Articles**

Fruits, vegetables, fresh meats, and other articles that easily decompose or that cannot reasonably be expected to reach their destination without spoiling are nonmailable.

## 140 International Mail Categories

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### 141 **Definitions**

#### 141.1 **General**

There are four principal categories of international mail that are primarily differentiated from one another by speed of service. They are Global Express

Guaranteed® (GXG®) service, Express Mail International® service, Priority Mail International service, and First-Class Mail International service.

#### 141.2 **Global Express Guaranteed**

Global Express Guaranteed is the U.S. Postal Service's premium international mail service. Global Express Guaranteed is an expedited delivery service that is the product of a business alliance between the U.S. Postal Service and FedEx Corporation. It provides reliable, high-speed, time-definite service from designated U.S. ZIP Code™ areas to locations in most destination countries. Global Express Guaranteed is assured to meet destination-specific delivery standards or the postage will be refunded. If a shipment is lost or damaged, liability for loss or damaged merchandise or for document reconstruction is limited to a maximum of \$100 or the amount of additional optional insurance purchased. The maximum weight limit for Global Express Guaranteed service is 70 pounds, but lower country-specific weight limits might apply. To determine the maximum weight limit for each country, see the Individual Country Listings or Publication 141, *Global Express Guaranteed Service Guide*.

#### 141.3 **Express Mail International**

The next level of service, in terms of speed and value-added features, is Express Mail International. Express Mail International is an expedited mail service that can be used to send documents and merchandise to most of the country locations that are individually listed in this publication. Express Mail International insurance coverage against loss, damage, or missing contents, up to a maximum of \$100, is provided at no additional charge. Additional merchandise insurance coverage up to \$5,000 may be purchased at the sender's option to many countries. Document reconstruction insurance coverage is limited to a maximum of \$100 per shipment. Country-specific maximum weight limits range from 22 pounds to 70 pounds. See the Individual Country Listings. Express Mail International shipments offer a date-certain, postage-refund guarantee to select destinations: see [221.2](#) and the Individual Country Listings to determine the availability of such service. For all other destinations, Express Mail International shipments are not subject to a postage refund guarantee if a delivery delay occurs.

#### 141.4 **Priority Mail International**

Priority Mail International is subject to the provisions of the Universal Postal Union Parcel Convention with the exception of Flat Rate Envelopes and Small Flat Rate Priced Boxes. This classification is primarily designed to accommodate larger and heavier shipments whose size and/or weight exceed the limits for First-Class Mail International. For countries that offer parcel service, maximum weight limits range from 22 pounds to 70 pounds. To determine the maximum weight limit for each country, see the Individual Country Listings. At the sender's option, extra services, such as insurance coverage and return receipt service, may be added on a country-specific basis.

Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes are subject to the provisions of the Universal Postal Union Letter-post

Convention and provide customers with an economical means of sending correspondence, documents, printed matter, and lightweight merchandise items to foreign destinations. The maximum weight limit is 4 pounds. Registered Mail service is available for Priority Mail International Flat Rate Envelopes — with the exception of the Flat Rate Padded Envelope — and Small Flat Rate Priced Boxes. Insurance is not available for Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.

#### 141.5 **First-Class Mail International**

First-Class Mail International is a generic term for mailpieces that have different shapes, sizes, and contents, that weigh 4 pounds or less, and that are subject to the provisions of the Universal Postal Union Letter-post Convention. First-Class Mail International items may contain any mailable matter that is not or prohibited by the destination country. Aerogrammes are not available for purchase. Previously purchased aerogrammes are mailable at the applicable First-Class Mail International price. At the sender's option, extra services, such as registry and return receipt, may be added on a country-specific basis.

**Note:** The term First-Class Mail International encompasses all of the classes of international letter-post mail (i.e., letter and letter packages, postcards, printed matter, and small packets) that were formerly categorized as LC (letters and cards) and AO (other articles) respectively.

### 142 **Official Mail**

#### 142.1 **Mailings by Federal Agencies**

Official mail (sent by federal agencies and departments listed in Postal Service Handbook DM-103, *Official Mail*) that bears the indicia prescribed in DMM 703 may be sent to foreign destinations. Such items are subject to the postage payment requirements, weight and size limits, customs form requirements, and general conditions for mailing that otherwise apply to the class and category of the international mail being sent.

#### 142.2 **Postal Service Mailings**

International mailpieces that are sent by or on behalf of the U.S. Postal Service must bear the prescribed G-10 permit indicia. Postal Service official mail is subject to all restrictions (e.g., maximum size and weight limits) as defined in the Individual Country Listings for the destination country of mailing.

#### 142.3 **Mail of a Former President and Surviving Spouse of a Former President**

All nonpolitical mail of former United States Presidents, and of the surviving spouse of a former President, must be accepted without prepayment of postage if it bears the written signature of the sender, or a facsimile signature and the words "POSTAGE AND FEES PAID" in the upper-right corner of the address side.

142.4 **General Secretariat of the Organization of American States (OAS)**

- a. Unregistered First-Class Mail International items bearing the return address of the OAS General Secretariat and weighing not more than 4 pounds are accepted without postage when addressed to the OAS member countries listed in [142.4c](#).
- b. Items other than First-Class Mail International with extra services may *not* be provided for OAS General Secretariat official mail without the prepayment of postage or the fee for the extra service requested.
- c. The following countries are members of the Organization of American States (OAS):

Antigua and Barbuda	Ecuador	Saint Christopher and Nevis
Argentina	El Salvador	Saint Lucia
Bahamas	Grenada	Saint Vincent and the Grenadines
Barbados	Guatemala	Suriname
Bolivia	Haiti	Trinidad and Tobago
Brazil	Honduras	United States
Canada	Jamaica	Uruguay
Chile	Mexico	Venezuela
Colombia	Nicaragua	
Costa Rica	Panama	
Dominica	Paraguay	
Dominican Republic	Peru	

142.5 **Pan American Sanitary Bureau Mail**

- a. Unregistered First-Class Mail International items bearing the return address of the bureau and weighing not more than 4 pounds are accepted without postage affixed when addressed to an OAS member country listed in [142.4c](#) or to Cuba.
- b. Items with the bureau return address that are sent other than First-Class Mail International or that request extra services must prepay all postage and fees.

## 150 Postage

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### 151 Postage Prices

See Individual Country Listings.

### 152 Payment Methods

#### 152.1 Prepayment

Each item must be fully prepaid to ensure prompt dispatch and to avoid assessment of charges against the addressee. For the treatment of shortpaid and unpaid mail, see [420](#).

#### 152.2 Stamps

- a. Postage and fees for extra services (see chapter [3](#)) may be paid by means of U.S. postage stamps, postage meter stamps, or postage validation imprinter (PVI) labels. PVIs are acceptable for all international mail transactions.
- b. Mailer precanceled stamps may be used with international mail under the same conditions as are applicable to domestic mail. See DMM 604.
- c. Nondenominated postage stamps (except for those that bear unique domestic markings, such as First-Class Presort, Nonprofit Org.) may be affixed to postal items that are sent to foreign countries. The value of such stamps is linked to either a current or a former domestic postage price (e.g., the “Lady Liberty and U.S. Flag” stamp has a postage value of 39 cents). The postage value of the Forever Stamp, as well as the nondenominated Breast Cancer Research semipostal stamp, is always the domestic First-Class Mail single-piece 1-ounce letter price that is in effect on the day of use (mailing). Since international postage prices are always higher than the comparable domestic postage prices, mailers who affix a single nondenominated postage stamp to their outbound mailpieces must add additional postage to comply with the international price schedule.

**Note:** See DMM 604 for stamps not valid as postage.

#### 152.3 Computing Postage

##### 152.31 Determining Single-Piece Weight

To determine single-piece weight in any mailing at single-piece prices, or in a bulk price mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in any other bulk or presort price mailing of identical weight pieces (e.g., IPA or ISAL), weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

**152.32 Rounding Numerical Values**

For these standards:

- a. *Round off* requires increasing by 1 the last digit to be kept if the digit to its right, which is not to be kept, is 5 or greater. If that digit is 4 or less, the last digit kept is unchanged (e.g., 3.3761 rounded off to two decimal places is 3.38, whereas 3.3741 is 3.37).
- b. *Round up* requires increasing by 1 the last digit to be kept if there are any digits to its right, regardless of value (e.g., rounding up either 3.3701 or 3.3791 to two decimal places yields 3.38).

**152.4 Permit Imprint****152.41 Conditions of Use**

Postage may be paid by permit imprint, subject to the standards in DMM 124, 604, and 705. Postage charges are computed on PS Form 3700. This postage payment method may be used for postage and extra service fees for the following services:

- a. Global Express Guaranteed service prepared under [213.8](#).
- b. Express Mail International service prepared under [223.221](#).
- c. Priority Mail International service.
- d. First-Class Mail International service.
- e. International Priority Airmail (IPA) service.
- f. International Surface Air Lift (ISAL) service.

**152.42 Place of Mailing**

Mail must be deposited and accepted at the Post Office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for drop shipments.

**152.43 Usage Criteria**

To use a permit imprint for international mailing purposes, a mailer must enter a minimum of 200 pieces or 50 pounds of mail matter addressed to recipients in foreign countries. All of the mailpieces bearing a permit imprint do *not* have to be addressed to the same destination country. See [292.23](#) and [293.23](#) for the minimum quantity requirements that govern the entry of International Priority Airmail (IPA) items and International Surface Air Lift (ISAL) items, respectively.

**Note:** The 200-piece or 50-pound minimum requirement does not apply to M-bags.

152.44 **Required Format**

Each mailpiece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia must be prepared in one of the formats shown in [Exhibit 152.44](#). No variations or additions — such as Bulk Rate, Media Mail, Presorted Standard, Enhanced Carrier Route Sort, Automation Rate, Nonprofit Organization, or Bound Printed Matter — are allowed. Mailpieces may bear a company permit imprint, in which the exact name of the company or individual holding the permit is shown in the indicium in place of the city, state, and permit number. Mailings prepared with a company permit imprint must comply with the standards in DMM 604.5.3.9.

Exhibit 152.44  
**Indicia Formats**

<b>GLOBAL EXPRESS GUARANTEED</b>	
<p>GLOBAL EXPRESS GUARANTEED US POSTAGE PAID NEW YORK NY PERMIT NO. 1</p>	<p>GLOBAL EXPRESS GUARANTEED US POSTAGE PAID JOHN DOE COMPANY</p>
<b>EXPRESS MAIL INTERNATIONAL</b>	
<p>EXPRESS MAIL INTERNATIONAL US POSTAGE PAID NEW YORK NY PERMIT NO. 1</p>	<p>EXPRESS MAIL INTERNATIONAL US POSTAGE PAID JOHN DOE COMPANY</p>
<b>PRIORITY MAIL INTERNATIONAL</b>	
<p>PRIORITY MAIL INTERNATIONAL U.S. POSTAGE PAID WASHINGTON DC PERMIT NO. 1</p>	<p>PRIORITY MAIL INTERNATIONAL U.S. POSTAGE PAID JOHN DOE COMPANY</p>

Exhibit 152.44

**Indicia Formats (cont'd)**

**FIRST-CLASS MAIL INTERNATIONAL (Includes IPA, ISAL, and M-Bags)**



FIRST-CLASS MAIL  
U.S. POSTAGE  
1 OZ  
PERMIT NO. 1



FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
PERMIT NO. 1

FIRST-CLASS MAIL  
INTERNATIONAL

U.S. POSTAGE  
PAID  
NEW YORK, NY  
PERMIT NO. 1

FIRST-CLASS MAIL INTERNATIONAL  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

FIRST-CLASS MAIL INTERNATIONAL  
U.S. POSTAGE PAID  
MAILED FROM ZIP CODE 60607  
PERMIT NO. 1

FIRST-CLASS MAIL INTERNATIONAL  
U.S. POSTAGE PAID  
JOHN DOE COMPANY

INTL SURFACE AIR LIFT  
U.S. POSTAGE PAID  
WASHINGTON DC  
PERMIT NO. 1

INTL PRIORITY AIRMAIL  
U.S. POSTAGE PAID  
WASHINGTON DC  
PERMIT NO. 1

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**OFFICIAL MAIL**

FIRST-CLASS MAIL  
POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

POSTAGE & FEES PAID  
AGENCY NAME  
PERMIT NO. G-999

**153 Placement of Postage**

- a. Postage stamps and postage-paid impressions must be applied to the address side of mail in the upper-right corner. The postage meter stamp, postage validation imprinter (PVI) label, or permit may be affixed directly on the mailpiece or on the wrapper when plastic wrap is used.
- b. Nonpostage stamps, labels resembling postage stamps, or impressions resembling postage-paid impressions must *not* be placed on the address side of international mailpieces.

**154 Retailed Items**

New postage is required when mailpieces are reentered after having been returned to the sender by a foreign postal administration.

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