

3 Extra Services

310 Certificate of Mailing

311 Description

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

312 Availability

312.1 At Time of Purchase

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

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

312.2 After Mailing (Additional Criteria)

To obtain an additional certificate after mailing, the mailer must present the original certificate and an additional certificate endorsed "Duplicate" or a copy showing the original dates of mailing. The additional certificate must be postmarked to show the current date. A certificate of mailing cannot be obtained in combination with Registered Mail items, insured parcels, or bulk mailings of 200 pieces or more that bear a permit imprint.

313 Fees

313.1 Individual Pieces

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

313.2 **Three or More Pieces**

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

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

313.3 **Bulk Pieces**

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

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

314 **Processing Requests**

314.1 **Forms**

314.11 **Postal Service Forms**

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

314.12 **Treasury Department Forms**

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

314.13 **Agriculture Department Forms**

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

314.2 Preparation**314.21 Sender's Responsibility**

Sender must:

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

314.22 Accepting Clerk's Responsibility

Accepting clerk must:

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

320 Insurance

321 Global Express Guaranteed Insurance**321.1 Description**

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

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

321.2 Availability

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

321.3 Additional Coverage and Fees

Additional insurance coverage above \$100 — up to the maximum amount allowed by the country (see the Individual Country Listings) but never to exceed \$2,499 — may be purchased at the sender's option. The insurance fee is in addition to postage and other applicable fees. See [Notice 123](#), *Price List*, for the fee schedule for optional Global Express Guaranteed document reconstruction insurance or non-document insurance coverage.

322 Express Mail International Insurance**322.1 Description**

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

322.2 Availability

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

322.3 Additional Coverage and Fees

Additional merchandise insurance coverage above \$100 — up to the maximum amount allowed by the country (see the Individual Country Listings) but never to exceed \$5,000 — may be purchased at the sender's option. See the Individual Country Listings for merchandise insurance limits. The insurance fee is in addition to postage and other applicable fees. See [Notice 123](#), *Price List*, for the fee schedule for optional Express Mail International merchandise insurance coverage.

322.4 Return Receipt Service

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

323 Priority Mail International Insurance**323.1 Description**

For a fee, the sender may purchase insurance to protect against loss, damage, or missing contents for Priority Mail International parcels containing merchandise. Insurance may not be purchased for Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes. Compensation varies according to the fee paid. For parcels delivered to the addressee in damaged condition or with missing contents, payment is made to the addressee unless the addressee waives payment, in writing, in favor of the sender.

323.2 Availability

Insurance is available only for Priority Mail International parcels and only to certain countries. See Individual Country Listings. Insurance is not available the Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.

323.3 Coverage and Fees

Merchandise insurance coverage — up to the maximum amount allowed by the country (see the Individual Country Listings) but never to exceed \$5,000 — may be purchased at the sender's option. See the Individual Country Listings for insurance limits. The insurance fee is in addition to postage and other applicable fees and is based on the insured value. See [Notice 123](#), *Price List*, for the fee schedule for optional Priority Mail International parcel insurance coverage.

323.4 Return Receipt

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

323.5 Insured Value and Indemnity Claims**323.51 Insured Value and Declared Value**

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

323.52 Indemnity Claims and Payments

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

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

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

323.6 Preparation of Insured Priority Mail International Parcels**323.61 Mailing Receipt and Insurance Number**

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

323.62 Accepting Clerk's Responsibility

The accepting clerk must do the following:

- a. Indicate on PS Form 2976-A the amount for which the parcel is insured. Write the amount in U.S. dollars in ink in the "Insured Amount (U.S.) block."
- b. Convert the U.S. dollar amount to the special drawing right (SDR) value and enter it in the SDR value block. For example:

INSURED VALUE
\$100.00 (U.S.)
63.39 SDR

- c. See [Exhibit 323.62](#) for a table showing the conversion of U.S. dollar values up to \$600 to SDR equivalents. To determine SDR equivalents above \$600, multiply the insured amount, rounded up to the next full dollar, by the conversion factor of 0.6339.

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

1 U.S. \$ = 0.6339 SDR
1 SDR = \$1.58 (\$1.5776 U.S.)

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

Exhibit 323.62 (p. 1)

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

1 U.S. \$ = 0.6339 SDR 1 SDR = \$1.58 (\$1.5776 U.S.)

US \$	SDR	US \$	SDR	US \$	SDR						
1	0.6339	51	32.3289	101	64.0239	151	95.7189	201	127.4139	251	159.1089
2	1.2678	52	32.9628	102	64.6578	152	96.3528	202	128.0478	252	159.7428
3	1.9017	53	33.5967	103	65.2917	153	96.9867	203	128.6817	253	160.3767
4	2.5356	54	34.2306	104	65.9256	154	97.6206	204	129.3156	254	161.0106
5	3.1695	55	34.8645	105	66.5595	155	98.2545	205	129.9495	255	161.6445
6	3.8034	56	35.4984	106	67.1934	156	98.8884	206	130.5834	256	162.2784
7	4.4373	57	36.1323	107	67.8273	157	99.5223	207	131.2173	257	162.9123
8	5.0712	58	36.7662	108	68.4612	158	100.1562	208	131.8512	258	163.5462
9	5.7051	59	37.4001	109	69.0951	159	100.7901	209	132.4851	259	164.1801
10	6.3390	60	38.0340	110	69.7290	160	101.4240	210	133.1190	260	164.8140
11	6.9729	61	38.6679	111	70.3629	161	102.0579	211	133.7529	261	165.4479
12	7.6068	62	39.3018	112	70.9968	162	102.6918	212	134.3868	262	166.0818
13	8.2407	63	39.9357	113	71.6307	163	103.3257	213	135.0207	263	166.7157
14	8.8746	64	40.5696	114	72.2646	164	103.9596	214	135.6546	264	167.3496
15	9.5085	65	41.2035	115	72.8985	165	104.5935	215	136.2885	265	167.9835
16	10.1424	66	41.8374	116	73.5324	166	105.2274	216	136.9224	266	168.6174
17	10.7763	67	42.4713	117	74.1663	167	105.8613	217	137.5563	267	169.2513
18	11.4102	68	43.1052	118	74.8002	168	106.4952	218	138.1902	268	169.8852
19	12.0441	69	43.7391	119	75.4341	169	107.1291	219	138.8241	269	170.5191
20	12.6780	70	44.3730	120	76.0680	170	107.7630	220	139.4580	270	171.1530
21	13.3119	71	45.0069	121	76.7019	171	108.3969	221	140.0919	271	171.7869
22	13.9458	72	45.6408	122	77.3358	172	109.0308	222	140.7258	272	172.4208
23	14.5797	73	46.2747	123	77.9697	173	109.6647	223	141.3597	273	173.0547
24	15.2136	74	46.9086	124	78.6036	174	110.2986	224	141.9936	274	173.6886
25	15.8475	75	47.5425	125	79.2375	175	110.9325	225	142.6275	275	174.3225
26	16.4814	76	48.1764	126	79.8714	176	111.5664	226	143.2614	276	174.9564
27	17.1153	77	48.8103	127	80.5053	177	112.2003	227	143.8953	277	175.5903
28	17.7492	78	49.4442	128	81.1392	178	112.8342	228	144.5292	278	176.2242
29	18.3831	79	50.0781	129	81.7731	179	113.4681	229	145.1631	279	176.8581
30	19.0170	80	50.7120	130	82.4070	180	114.1020	230	145.7970	280	177.4920
31	19.6509	81	51.3459	131	83.0409	181	114.7359	231	146.4309	281	178.1259
32	20.2848	82	51.9798	132	83.6748	182	115.3698	232	147.0648	282	178.7598
33	20.9187	83	52.6137	133	84.3087	183	116.0037	233	147.6987	283	179.3937
34	21.5526	84	53.2476	134	84.9426	184	116.6376	234	148.3326	284	180.0276
35	22.1865	85	53.8815	135	85.5765	185	117.2715	235	148.9665	285	180.6615
36	22.8204	86	54.5154	136	86.2104	186	117.9054	236	149.6004	286	181.2954
37	23.4543	87	55.1493	137	86.8443	187	118.5393	237	150.2343	287	181.9293
38	24.0882	88	55.7832	138	87.4782	188	119.1732	238	150.8682	288	182.5632
39	24.7221	89	56.4171	139	88.1121	189	119.8071	239	151.5021	289	183.1971
40	25.3560	90	57.0510	140	88.7460	190	120.4410	240	152.1360	290	183.8310
41	25.9899	91	57.6849	141	89.3799	191	121.0749	241	152.7699	291	184.4649
42	26.6238	92	58.3188	142	90.0138	192	121.7088	242	153.4038	292	185.0988
43	27.2577	93	58.9527	143	90.6477	193	122.3427	243	154.0377	293	185.7327
44	27.8916	94	59.5866	144	91.2816	194	122.9766	244	154.6716	294	186.3666
45	28.5255	95	60.2205	145	91.9155	195	123.6105	245	155.3055	295	187.0005
46	29.1594	96	60.8544	146	92.5494	196	124.2444	246	155.9394	296	187.6344
47	29.7933	97	61.4883	147	93.1833	197	124.8783	247	156.5733	297	188.2683
48	30.4272	98	62.1222	148	93.8172	198	125.5122	248	157.2072	298	188.9022
49	31.0611	99	62.7561	149	94.4511	199	126.1461	249	157.8411	299	189.5361
50	31.6950	100	63.3900	150	95.0850	200	126.7800	250	158.4750	300	190.1700

Exhibit 323.62 (p. 2)

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

1 U.S. \$ = 0.6339 SDR 1 SDR = \$1.58 (\$1.5776 U.S.)

US \$	SDR										
301	190.8039	351	222.4989	401	254.1939	451	285.8889	501	317.5839	551	349.2789
302	191.4378	352	223.1328	402	254.8278	452	286.5228	502	318.2178	552	349.9128
303	192.0717	353	223.7667	403	255.4617	453	287.1567	503	318.8517	553	350.5467
304	192.7056	354	224.4006	404	256.0956	454	287.7906	504	319.4856	554	351.1806
305	193.3395	355	225.0345	405	256.7295	455	288.4245	505	320.1195	555	351.8145
306	193.9734	356	225.6684	406	257.3634	456	289.0584	506	320.7534	556	352.4484
307	194.6073	357	226.3023	407	257.9973	457	289.6923	507	321.3873	557	353.0823
308	195.2412	358	226.9362	408	258.6312	458	290.3262	508	322.0212	558	353.7162
309	195.8751	359	227.5701	409	259.2651	459	290.9601	509	322.6551	559	354.3501
310	196.5090	360	228.2040	410	259.8990	460	291.5940	510	323.2890	560	354.9840
311	197.1429	361	228.8379	411	260.5329	461	292.2279	511	323.9229	561	355.6179
312	197.7768	362	229.4718	412	261.1668	462	292.8618	512	324.5568	562	356.2518
313	198.4107	363	230.1057	413	261.8007	463	293.4957	513	325.1907	563	356.8857
314	199.0446	364	230.7396	414	262.4346	464	294.1296	514	325.8246	564	357.5196
315	199.6785	365	231.3735	415	263.0685	465	294.7635	515	326.4585	565	358.1535
316	200.3124	366	232.0074	416	263.7024	466	295.3974	516	327.0924	566	358.7874
317	200.9463	367	232.6413	417	264.3363	467	296.0313	517	327.7263	567	359.4213
318	201.5802	368	233.2752	418	264.9702	468	296.6652	518	328.3602	568	360.0552
319	202.2141	369	233.9091	419	265.6041	469	297.2991	519	328.9941	569	360.6891
320	202.8480	370	234.5430	420	266.2380	470	297.9330	520	329.6280	570	361.3230
321	203.4819	371	235.1769	421	266.8719	471	298.5669	521	330.2619	571	361.9569
322	204.1158	372	235.8108	422	267.5058	472	299.2008	522	330.8958	572	362.5908
323	204.7497	373	236.4447	423	268.1397	473	299.8347	523	331.5297	573	363.2247
324	205.3836	374	237.0786	424	268.7736	474	300.4686	524	332.1636	574	363.8586
325	206.0175	375	237.7125	425	269.4075	475	301.1025	525	332.7975	575	364.4925
326	206.6514	376	238.3464	426	270.0414	476	301.7364	526	333.4314	576	365.1264
327	207.2853	377	238.9803	427	270.6753	477	302.3703	527	334.0653	577	365.7603
328	207.9192	378	239.6142	428	271.3092	478	303.0042	528	334.6992	578	366.3942
329	208.5531	379	240.2481	429	271.9431	479	303.6381	529	335.3331	579	367.0281
330	209.1870	380	240.8820	430	272.5770	480	304.2720	530	335.9670	580	367.6620
331	209.8209	381	241.5159	431	273.2109	481	304.9059	531	336.6009	581	368.2959
332	210.4548	382	242.1498	432	273.8448	482	305.5398	532	337.2348	582	368.9298
333	211.0887	383	242.7837	433	274.4787	483	306.1737	533	337.8687	583	369.5637
334	211.7226	384	243.4176	434	275.1126	484	306.8076	534	338.5026	584	370.1976
335	212.3565	385	244.0515	435	275.7465	485	307.4415	535	339.1365	585	370.8315
336	212.9904	386	244.6854	436	276.3804	486	308.0754	536	339.7704	586	371.4654
337	213.6243	387	245.3193	437	277.0143	487	308.7093	537	340.4043	587	372.0993
338	214.2582	388	245.9532	438	277.6482	488	309.3432	538	341.0382	588	372.7332
339	214.8921	389	246.5871	439	278.2821	489	309.9771	539	341.6721	589	373.3671
340	215.5260	390	247.2210	440	278.9160	490	310.6110	540	342.3060	590	374.0010
341	216.1599	391	247.8549	441	279.5499	491	311.2449	541	342.9399	591	374.6349
342	216.7938	392	248.4888	442	280.1838	492	311.8788	542	343.5738	592	375.2688
343	217.4277	393	249.1227	443	280.8177	493	312.5127	543	344.2077	593	375.9027
344	218.0616	394	249.7566	444	281.4516	494	313.1466	544	344.8416	594	376.5366
345	218.6955	395	250.3905	445	282.0855	495	313.7805	545	345.4755	595	377.1705
346	219.3294	396	251.0244	446	282.7194	496	314.4144	546	346.1094	596	377.8044
347	219.9633	397	251.6583	447	283.3533	497	315.0483	547	346.7433	597	378.4383
348	220.5972	398	252.2922	448	283.9872	498	315.6822	548	347.3772	598	379.0722
349	221.2311	399	252.9261	449	284.6211	499	316.3161	549	348.0111	599	379.7061
350	221.8650	400	253.5600	450	285.2550	500	316.9500	550	348.6450	600	380.3400

323.63 Postmarking

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

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

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

323.72 Marking

The sender has the responsibility to do the following:

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

323.73 Sealing

The sender must seal all insured parcels.

330 Registered Mail

331 Description

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

332 Availability

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

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

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

333 Fees and Indemnity Limits

333.1 Registration Fees

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

333.2 Indemnity Limit

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or missing contents is \$47.33.

334 Processing Requests

334.1 Mailing Receipt and Registration Number

334.11 General Use

A receipt is issued for a Registered Mail item when it is accepted. For individual transactions PS Form 3806, *Receipt for Registered Mail*, is used. When an average of three or more items are presented for registration at one time PS Form 3877, *Firm Mailing Book for Accountable Mail*, may be used (see DMM 503). The registered number is determined by Label 200 *Registered Mail* a preprinted self-adhesive label with a number series of nine digits preceded by a Service Type Code of two alpha characters and followed by the Country Code of two alpha characters "US." Only labels printed by the Postal Service may be used on international Registered Mail items.

334.12 Sender's Responsibility

The sender must:

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

334.13 Accepting Clerk's Responsibility

The accepting clerk must:

- a. Verify that the value declared on PS Form 3806 and the value declared on PS Form 2976 are identical. Refuse items on which the declared values are not the same.
- b. Affix Label 200, *Registered Mail*, to the item on the address side — in the upper left, below the return address — and enter the number in ink on the mailing receipt.
- c. If requested by the sender, show on the mailing receipt and on the Post Office record the time the item was accepted for mailing.

- d. Enter the registration fee and postage plus the return receipt and the restricted delivery fee if applicable on the receipt.
- e. Endorse mailing receipt “OFFICIAL PAID” or “OFF. PD.” when federal government official mail is registered pursuant to [142.1](#).

334.14 **Preparation**

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

334.2 **Marking**

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

- a. Affix Label 200 as noted in [334.13b](#). All Registered Mail items of U.S. origin must bear a Label 200.
- b. Place airmail Label 19-A or Label 19-B or the words “PAR AVION” on registered items prepaid for air if the sender has failed to do this.
- c. Endorse the item for any other extra service that the sender requests.

334.3 **Postmarking**

334.31 **Placement**

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

334.32 **Registered Matter for the Blind**

Postmark registered matter for the blind on the address side.

334.4 **Sealing**

334.41 **Sender’s Responsibility**

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

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

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

334.5 **Return Receipt and Restricted Delivery**

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

335 **Indemnity Claims and Payments**

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

340 **Return Receipt**

341 **Description**

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

342 **Availability**

Return receipts can be purchased only at the time of mailing and are available only for a registered item or a Priority Mail International insured parcel. Some countries do not admit return receipts or restrict them to Registered Mail items. See Individual Country Listings.

343 **Fee**

See [Notice 123](#), *Price List*, for the return receipt fee. This fee must be paid in addition to postage and other applicable charges. Return receipt service is available at no charge for Express Mail International to certain countries.

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

344 **Processing Requests**

344.1 **Form**

344.11 **Sender's Responsibility**

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

344.12 **Accepting Clerk's Responsibility**

The accepting clerk must:

- a. Record the return receipt fee on the insured or registered mailing receipt.
- b. Enter the address of the addressee on the return receipt.

- c. Attach the return receipt to the item.
- d. Affix and cancel postage equal to the sum of the return receipt fee, postage, and other applicable fees.

344.2 **Marking**

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

344.3 **Return Receipt Improperly Completed or Not Received**

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

350 Restricted Delivery

351 **Description**

351.1 **General**

Restricted delivery is a service that generally limits who may receive an item. It is limited to First-Class Mail International items (including Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes) using Registered Mail service. The details of the service, however, are governed by the internal legislation of the destination country. Some countries will deliver only to the addressee in person and will obtain that person’s signature on the receipt. Other countries may permit delivery to agents of the addressee and/or may require only the signature of a postal official on the return receipt.

351.2 **Undeliverable Mail**

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

352 **Availability**

Restricted delivery is available *only*:

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

353 **Fee**

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

354 **Processing Requests**

354.1 **Marking**

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

354.2 **Postage**

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

360 (Reserved)

370 International Money Transfer Services

371 **International Money Orders**

371.1 **Description**

371.11 **General**

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

371.12 **Maximum Amount**

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

There is no limit on the number of money orders that may be sent to a payee during any time period. There is a limit on the total face value of money orders an individual customer may purchase on any one day (see DMM 503.14).

371.2 **Availability**

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

Exhibit 371.2

Countries Accepting the International Postal Money Order Form (MP1)

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

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

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

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

(4) *In Japan the Form TFP1 money orders issued for payment in the United States must be shown in U.S. dollars preceded by the capital letters "USD."*

371.3 Fees

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

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

Use the pink International Postal Money Order (Form MP1) for money orders payable to the countries listed in [Exhibit 371.2](#). Follow the issuance procedures in DMM 503.14.

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

371.42 Preparation by Purchaser

When Form MP1 is used to send funds the purchaser should complete the information requested on both the money order and the customer's receipt. Follow the instructions for preparing domestic money orders in DMM 503.14 when using Form MP1. The Postal Service is not liable for money orders that are lost before the purchaser completes this information. Money orders may be made payable to the purchaser (either a person or a firm) or a payee by official title (e.g., Director of Publications Canada).

371.43 Preparation by Postal Service Employee

Follow the instructions for preparing domestic money orders in DMM 503.14 when issuing Form MP1.

371.5 **Procedures for Cashing Money Orders Issued by Foreign Countries**

371.51 **Valid Postal Money Orders**

Valid postal money orders issued by countries listed in [Exhibit 371.2](#) will be paid in accordance with the procedures for cashing domestic money orders (see DMM 503.14). However no international money order will be paid after the expiration of the validity date on the money order.

371.52 **Canadian Money Orders**

Canadian money orders may be paid only if they are addressed to a payee within the United States and the amount is imprinted in United States currency.

371.53 **Japanese Money Orders**

Valid postal money orders issued by Japan on its Form TFP1 are cashed in accordance with DMM 503.14. Money orders must not be paid after the expiration of the validity date indicated on the money order. The amount to be paid is shown in United States dollars and must not have been altered.

371.6 **Lost Reissued Money Orders**

Report the facts concerning lost reissued money orders (e.g. an international money order sent to the United States by a foreign country and reissued on a domestic form to the payee in the United States) to:

INTERNATIONAL MONEY ORDER SECTION
ACCOUNTING SERVICE CTR
US POSTAL SERVICE
PO BOX 82414
ST LOUIS MO 63182-9421

371.7 **Inquiries**

371.71 **Who May Receive Information**

Postal Service employees must not disclose information concerning money order transactions to any person except the purchaser, the payee, the endorsee, or a duly authorized agent of one of these. The Office of Accounting Postal Service Headquarters may authorize other requests only when the request concerns a specific money order or a specific party to a money order transaction and when accompanied by a valid court order.

Send requests to:

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

371.72 **Inquiries Regarding Payment**

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

Use PS Form 6401, *Money Order Inquiry*, in accordance with DMM 503.14 when filing inquiries or requests for replacement of an International Postal Money Order (Form MP1). Only the purchaser may file and receive payment. Replacement will not be made before 6 months after the date of issuance.

371.722 Reissued International Money Orders (89 Series)

Use PS Form 6401, *Money Order Inquiry*, in accordance with DMM 503.14 when filing inquiries or requests for replacement of reissued international postal money orders. The U.S. payee may file and receive payment.

371.723 Fee for PS Form 6401, Money Order Inquiry

See [Notice 123](#), *Price List*, for the fee charged for each PS Form 6401, Money Order Inquiry. The fee is not required if PS Form 6401 is filed by a bank, another financial institution, a government agency that processes money orders directly with the Federal Reserve Bank, or a Postal Service official engaged in official USPS business.

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

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

372.2 Options and Restrictions

The following restrictions apply to Sure Money service:

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

372.3 Fees

Fees for Sure Money service are as follows:

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

372.4 Participating Post Offices

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

372.5 Availability

Participating countries for Sure Money service are as follows:

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

372.6 Currencies by Country

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

372.7 Service Guarantee

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

380 Supplemental Services

381 International Reply Coupons**381.1 Description**

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

381.2 Availability

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

381.3 Selling Price and Exchange Value

- a. See [Notice 123, Price List](#), for the selling price of a reply coupon in the United States. One coupon is exchangeable in any other member country for a stamp or stamps representing the minimum postage on an unregistered air letter. Unused U.S. coupons (that is, those with the U.S. selling price stamped on them) may be exchanged only for United States postage stamps by the original purchaser at a discount of 1 cent below the purchase price.
- b. With the exceptions noted in [381.4d](#), international reply coupons purchased in foreign countries are exchangeable at U.S. Post Office facilities toward the purchase of postage stamps and embossed stamped envelopes at the current maximum First-Class Mail International 1-ounce, letter-size price, per coupon, irrespective of the country where they were purchased. See [Notice 123, Price List](#).

381.4 Processing Requests

- a. When an international reply coupon is sold the Postal Service clerk must place a postmark in the block which is headed *control stamp of the country of origin*.
- b. Under Universal Postal Union's regulations member countries are *not* required to place a control stamp or postmark on the international reply coupons that they sell. Therefore some foreign issue reply coupons which are tendered for redemption may bear the name of the issuing country (generally in French) rather than the optional control stamp or postmark. Such coupons are exchangeable for U.S. postage as specified in [381.3b](#).
- c. A Post Office facility redeeming an unused U.S. coupon must postmark it in the unpostmarked circle. A Post Office facility exchanging a foreign reply coupon must postmark it in the right circle. Post Office facilities must not accept foreign coupons that already bear a Postal Service postmark.
- d. Effective January 1, 2010, the only valid version of the international reply coupons printed by the Universal Postal Union is Item Number 330800, which is approximately 3.75 inches by 6 inches, has a barcode on the reverse side, and has an expiration date of December 31, 2013. This policy is for international reply coupons issued by the United States as well as for those issued by foreign postal administrations.
- e. Reply coupons formerly issued by the Postal Union of the Americas and Spain are no longer valid. These coupons are printed in green ink and bear the caption *Cupon Respuesta America-Espanol*. Customers possessing any of these coupons should return them to their correspondents in the country of issue for redemption through the selling post office.

- f. Postmasters must process exchanged foreign and redeemed U.S. international reply coupons as prescribed in 11-6.6, International Reply Coupons, in Handbook F-101, *Field Accounting Procedures*.

382 International Business Reply Service

382.1 Description

International Business Reply Service (IBRS) (in French, “Correspondance Commerciale-Réponse Internationale,” abbreviated “CCRI”) is similar to domestic business reply mail service. It allows envelopes and cards to be distributed to and deposited in certain foreign countries for return to the addressee in the United States without prepayment of postage. Postage and service fees are collected from the U.S. addressee at delivery. Extra services cannot be used with IBRS.

382.2 Availability

IBRS is available to every country and territorial possession in the world that is a destination point for U.S.-originating international mail. To be admissible in the international mails IBRS envelopes and cards must conform to the size, weight, and format requirements that are specified in [382.5](#) and [382.6](#) respectively. Qualifying mailpieces receive airmail treatment upon being returned by the foreign postal administrations to United States addressees. See [382.4](#) for the IBRS price that applies to each envelope or card that is returned to the holder of a business reply mail (BRM) permit.

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

382.3 Who May Distribute IBRS Mail

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

382.4 Postage and Fees

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

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

382.5 Size and Weight Requirements**382.51 Cards**

The following size and weight requirements apply to cards:

- a. Minimum size: 3-1/2 by 5-1/2 inches.
- b. Maximum size: 4-1/4 by 6 inches.
- c. Thickness: Not less than .007 inch nor more than .016 inch.

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

382.52 Envelopes

The following size and weight requirements apply to envelopes:

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

382.6 Formatting Requirements**382.61 General**

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

382.62 Air Mail Endorsement

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

382.63 FIM

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

- a. The top of the FIM C bar pattern must be within 1/8 of an inch of the edge of the mailpiece and may extend to the edge.
- b. The rightmost bar of the pattern must be within 2 inches (plus or minus 1/8 of an inch) of the right edge of the mailpiece.
- c. The FIM bars must be 5/8 of an inch long (plus or minus 1/8 of an inch).
- d. The entire FIM pattern must be completely contained within a rectangular clear zone measuring 1-1/4 inches in length and 5/8 of an inch in height, with its top edge formed by the top edge of the mailpiece and its right edge beginning 1-3/4 inches from the right edge of the mailpiece.

382.64 No Postage Necessary Endorsement

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

382.65 Horizontal Bars

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

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

382.66 Business Reply Legend

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

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

382.67 Delivery Address

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

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

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

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

382.68 Barcode**382.681 Barcode Type**

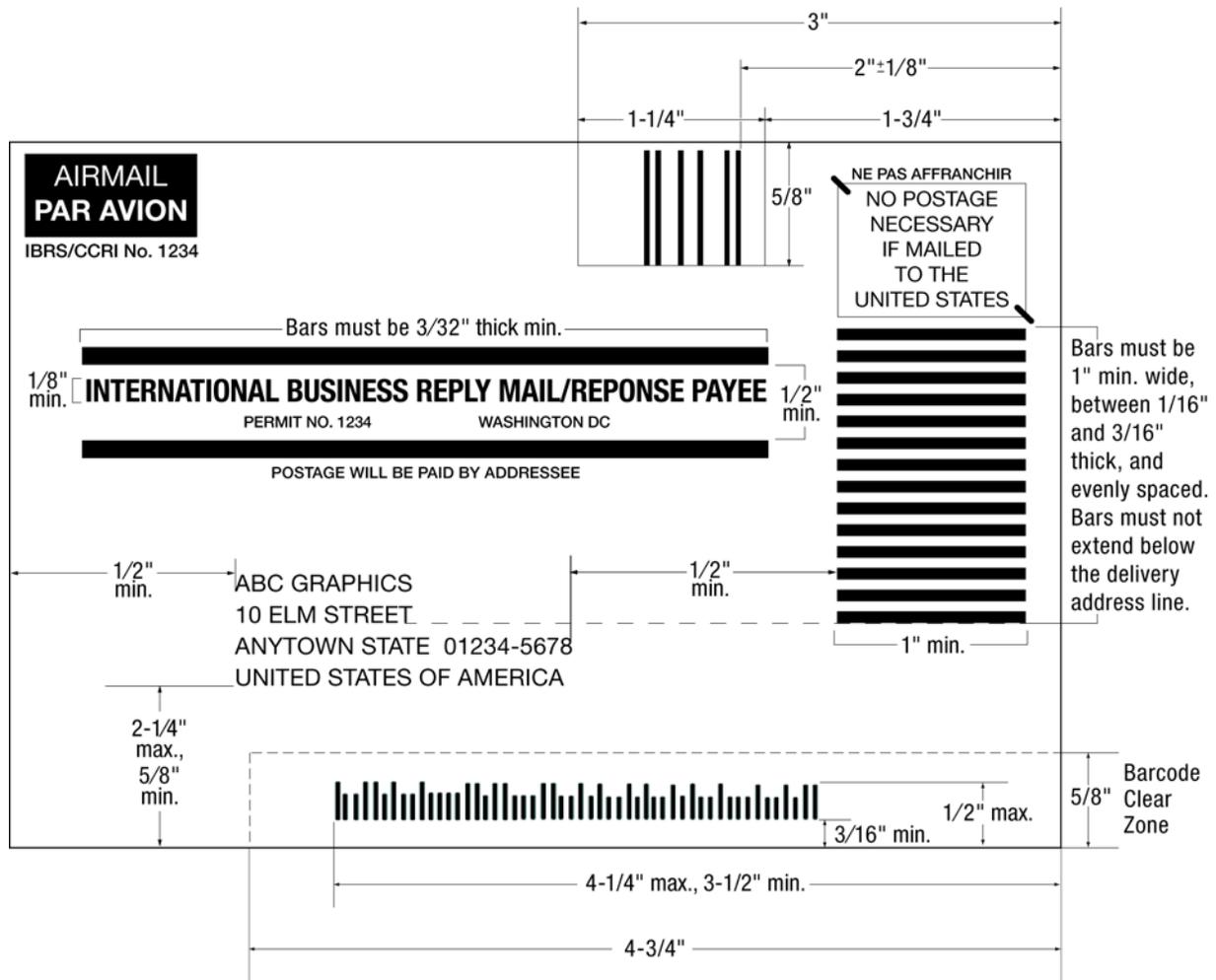
The unique ZIP+4 POSTNET™ or optional Intelligent Mail® barcode preassigned by the U.S. Postal Service must appear on the address side of each IBRS mailpiece. When a mailer uses the Intelligent Mail barcode option, the barcode must contain the barcode ID, service type ID, and correct ZIP+4 routing code,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

382.682 Barcode Placement

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

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

Exhibit 382.6
Format Requirements – US IBRS



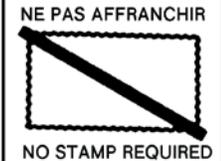
Drawing not to scale

382.7 Foreign International Business Reply Service

Mailers in the countries listed in [382.2](#) may be authorized to distribute IBRS mail in the United States. These items similar to the format in [Exhibit 382.7](#) are accepted without the prepayment of postage for return by air to the destination country. These items are forwarded with ordinary letters and cards to the designated international air exchange office for return to the appropriate country.

Exhibit 382.7

Format Requirements – Foreign IBRS

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

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