

# 2 Conditions for Mailing

## 210 Global Express Guaranteed

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### 211 Description and Physical Characteristics

#### 211.1 General

Global Express Guaranteed® (GXG®) service is an international expedited delivery service provided through an alliance with FedEx Express. It provides reliable, high-speed, guaranteed, and day-definite service from selected Post Office facilities in the United States to a large number of international destinations. (See the “Countries and Cities Served” section of Publication 141, *Global Express Guaranteed Service Guide*, for destination service commitments.) Global Express Guaranteed service is guaranteed to meet the specified service standards or the postage paid may be refunded. For almost all network destinations, liability insurance is provided for lost or damaged shipments. See [212.45](#).

#### 211.2 Physical Characteristics

##### 211.21 Weight Limits

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.

##### 211.22 Dimensions

###### 211.221 Maximum Size

Maximum size dimensions for Global Express Guaranteed service are noted in the Individual Country Listings; however, dimensions may not exceed the following:

- a. Length: 46 inches.
- b. Width: 35 inches.
- c. Height: 46 inches.
- d. Combined length and girth: 108 inches.

###### 211.222 Minimum Size

The surface area of the address side of the item to be mailed must be large enough to completely contain the Global Express Guaranteed Air Waybill/ Shipping Invoice (shipping label), postage, endorsement, and any applicable markings. The shipping label is approximately 5.5 inches high and 9.5 inches long.

## 212 Eligibility

### 212.1 General — All Global Express Guaranteed Shipments

Documents and general correspondence (nondutiable items) and non-documents (all dutiable items including merchandise) may be shipped using Global Express Guaranteed service. Mailers must certify that the shipment does not contain any restricted or dangerous goods prohibited by the destination country or postal regulations and does not require the filing of Electronic Export Information (EEI), formerly known as the Shipper's Export Declaration (SED). The maximum value of a Global Express Guaranteed document or non-document shipment is \$2,499 or a lesser amount as limited by country, content, or value. The sender is responsible for determining if the item is allowable despite any statement made in Publication 141, on the Global Express Guaranteed Web site, or by a Postal Service employee or the Postal Service's agents.

### 212.2 Customs Forms Required

PS Form 6182, *Commercial Invoice*, is required for certain commodities and destinations. To determine if PS Form 6182 is required for a specific mailing, refer to the "Documentation Requirement" section of the specific destination country in Publication 141.

### 212.3 Mail Sealed Against Inspection

Global Express Guaranteed mailpieces containing only documents are sealed against inspection. Global Express Guaranteed mailpieces containing non-documents are not sealed against inspection. Regardless of physical closure, the mailing of Global Express Guaranteed mailpieces containing non-documents constitutes consent by the mailer to inspection of the contents.

### 212.4 Inquiries, Service Guarantees, Postage Refunds, and Indemnity

#### 212.41 Service Guarantee

The Postal Service guarantees delivery within the service standards specified in Publication 141 or the sender may be entitled to a full refund of the postage paid. For the purpose of the money-back guarantee, the date and time of delivery, attempted delivery, or availability for delivery constitutes delivery.

#### 212.42 Transit Days for Shipments

Transit days are available from participating Post Office facilities, online through Click-N-Ship service, and in the "Countries and Cities Served" section of Publication 141. Total transit days for Global Express Guaranteed service may be affected by factors beyond the Postal Service's control, which may include but are not limited to the following:

- a. General customs delays.
- b. Specific customs commodity delays.
- c. Holidays observed in the destinating country.

**212.43 Inquiries**

Make inquiries concerning the delivery of Global Express Guaranteed items by calling 800-222-1811 or through the Postal Service Web site at [www.usps.com/shipping/trackandconfirm.htm](http://www.usps.com/shipping/trackandconfirm.htm).

**212.44 Postage Refunds**

Postage may be refunded for a shipment accepted at a participating Post Office facility by the specified deposit time and not delivered to the recipient in accordance with the transit times defined in Publication 141. In accordance with the money-back guarantee standards in Publication 141, a refund request may be filed if the carrier at the destination country does not deliver the shipment, does not attempt to deliver the shipment, or does not make the shipment available on or before close of business in the local time zone in the delivery location. To request a refund or obtain details on how to file a claim, contact a customer service representative at 800-222-1811. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label) is required for a postage refund. Requests for postage refunds must be made no later than 30 days from the date of mailing. The signature of the recipient or recipient's agent is required upon delivery of the refund. The money-back guarantee does not apply to shipments to post office box addresses acceptable for delivery or other exclusions defined in the "Summary of Our Terms and Conditions" section of Publication 141.

**212.45 Global Express Guaranteed Insurance and Indemnity**

Document reconstruction insurance (the reasonable costs incurred in reconstructing duplicates of nonnegotiable documents mailed) and non-document insurance for loss or damage up to \$100 per shipment are included at no additional charge. (See the Individual Country Listings for availability.) Additional insurance may be purchased for document and non-document shipments (see [212.5](#)). The total cost of document reconstruction or for insurance purchased for non-documents cannot exceed \$2,499 or a lesser amount as limited by country, content, or value. Coverage, terms, and limitations are subject to change.

**212.46 Indemnity Claims**

If a shipment is lost or damaged, the sender may file a claim for document reconstruction costs (for document items) or for the declared value of the shipment costs (for non-document items). The sender must submit all claims within 30 days of the shipment date by contacting a customer service representative at 800-222-1811. The sender must submit all supporting documentation within 9 months of the mailing date. The representative provides more details on how to file a claim. The original receipt of the Global Express Guaranteed Air Waybill/Shipping Invoice may be required when filing a claim. Consult Publication 141 for limitations and restrictions on indemnity payments for Global Express Guaranteed items. The Global Express Guaranteed customer service office adjudicates refunds for Global Express Guaranteed service. Contact the Global Express Guaranteed customer service office at 800-222-1811. The Postal Service makes the final approval and payment.

**212.47 Liability for Lost or Damaged Contents**

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.

“Actual value” means the lowest cost of replacing, reconstructing, or reconstituting the allowable contents of the shipment (determined at the time and place of acceptance).

**212.5 Extra Services — Insurance**

Additional insurance coverage above \$100, up to a maximum of \$2,499 may be purchased at the sender’s option. Amounts vary by country, content, or value. Coverage, terms, and limitations are subject to change. See the Individual Country Listings for insurance limits. See [Notice 123](#), *Price List*, for the fee schedule for optional Global Express Guaranteed document reconstruction insurance or non-document insurance coverage.

**213 Prices and Postage Payment Methods****213.1 Availability and Price Application — General**

Global Express Guaranteed shipments are charged postage for each addressed piece according to its weight (or dimensional weight) and zone. See the Individual Country Listings for availability, additional details, and prices.

**213.2 Postage Payment Methods — General**

Global Express Guaranteed shipments may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint under [213.8](#).

**213.3 Determining Postage for Global Express Guaranteed Service****213.31 USPS-Produced Global Express Guaranteed Envelopes**

Postage for items mailed in USPS-produced Global Express Guaranteed envelopes is based on the weight of the piece. For items weighing 0.5 pound or less, the postage is the 0.5-pound price. For all other items, the postage is charged per pound or fraction thereof — any fraction of a pound is rounded up to the next whole pound.

**213.32 Mailer-Supplied Packaging**

Postage for items not mailed in USPS-produced Global Express Guaranteed envelopes is based on the dimensional weight, as calculated under [213.4](#), or the per-pound weight or fraction thereof rounded up to the next whole pound, whichever is greater.

**213.4 Dimensional Weight****213.41 Determining Dimensional Weight for a Rectangular-Shaped Parcel**

Follow these steps to determine the dimensional weight for a rectangular-shaped parcel:

- a. Determine the length, width, and height in inches. Round off each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

**213.42 Determining Dimensional Weight for a Nonrectangular-Shaped Parcel**

Follow these steps to determine the dimensional weight for a nonrectangular-shaped parcel:

- a. Determine the length, width, and height in inches. Measure the length, width, and height at their extreme dimensions. Round off each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Multiply the result by an adjustment factor of 0.785.
- d. Divide the result by 166. For weights less than 0.5 pound, round up to 0.5 pound. For all other weights, round up to the next whole pound.

**213.5 Destinating Countries and Price Groups**

Global Express Guaranteed service is available to the destinating countries and territories listed in [Exhibit 213.5](#). Countries are placed into one of eight price groups.

## Exhibit 213.5

**Destinating Countries and Price Groups**

\* Only documents may be sent to a country marked with an asterisk.

<b>Country Name</b>	<b>GXG Price Group</b>
Afghanistan	6
Albania	4
Algeria	4
Andorra*	5
Angola	4
Anguilla	7
Antigua and Barbuda	7
Argentina	8
Armenia	4
Aruba	7
Ascension	No Service
Australia	6
Austria	5
Azerbaijan	4
Bahamas	7
Bahrain	6
Bangladesh	6
Barbados	7
Belarus	4
Belgium	3
Belize	8
Benin	4
Bermuda	7
Bhutan	6
Bolivia	8
Bosnia-Herzegovina	4
Botswana	4
Brazil	8
British Virgin Islands	7
Brunei Darussalam	4
Bulgaria	4
Burkina Faso	4
Burma (Myanmar)	No Service
Burundi	4
Cambodia	8
Cameroon	4
Canada	1
Cape Verde	4
Cayman Islands	7
Central African Republic	No Service
Chad	4

<b>Country Name</b>	<b>GXG Price Group</b>
Chile	8
China	6
Colombia	8
Comoros	No Service
Congo, Democratic Republic of the	4
Congo, Republic of the	4
Costa Rica	8
Cote d'Ivoire (Ivory Coast)	4
Croatia	4
Cuba	No Service
Curacao	7
Cyprus	6
Czech Republic	4
Denmark	5
Djibouti	4
Dominica	7
Dominican Republic	7
Ecuador	8
Egypt	6
El Salvador	8
Equatorial Guinea	No Service
Eritrea	4
Estonia	4
Ethiopia	4
Falkland Islands	No Service
Faroe Islands	5
Fiji	8
Finland	5
France	3
French Guiana	8
French Polynesia	4
Gabon	4
Gambia	4
Georgia, Republic of	4
Germany	3
Ghana	4
Gibraltar	4
Great Britain and Northern Ireland	3
Greece	5
Greenland	5
Grenada	7
Guadeloupe	7
Guatemala	8
Guinea	4

<b>Country Name</b>	<b>GXG Price Group</b>
Guinea-Bissau	No Service
Guyana	8
Haiti	7
Honduras	8
Hong Kong	3
Hungary	4
Iceland	5
India	6
Indonesia	6
Iran	No Service
Iraq	6
Ireland (Eire)	3
Israel	6
Italy	3
Jamaica	7
Japan	3
Jordan	6
Kazakhstan	4
Kenya	4
Kiribati	No Service
Korea, Democratic People's Rep. of (North)	No Service
Korea, Republic of (South)	6
Kosovo, Republic of	4
Kuwait	6
Kyrgyzstan	4
Laos	8
Latvia	4
Lebanon	6
Lesotho	4
Liberia	4
Libya	4
Liechtenstein	5
Lithuania	4
Luxembourg	3
Macao	3
Macedonia, Republic of	4
Madagascar	4
Malawi	4
Malaysia	6
Maldives	6
Mali	4
Malta	5
Martinique	7
Mauritania	4

<b>Country Name</b>	<b>GXG Price Group</b>
Mauritius	4
Mexico	2
Moldova	4
Mongolia	4
Montenegro	4
Montserrat	7
Morocco	4
Mozambique	4
Namibia	4
Nauru	No Service
Nepal	6
Netherlands	3
New Caledonia	8
New Zealand	6
Nicaragua	8
Niger	4
Nigeria	4
Norway	5
Oman	6
Pakistan	6
Panama	8
Papua New Guinea	8
Paraguay	8
Peru	8
Philippines	6
Pitcairn Island	No Service
Poland	4
Portugal	5
Qatar	6
Reunion	4
Romania	4
Russia	4
Rwanda	4
Saint Christopher and Nevis	7
Saint Helena	No Service
Saint Lucia	7
Saint Pierre and Miquelon	No Service
Saint Vincent and the Grenadines	7
San Marino	3
Sao Tome and Principe	No Service
Saudi Arabia	4
Senegal	4
Serbia, Republic of	4
Seychelles	4

<b>Country Name</b>	<b>GXG Price Group</b>
Sierra Leone	No Service
Singapore	3
Sint Maarten	7
Slovak Republic (Slovakia)	4
Slovenia	4
Solomon Islands	No Service
Somalia	No Service
South Africa	4
Spain	5
Sri Lanka	6
Sudan	No Service
Suriname	8
Swaziland	4
Sweden	5
Switzerland	5
Syrian Arab Republic (Syria)	No Service
Taiwan	3
Tajikistan	No Service
Tanzania	4
Thailand	6
Timor-Leste, Democratic Republic of	6
Togo	4
Tonga	4
Trinidad and Tobago	7
Tristan da Cunha	No Service
Tunisia	4
Turkey	6
Turkmenistan	No Service
Turks and Caicos Islands	7
Tuvalu	No Service
Uganda	4
Ukraine	4
United Arab Emirates	6
Uruguay	8
Uzbekistan	4
Vanuatu	8
Vatican City	3
Venezuela	8
Vietnam	6
Wallis and Futuna Islands	4
Western Samoa	No Service
Yemen	6
Zambia	4
Zimbabwe	4

**213.6 Commercial Prices****213.61 Commercial Base Prices**

A mailer who pays postage by the online methods described in [213.7](#), or with a permit imprint under [213.8](#), qualifies for the Global Express Guaranteed Commercial Base prices, which are generally less than Global Express Guaranteed retail prices. Commercial Base pricing does not apply to participating retail Post Office locations. See [Notice 123](#), *Price List*, for the applicable price.

**213.62 Commercial Plus Prices****213.621 General**

An approved mailer who pays postage with a permit imprint under [213.8](#), or through a registered end-user of a USPS-approved PC Postage product, qualifies for the Global Express Guaranteed Commercial Plus prices, which are generally less than Global Express Guaranteed Commercial Base prices. Commercial Plus pricing does not apply to participating retail Post Office locations. See [Notice 123](#), *Price List*, for the applicable price.

**213.622 Commercial Plus Pricing – Eligibility**

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least \$100,000 per year of international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

**213.623 Commercial Plus Pricing – Approval**

Mailers meeting the minimum revenue thresholds under [213.622](#) must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at [globalcpp@usps.gov](mailto:globalcpp@usps.gov), for a commitment agreement form or for additional information.

**213.7 Online Postage Payment Method****213.71 Online Prices**

For selected destination countries, Global Express Guaranteed items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

- a. Commercial Base Price: Click-N-Ship service; or registered end-users of USPS-approved PC Postage products.
- b. Commercial Plus Price: Registered end-users of USPS-approved PC Postage products.

The Commercial Base or Commercial Plus price is automatically applied to each shipment when using one of the postage payment methods above. The discount applies only to the postage portion of the Global Express Guaranteed price. It does not apply to any other charges or fees, such as fees for Pickup on Demand service, insurance, or shipments made under a customized agreement.

**213.72 Markings Requirements**

Global Express Guaranteed mailpieces claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

- a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.
- b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

**213.73 Determining Online Prices**

For each addressed mailpiece, refer to [Notice 123](#), *Price List*, for the applicable Commercial Base or Commercial Plus price.

**213.74 Notification**

For shipments paid online with Click-N-Ship service, an e-mail notification is provided to each customer showing the applicable postage amount, acceptance time, and date.

**213.75 Postage Adjustments of Online Shipments**

Use of the online service is subject to subsequent verification of the shipment's payment, weight, and time of entry upon acceptance by the Postal Service. Shortpaid Global Express Guaranteed (GXG) shipments paid with Click-N-Ship service is collected automatically through this system (see [423.21](#)).

**213.76 Deposit of Online Shipments within 24 Hours**

Customers paying postage online must enter their shipment via any of the methods outlined in [215.21](#) within 24 hours of the time when the label is printed or the transaction is voided.

**213.8 Permit Imprint****213.81 Permit Imprint – General**

Global Express Guaranteed items paid with a permit imprint through an advance deposit account is permitted only when requirements for Commercial Base prices or Commercial Plus prices (see [213.82](#)) are followed. Postage paid with a permit imprint is subject to the general conditions in IMM and in DMM 604 and 705. See [Notice 123](#), *Price List*, for the applicable prices.

**213.82 Permit Imprint – Commercial Base or Commercial Plus Prices**

A mailer who pays postage with a permit imprint qualifies for the Global Express Guaranteed Commercial Base or Commercial Plus prices, which are generally less than Global Express Guaranteed retail prices. The Commercial Base or Commercial Plus price applies only to the postage portion of Global Express Guaranteed prices. See [Notice 123](#), *Price List*, for the applicable price. In addition, mailers must meet the following requirements:

- a. Use USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at <https://ribbs.usps.gov/index.cfm?page=internationalvendors>. (To request information about these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).)
- b. Pay for postage with a permit imprint through an advance deposit account.
- c. Meet manifesting and permit imprint requirements under IMM and DMM 604 and the manifesting requirements under DMM 705.

**213.9 Official Mail****213.91 Mailings by Federal Agencies**

Global Express Guaranteed shipments that are entered by federal agencies and departments are subject to the same standards under [210](#) as Global Express Guaranteed shipments that are entered by nongovernmental entities.

**213.92 Postal Service Mailings**

Global Express Guaranteed shipments that are entered by U.S. Postal Service entities are subject to the same standards under [210](#) as Global Express Guaranteed shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See [142.2](#).

**214 Mail Preparation****214.1 Preparation by the Sender**

Prior to mailing, the sender must do the following:

- a. Prepare the item as a large envelope (flat) or package using either a Global Express Guaranteed envelope provided by the Postal Service or mailer-supplied packaging. Mailers using their own envelope or wrapping must also affix a Global Express Guaranteed sticker (Item 107PGG3) to the front and back of the item.
- b. Complete the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) to show the complete address of the sender and addressee. Do not address items to APO or FPO addresses. Post Office box addresses may be allowed for certain international locations. See Publication 141 for information about areas served in the destination country.

- c. Complete the shipment details to show the contents in detail. For documents, include the estimated cost of reconstruction. For non-documents, include a valuation and country of manufacture. Shipments cannot have a value that exceeds \$2,499, or a lower value set by the destinating country. Sign and date each Global Express Guaranteed shipment on the mailer agreement.
- d. Enclose the Global Express Guaranteed Air Waybill/Shipping Invoice (Item 11FGG1) and, if applicable, PS Form 6182 into PS Form 2976-E (plastic envelope). Apply the self-adhesive PS Form 2976-E with its contents to the address side of the mailpiece.

#### 214.2 **Preparation by Acceptance Employee**

Prior to acceptance, Postal Service acceptance employees must do the following:

- a. Check that the sender has properly completed the Global Express Guaranteed Air Waybill/Shipping Invoice.
- b. Complete the postage transaction if the item is not prepaid.
- c. Complete the "Origin" information.
- d. Remove the customer's copy of the Global Express Guaranteed Air Waybill/Shipping Invoice and give it to the customer. Process the Global Express Guaranteed Air Waybill/Shipping Invoice according to directions on the shipping document.

### 215 **Mail Entry and Deposit**

#### 215.1 **Entry Service Areas — U.S. Origins**

Global Express Guaranteed items must be entered through selected Post Office facilities that are located in the ZIP Code areas listed in [Exhibit 215.1](#). Not all facilities within a 3-digit ZIP Code area accept Global Express Guaranteed items. Check with a local Post Office facility for the nearest participating facilities.

## Exhibit 215.1

**Global Express Guaranteed: Participating 3-Digit ZIP Codes**

<b>State</b>	<b>Code</b>	<b>ZIP Code Areas</b>
Alabama	AL	350, 351, 352, 354-369
Alaska	AK	995-999
Arizona	AZ	850-853, 855-857, 859, 860, 863-865
Arkansas	AR	716-729
California	CA	900, 902-908, 910-928, 930-937, 939-941, 943-961
Colorado	CO	800-816
Connecticut	CT	060-069
Delaware	DE	197-199
District of Columbia	DC	200, 202, 203, 205
Florida	FL	320-339, 341, 342, 344, 346, 347, 349
Georgia	GA	300-319, 398
Hawaii	HI	968
Idaho	ID	832-838
Illinois	IL	600-620, 622-629
Indiana	IN	460-479
Iowa	IA	500-508, 510-516, 520-528
Kansas	KS	660-662, 664-679
Kentucky	KY	400-418, 420-427
Louisiana	LA	700, 701, 703-708, 710-714
Maine	ME	039-049
Maryland	MD	206-212, 214-219
Massachusetts	MA	010-027
Michigan	MI	480-499
Minnesota	MN	550, 551, 553, 554, 556-567
Mississippi	MS	386-397
Missouri	MO	630, 631, 633-641, 644-648, 650-658
Montana	MT	590-599
Nebraska	NE	680, 681, 683-693
Nevada	NV	890, 891, 893-895, 897, 898
New Hampshire	NH	030-038
New Jersey	NJ	070-089
New Mexico	NM	870, 871, 873-875, 877-884
New York	NY	100-149
North Carolina	NC	270-289
North Dakota	ND	580-588
Ohio	OH	430-458
Oklahoma	OK	730, 731, 734-741, 743-749
Oregon	OR	970-979
Pennsylvania	PA	150-191, 193-196
Puerto Rico	PR	006-009
Rhode Island	RI	028, 029
South Carolina	SC	290-299
South Dakota	SD	570-577
Tennessee	TN	370-374, 376-385
Texas	TX	750-770, 772-799
Utah	UT	840, 841, 843-847
Vermont	VT	050-054, 056-058
Virgin Islands	VI	008
Virginia	VA	201, 220-246
Washington	WA	980-986, 988-994
West Virginia	WV	247-268
Wisconsin	WI	530-532, 534, 535, 537-549
Wyoming	WY	820-831

**215.2 Place of Mailing****215.21 Items Eligible for Deposit or Pickup**

Global Express Guaranteed items may be deposited through any of the following methods at, through, or offered by a participating Global Express Guaranteed Post Office facility, provided postage is paid by a method other than the use of postage stamps:

In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.

- a. Through Pickup on Demand service.
- b. Through Package Pickup service.
- c. At a Postal Service retail counter.
- d. Into a Postal Service lobby drop.
- e. In a collection box.
- f. At a Contract Postal Unit (CPU).
- g. At a USPS Approved Shipper location.

**Note:** Global Express Guaranteed items weighing 13 ounces or less and bearing only postage stamps may also be deposited through the aforementioned methods.

**215.22 Items Not Eligible for Deposit or Pickup**

Customers must present Global Express Guaranteed items weighing more than 13 ounces and bearing only postage stamps as postage to an employee at a participating Global Express Guaranteed Post Office facility retail service counter. Deposit and pickup methods listed in [215.21](#) are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

**215.23 Items Paid With a Permit Imprint**

Mailers who enter volume mailings paid with a permit imprint under [213.8](#) must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

**215.24 Acceptance of Shipments**

For purposes of computing the delivery guarantee, Postal Service acceptance of a Global Express Guaranteed shipment occurs when it is received and scanned at a participating Global Express Guaranteed Post Office facility. Collection box deposit and Package Pickup service do not constitute Postal Service acceptance of a Global Express Guaranteed shipment. Acceptance occurs when the shipment is brought back to the Post Office facility and the acceptance office performs a retail system scan and verifies the weight, dimensions, and postage of the shipment. For items paid with Click-N-Ship service, the customer will receive an e-mail verification of the acceptance date, time, and weight, as well as a verification of the amount of postage applicable for the shipment.

**Note:** Customers paying postage online must enter their shipment via any of the authorized methods outlined in [215.21](#) within 24 hours of the time when the label is printed, or the transaction will be void.

**215.3 Pickup On Demand Service**

Subject to the standards in [215.2](#), Pickup On Demand service is available for Global Express Guaranteed items. There is a single charge for Pickup On Demand service (see [Notice 123](#), *Price List*), regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

- a. Global Express Guaranteed items.
- b. Priority Mail Express International items.
- c. Priority Mail International items.
- d. Priority Mail Express items.
- e. Priority Mail items.
- f. Package Services items.

**215.4 Package Pickup Service**

No pickup fee is charged when a Global Express Guaranteed item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.6; for more information, also visit the online site at [usps.com/pickup](https://usps.com/pickup).

## 220 Priority Mail Express International

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**221 Description and Physical Characteristics****221.1 General**

Priority Mail Express International<sup>®</sup> service is a reliable high-speed mail service available to certain countries (see the Individual Country Listings for service availability). Priority Mail Express International service is available at designated Postal Service facilities authorized to accept domestic Priority Mail Express shipments.

**221.2 Priority Mail Express International With Guarantee Service**

Priority Mail Express International With Guarantee service offers a date-certain, postage-refund guarantee. This postage-refund guarantee is not available for items paid via a permit imprint under [223.221](#). This service is available only to the following countries:

- a. Australia.
- b. China.
- c. France (does not include Corsica and Monaco).
- d. Great Britain and Northern Ireland.
- e. Hong Kong.
- f. Japan.
- g. Republic of Korea (South Korea).
- h. Singapore.
- i. Spain (does not include Canary Islands).

**221.3 Priority Mail Express International Flat Rate Envelopes**

Only USPS-produced Priority Mail Express International Flat Rate Envelopes are eligible for the Flat Rate price and are charged a flat rate regardless of destination. The maximum weight is 4 pounds. See the Individual Country Listings for countries that offer Priority Mail Express International service.

**221.4 Priority Mail Express International Flat Rate Boxes**

Only USPS-produced Priority Mail Express International Flat Rate Boxes are eligible for the Flat Rate price and are charged a flat rate regardless of destination. The maximum weight is 20 pounds. See the Individual Country Listings for countries that offer Priority Mail Express International service.

**221.5 Physical Characteristics****221.51 Weight Limits**

The maximum weight limit for Priority Mail Express International 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.

**221.52 Dimensions — Priority Mail Express International Parcels**

Maximum size dimensions for Priority Mail Express International service vary by country and are noted in the Individual Country Listings. See for determining length or length and girth combined for rectangular and nonrectangular parcels.

**222 Eligibility****222.1 General — All Priority Mail Express International Shipments**

Except for the items noted in [222.2](#), any item not prohibited in international mail may be sent using Priority Mail Express International service. For additional individual country prohibitions, refer to the “Country Conditions for Mailing” in the Individual Country Listings.

**222.2 Prohibited Items in All Priority Mail Express International Shipments**

The following items are prohibited in all Priority Mail Express International shipments:

- a. Coins.
- b. Banknotes.
- c. Currency notes, including paper money.
- d. Securities of any kind payable to bearer.
- e. Traveler’s checks.
- f. Platinum, gold, and silver.
- g. Precious stones.
- h. Jewelry.
- i. Watches.
- j. Other valuable articles.

**Note:** International postal money orders are admissible in Priority Mail Express International shipments, but they are negotiable only if the proper form is used.

**222.3 Priority Mail Express International Flat Rate Envelopes**

Only USPS-produced Priority Mail Express International Flat Rate Envelopes are eligible for Flat Rate pricing as defined in [Exhibit 222.3](#). The contents must fit securely in the envelope and be confined within the envelope, with the provided adhesive as the means of closure. The envelope flap must be able to close within the prefabricated folds. Tape may be applied to the flap and seams for closure or to reinforce the envelope, provided the design of the envelope is not enlarged by opening the sides of the envelope and taping or reconstructing the envelope in any way. All other Priority Mail Express International standards and customs requirements apply.

Exhibit 222.3

**Eligible Priority Mail Express International Flat Rate Envelopes**

Item	Size	Item No.
Priority Mail Express International Flat Rate Envelope	12-1/2" x 9-1/2"	EP-13-F
Priority Mail Express International Legal Flat Rate Envelope	15" x 9-1/2"	EP13-L
Priority Mail Express International Padded Flat Rate Envelope	12-1/2" x 9-1/2"	EP13-PE

**222.4 Priority Mail Express International Flat Rate Boxes**

Only USPS-produced Priority Mail Express International Flat Rate Boxes are eligible for Flat Rate pricing as defined in [Exhibit 222.4](#). The contents must fit securely and must be entirely confined within the box. The box flaps must be able to close within the prefabricated folds. Tape may be applied to the flap and seams for closure or reinforcement, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. All other Priority Mail Express International standards and customs requirements apply.

**Note:** The USPS-produced Priority Mail Express International Flat Rate Box, Item EM-FRB1, is nonmailable when paid at the retail price using shipping Label 11-B, *Express Mail Post Office to Addressee* (dated March 2004), due to size constraints and to ensure compliance with [123.61b](#). This standard does not apply when payment is made using a permit imprint under [223.22](#) or online postage under [223.24](#), or when using PS Form 2976-B or other online combined shipping label and customs forms under [224.12](#).

## Exhibit 222.4

**Eligible Priority Mail Express International Flat Rate Boxes**

<b>Item</b>	<b>Inside Dimensions (L x W x H)</b>	<b>Outside Dimensions (L x W x H)</b>	<b>Item No.</b>
Priority Mail Express International Flat Rate Box	11" x 8-1/2" x 5-1/2"	11-1/4" x 8-3/4" x 6"	EM-FRB1 *
Priority Mail Express International Flat Rate Box	13-5/8" x 11-7/8" x 3-3/8"	14" x 12" x 3-1/2"	EM-FRB2

\* Nonmailable when paid at the retail price using shipping Label 11-B, Express Mail Post Office to Addressee.

222.5 **Customs Forms Required**

Customs forms requirements are as follows:

- a. Mailers using shipping Label 11-B, *Express Mail Post Office to Addressee* (dated March 2004): See the Individual Country Listings for the required customs form.
- b. Mailers using PS Form 2976-B, *Priority Mail Express International Shipping Label and Customs Form*, or other USPS-produced online combined shipping label and customs forms: No additional customs form is required because customs information is incorporated into the form for the mailers to complete.

Mailers are responsible for determining customs requirements and complying with them. Before mailing merchandise, mailers should confirm whether an import license is required for that class of goods.

222.6 **Mail Sealed Against Inspection**

Priority Mail Express International mailpieces are sealed against inspection.

222.7 **Priority Mail Express International Insurance and Indemnity**222.71 **Merchandise Insurance**

Priority Mail Express International shipments containing merchandise are insured against loss, damage, or missing contents up to \$200 at no additional charge. Indemnity is paid by the U.S. Postal Service as provided in [935](#) and in DMM 503 and 609. Additional insurance coverage up to a maximum of \$5,000 may be purchased at the sender's option (see [222.8](#)).

222.72 **Document Reconstruction Insurance**

Priority Mail Express International shipments containing 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.

**222.73 Indemnity for Delivery Delays**

Priority Mail Express International items are not insured against delay in delivery, and indemnity payments are not made in the event of delay. Postage *refunds* for delay are considered only for shipments sent to countries with Priority Mail Express International With Guarantee service under [221.2](#).

**222.8 Extra Services — Merchandise Insurance**

Additional merchandise insurance coverage above \$200, up to a maximum of \$5,000, may be purchased at the sender's option. See the Individual Country Listings for merchandise insurance limits. See [Notice 123](#), *Price List*, for the fee schedule for optional Priority Mail Express International merchandise insurance coverage.

**223 Prices and Postage Payment Methods****223.1 Prices****223.11 Availability and Price Application — General**

Except under [223.14](#) and [223.15](#), Priority Mail Express International shipments are charged postage for each addressed piece according to its weight and country price group. For shipments presented in Priority Mail Express pouches under an Priority Mail Express Custom Designed Service agreement, each pouch is considered an addressed piece. See the Individual Country Listings for countries that offer Priority Mail Express International service. Refer to [Notice 123](#), *Price List*, for applicable Priority Mail Express International prices.

**223.12 Commercial Base Prices**

A mailer who pays postage with a permit imprint under [223.222](#), or with the online methods described in [223.241](#), qualifies for the Priority Mail Express International Commercial Base prices, which are generally less than Priority Mail Express International retail prices.

**223.13 Commercial Plus Prices**

An approved mailer who pays postage with a permit imprint under [223.222](#), or through a registered end-user of a USPS-approved PC Postage product, qualifies for the Priority Mail Express International Commercial Plus prices, which are generally less than Priority Mail Express International Commercial Base prices.

**223.131 Commercial Plus Pricing — Eligibility**

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least \$100,000 per year of international shipping products. For this purpose, "international shipping products" includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

- 223.132 **Commercial Plus Pricing – Approval**  
Mailers meeting the minimum revenue thresholds under [223.131](#) must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at [globalcpp@usps.gov](mailto:globalcpp@usps.gov), for a commitment agreement form or for additional information.
- 223.14 **Priority Mail Express International Flat Rate Envelope Prices**  
Only USPS-produced Priority Mail Express International Flat Rate Envelopes are eligible for a Flat Rate price regardless of the destination. The maximum weight is 20 pounds. Postage is required for each piece (see [Notice 123, Price List](#)). A domestic Priority Mail Express Flat Rate Envelope with prepaid postage may also be used for an Priority Mail Express International item provided that appropriate additional postage is added before mailing.
- 223.15 **Priority Mail Express International Flat Rate Boxes Prices**  
Only USPS-produced Priority Mail Express International Flat Rate Boxes are eligible for a Flat Rate price regardless of the destination. The maximum weight is 20 pounds. Postage is required for each piece (see [Notice 123, Price List](#)).
- 223.2 **Postage Payment Methods**
- 223.21 **General**  
Priority Mail Express International shipments may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or a permit imprint under [223.22](#), or through the use of a USPS Corporate Account (USPSCA). A written application is required prior to mailing with an Priority Mail Express corporate account (see DMM 414.2).
- 223.22 **Permit Imprint**
- 223.221 **Permit Imprint – General**  
Payment for Priority Mail Express International shipments paid with a permit imprint through an advance deposit account is permitted only when requirements for Commercial Base prices or Commercial Plus prices (see [223.222](#)) are followed. Postage paid with a permit imprint is subject to the general conditions in IMM and in DMM 604 and 705. See [Notice 123, Price List](#), for the applicable prices.
- 223.222 **Permit Imprint – Commercial Base or Commercial Plus Prices**  
A mailer who pays postage with a permit imprint qualifies for the Priority Mail Express International Commercial Base or Commercial Plus prices, which are generally less than Priority Mail Express International retail prices. The Commercial Base price applies only to the postage portion of Priority Mail Express International prices. In addition, mailers must meet the following requirements:
- a. Use USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at <https://ribbs.usps.gov/index.cfm?page=internationalvendors> that electronically transmits Customs-related functions. (To request information about either of these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).)

- b. Pay for postage with a permit imprint through an advance deposit account.
- c. Meet manifesting and permit imprint requirements under IMM and DMM 604 and the manifesting requirements under DMM 705.

**Note:** When using GSS, no extra services such as insurance are available.

#### 223.23 **USPS Corporate Account (USPSCA)**

Mailers using a USPS Corporate Account under [223.21](#) must pay the applicable retail price for each mailpiece.

#### 223.24 **Online Postage Payment Method**

##### 223.241 **Online Prices**

For selected destination countries, Priority Mail Express International items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

- a. Commercial Base Price: Click-N-Ship service; or registered end-users of USPS-approved PC Postage products.
- b. Commercial Plus Price: Registered end-users of USPS-approved PC Postage products.

The Commercial Base or Commercial Plus price is automatically applied to each shipment when using one of the above postage payment methods. The discount applies only to the postage portion of the Priority Mail Express International price. It does not apply to any other charges or fees, such as fees for Pickup on Demand service, insurance, or shipments made under a customized agreement.

##### 223.242 **Markings Requirements**

Priority Mail Express International mailpieces claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

- a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.
- b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

##### 223.243 **Determining Online Prices**

For each addressed mailpiece, refer to [Notice 123](#), *Price List*, for the applicable Commercial Base or Commercial Plus price.

#### 223.3 **Official Mail**

##### 223.31 **Mailings by Federal Agencies**

Priority Mail Express International shipments that are entered by federal agencies and departments are subject to the same standards under [220](#) as Priority Mail Express International shipments that are entered by nongovernmental entities.

**223.32 Postal Service Mailings**

Priority Mail Express International shipments that are entered by U.S. Postal Service entities are subject to the same standards under [220](#) as Priority Mail Express International shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See [142.2](#).

**224 Mail Preparation****224.1 Preparation by Sender****224.11 Using Label 11-B**

Prior to mailing, the sender must do the following:

- a. Complete the “From” and “To” portions of Label 11-B, *Express Mail Post Office to Addressee* (dated March 2004), for each piece of mail and affix the completed label to each piece.
- b. To determine if a customs forms is required, see the Individual Country Listings. If a customs form is required, prepare and affix (or enclose) the appropriate customs form to the piece of mail.

**224.12 Using PS Form 2976-B or Other USPS-Produced Online Combined Shipping Label and Customs Form**

Prior to mailing, the sender must do the following:

- a. Enter both the sender’s and addressee’s full name and full address in the blocks provided. Provide the sender’s telephone/fax number or email address.
- b. In block (1), enter, if applicable, a USPS corporate account (USPSCA) number, federal agency account number, or Postal Service account number for payment by account.
- c. In block (2), check all applicable boxes to indicate whether the package contains a gift, documents, commercial samples, or other items. Check the box for “Dangerous Goods” if the shipment contains mailable dangerous goods.
- d. In block (3), enter the applicable Automated Export System (AES) Internal Transaction Number (ITN) or AES Exemption.
- e. In block (4), 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 additional 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 all forms listing the contents into PS Form 2976-E (plastic envelope).
- f. In blocks (5), (6), and (7), enter the quantity, net weight (in pounds and ounces), and value (in U.S. dollars) of each article.

- g. In block (8), enter, if known, the 6-digit Harmonized Tariff Schedule number, which is based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization.
- h. In block (9), enter the “Country of Origin,” which is the country where the goods originated — i.e., where they were produced/manufactured or assembled.
- i. In block (10), enter the total weight (in pounds and ounces) of the package, including packaging (the total weight is used to calculate postage), and enter the total value in U.S. dollars.
- j. In block (11), sign and date the form. The sender’s signature certifies that all entries are correct and that the item contains no undeclared dangerous, prohibited, or restricted contents per postal, customs, or destination country regulations.
- k. In blocks (12) and (13), enter the applicable number if the item requires a sender’s customs reference or importer’s reference.
- l. In blocks (14), (15), and (16), enter license, certificate, and/or invoice number, if applicable.
- m. Insert the completed form(s) into PS Form 2976-E (plastic envelope) and affix PS Form 2976-E to the address side of the package.
- n. Allow the Postal Service employee to complete PS Form 2976-B as described in [224.2](#).

#### 224.2 **Preparation by Acceptance Employee**

##### 224.21 **Using Label 11-B**

Employees must do the following:

- a. Check the address label to ensure that the sender has completed the “From” and “To” portions.
- b. Verify that the customer has properly completed the appropriate customs form, if required.
- c. Enter the originating facility ZIP Code, date and time received, weight, merchandise insurance fee (if applicable — see [222.71](#) and [222.72](#)), total postage, and the acceptance employee’s initials.
- d. Ensure that the correct amount of postage is affixed to the mailpiece.
- e. Give the Customer Receipt copy to the mailer and retain the Finance copy. Peel off the backing of the remaining portion and affix it to the item.
- f. After acceptance, place each item in the appropriate working pouch for forwarding to the international exchange office authorized to dispatch Priority Mail Express International shipments to that destination. (See Handbook T-5, *International Mail Operations*.)

**224.22 Using PS Form 2976-B**

Employees must do the following:

- a. Verify that the sender has entered on the form the information required by [224.1](#) and has signed and dated the declaration.
- b. Instruct the sender to complete any incomplete portions of the form. Remind the sender that failure to complete the form properly can delay delivery of the item or inconvenience the sender and addressee. Further, 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.
- c. To comply with U.S. Census Bureau requirements, it is the customer's responsibility to ensure that an appropriate AES ITN, AES Exemption, or AES Downtime Citation is displayed on PS Form 2976-B if required. 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 purchases additional insurance against loss, damage, or missing contents, the retail associate will record the insured amount in U.S. dollars on PS Form 2976-B in the space provided.
- e. Weigh the Priority Mail Express International package. Enter the weight, insured amount and insurance fee (if applicable — see [222.71](#) and [222.72](#)), originating facility ZIP Code, postage, total postage/fees, date and time received, and scheduled delivery date in the shaded areas provided on the form.
- f. Apply the correct amount of postage to the mailpiece, or ensure that the correct amount of postage is affixed to the mailpiece.
- g. Round stamp the form in the appropriate place on each copy (Copies 1–5).
- h. Remove the Post Office copy (Copy 4) and tell the mailer that the Postal Service will retain this document for 30 days as a record of mailing. Remove the Sender copy (Copy 5) and give it to the mailer.
- i. Round stamp any uncanceled stamps, and if postage is paid by meter, round stamp the front of the piece near the meter postage.
- j. After acceptance, place each item in the appropriate working pouch for forwarding to the international exchange office authorized to dispatch Priority Mail Express International shipments to that destination. (See Handbook T-5, *International Mail Operations*.)

**Note:** Consistent with IMM [225.12](#), customers must present any item bearing a handwritten PS Form 2976-B to an employee at a Post Office retail service counter.

**224.23 Using Another USPS-Produced Online Combined Shipping and Customs Label**

Employees must do the following:

- a. If presented to a USPS acceptance employee, check to ensure the mailer has completed the sender's information, the addressee's information, and the customs information portions.
- b. Ensure postage is affixed to the mailpiece.
- c. After acceptance, place each item in the appropriate working pouch for forwarding to the international exchange office authorized to dispatch Priority Mail Express International shipments to that destination. (See Handbook T-5, *International Mail Operations*.)

**Note:** For online shipments, customer receipts are not necessary; for non-IRT or non-POS offices, record the required finance information on the special form provided for this purpose.

**225 Mail Entry and Deposit****225.1 Place of Mailing****225.11 Items Eligible for Deposit or Pickup**

Priority Mail Express International items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

- a. In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.
- b. Through Pickup on Demand service.
- c. Through Package Pickup service.
- d. At a Postal Service retail counter.
- e. Into a Postal Service lobby drop.
- f. In a collection box.
- g. At a Contract Postal Unit (CPU).
- h. At a USPS Approved Shipper location.

**Note:** The following items may also be deposited through the aforementioned methods:

- a. Priority Mail Express International items weighing 13 ounces or less, bearing only postage stamps, and not requiring a customs form (see the applicable Individual Country Listing).
- b. Priority Mail Express International items weighing 16 ounces or less, paid with a USPS Corporate Account (USPSCA) or online postage or postage meters or information-based indicia (IBI), and not requiring a customs form (see the applicable Individual Country Listing).

**225.12 Items Not Eligible for Deposit or Pickup**

Customers must present the following Priority Mail Express International items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in [225.11](#) are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

- a. Any item bearing a customs form and paid with only postage stamps.
- b. Any item bearing a handwritten customs form.
- c. Any item bearing a customs form that was not computer-generated.
- d. Any item for which the customs data was not electronically transmitted.

**225.13 Items Paid With a Permit Imprint**

Mailers who enter volume mailings paid with a permit imprint under [223.22](#) must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

**225.2 Pickup On Demand Service**

Subject to the standards in [225.1](#), Pickup On Demand service is available for Priority Mail Express International items. There is a single charge for Pickup On Demand service (see [Notice 123](#), *Price List*), regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

- a. Global Express Guaranteed items.
- b. Priority Mail Express International items.
- c. Priority Mail International items.
- d. Priority Mail Express items.
- e. Priority Mail items.
- f. Package Services items.

**225.3 Package Pickup Service**

No pickup fee is charged when an Priority Mail Express International item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.6; for more information, also visit the online site at [usps.com/pickup](https://usps.com/pickup).

## 230 Priority Mail International

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**231 Description and Physical Characteristics****231.1 General**

Priority Mail International<sup>®</sup> service is considered a parcel stream for mail exchange purposes, with the exception of Flat Rate Envelopes and the Small Flat Rate Priced Boxes.

**231.2 Physical Characteristics****231.21 Weight Limits****231.211 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes**

The maximum weight for items mailed using Flat Rate Envelopes and Small Flat Rate Priced Boxes is 4 pounds.

**231.212 Priority Mail International Medium and Large Flat Rate Boxes**

The weight limit for items mailed using the Medium and Large Flat Rate Boxes is 20 pounds.

**231.213 Priority Mail International Ordinary Parcels**

The maximum weight limit for Priority Mail International 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.

**231.22 Dimensions – Priority Mail International Parcels**

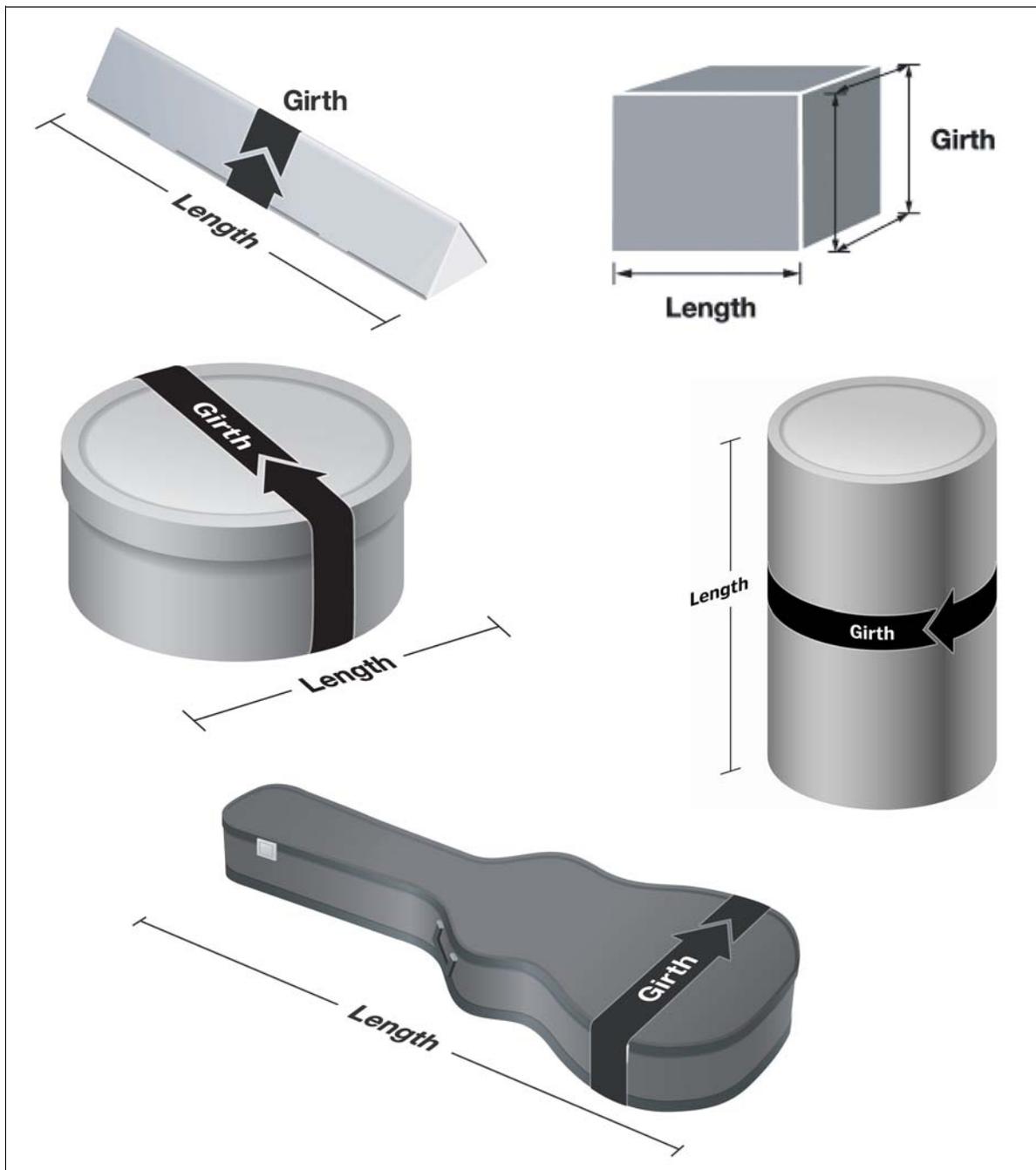
The minimum and maximum dimensions for Priority Mail International parcels are as follows:

- a. For all parcels, the minimum length and width is 5-1/2 inches by 3-1/2 inches.
- b. The maximum size dimensions for Priority Mail International parcels vary by country and are noted in the Individual Country Listings. See [231.23](#) for determining length or length and girth combined for rectangular and nonrectangular parcels.

**231.23 Measuring Parcel Dimensions**

For all parcels, length is the longest side of the parcel, and girth is the measurement around the thickest part that is perpendicular to the length. The following examples can assist mailers in determining length or length and girth combined for rectangular and nonrectangular parcels. See [Exhibit 231.23](#).

Exhibit 231.23  
**Measuring Parcel Dimensions**



## 232 Eligibility

### 232.1 Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes

#### 232.11 General

All items that may be sent with First-Class Mail International service (see [241](#)) and First-Class Package International Service (see [251](#)) may be sent in Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes provided the contents are mailable, they fit securely in the envelope or box, and they are entirely confined within the container with the provided adhesive as the means of closure. The flap must close within the prefabricated fold. Tape may be applied to the flap and seams for closure or for reinforcement, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. Refer to the Individual Country Listings for additional prohibitions for each country. Insurance is not available. Registered Mail service may be available — see [330](#) and the Individual Country Listings for Registered Mail service availability, limitations, and coverage.

#### 232.12 Electronic USPS Delivery Confirmation International

##### 232.121 Description

Electronic USPS Delivery Confirmation International service — abbreviated E-USPS DELCON INTL — is an optional service available for Priority Mail International Flat Rate Envelopes (except for the Gift Card Flat Rate Envelope) and all Small Flat Rate Priced Boxes to select destination countries at no charge. Tracking information includes the date and time an article was delivered or, if delivery was attempted but not completed, the date and time of the delivery attempt. The sender can check delivery status by going to [usps.com](https://usps.com) and clicking on the “Track & Confirm” feature.

##### 232.122 Availability

Electronic USPS Delivery Confirmation International service is available only electronically by using USPS-approved PC Postage vendors, Click-N-Ship, Click-N-Ship for Business, Webtools, and Global Shipping Software (GSS) or other USPS-approved software. The service is available only to the following countries:

- |               |                   |
|---------------|-------------------|
| a. Australia. | h. Germany.       |
| b. Belgium.   | i. Great Britain. |
| c. Brazil.    | j. Israel.        |
| d. Canada.    | k. Netherlands.   |
| e. Croatia.   | l. New Zealand.   |
| f. Denmark.   | m. Spain.         |
| g. France.    | n. Switzerland.   |

##### 232.123 Customs Label and Marking

Mailers must use an electronically generated PS Form 2976 that includes the Post Expres® logo (globe and chevron design) — see [Exhibit 232.123](#).

Exhibit 232.123  
**Customs Label and Marking**



232.124 **Additional Standards**

The following additional standards apply to Electronic USPS Delivery Confirmation International service:

- a. Electronic USPS Delivery Confirmation International service may not be combined with any other international extra services.
- b. Electronic USPS Delivery Confirmation International service is not available for the Priority Mail International Gift Card Flat Rate Envelope.
- c. No refunds, inquiries, or claims are offered, and indemnity is not provided.
- d. Customers are not able to obtain tracking information by contacting the U.S. Postal Service by telephone.

232.125 **Postage Payment Methods and Price Eligibility**

Mailers may pay for Electronic USPS Delivery Confirmation International items by using postage validation imprinter (PVI) labels, postage meter imprints, USPS-approved PC Postage, Click-N-Ship postage, or permit imprint.

232.126 **Price Eligibility**

Only items paid with USPS-approved PC Postage (including Click-N-Ship) or permit imprint are eligible for the applicable Commercial Base or Commercial Plus price for the postage portion of the mailpiece. Electronically generated customs forms that are not generated with PC Postage or a permit imprint (i.e., Click-N-Ship for Business or Webtools) are charged the retail price. Customers may apply postage with a customer meter or by taking the item to a Post Office for acceptance and payment.

**232.2 Eligible Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes**

Only the items in [Exhibit 232.2a](#) and [Exhibit 232.2b](#) qualify for the Priority Mail Flat Rate<sup>®</sup> Envelope or Small Flat Rate Box pricing.

Exhibit 232.2a

**Eligible Priority Mail International Flat Rate Envelopes**

Item	Size	Item No.
Priority Mail International Flat Rate Envelope	12-1/2" x 9-1/2"	Item EP 14-F
Priority Mail International Gift Card Flat Rate Envelope	10" x 7"	Item EP 14-GT
Priority Mail International Small Flat Rate Envelope	10" X 6"	Item EP 14-B
Priority Mail International Window Flat Rate Envelope	10" x 5"	Item EP 14-H
Priority Mail International Legal Flat Rate Envelope	15" x 9-1/2"	Item EP 14-L
Priority Mail International Padded Flat Rate Envelope	12-1/2" x 9-1/2"	Item EP 14-PE

Exhibit 232.2b

**Eligible Priority Mail International Small Flat Rate Priced Boxes**

Item	Inside Dimensions (L x W x H)	Outside Dimensions (L x W x H)	Item No.
Priority Mail International Small Flat Rate Box	8-5/8" x 5-3/8" x 1-5/8"	8-11/16" x 5-7/16" x 1-3/4"	SFBX
Priority Mail International DVD Box	7-9/16" x 5-7/16" x 1-1/8"	8-3/4" x 5-9/16" x 1-1/2"	O-DVDS
Priority Mail International Large Video Box	9-1/4" x 6-1/4" x 2"	9-9/16" x 6-7/16" x 2-3/16"	O-1096-L

**232.3 Priority Mail International Medium and Large Flat Rate Boxes**

All mailable items that qualify to be sent as Priority Mail International parcels may also be sent in the Priority Mail International Medium and Large Flat Rate Boxes. Written communication having the nature of current and personal correspondence may be included, provided it is exchanged between the sender and the addressee or other persons living with the addressee. Archived correspondence (e.g., personnel records) is also permitted and may be sent to any addressee. The contents must fit securely and must be entirely confined within the box. The box flaps must be able to close within the prefabricated folds. Tape may be applied to the flap and seams for closure or reinforcement, provided the design of the container is not enlarged by opening the sides and taping or reconstructing the container in any way. Refer to the Individual Country Listings for additional prohibitions

for each country. Medium and Large Flat Rate Boxes may be insured — see [320](#) and the Individual Country Listings for insurance availability, limitations, and coverage. Registered Mail service is not available.

#### 232.4 **Eligible Priority Mail International Medium and Large Flat Rate Boxes**

Only the items in [Exhibit 232.4a](#) and [Exhibit 232.4b](#) qualify for the Priority Mail International Medium and Large Flat Rate Box pricing.

Exhibit 232.4a

##### **Eligible Priority Mail International Medium Flat Rate Boxes**

<b>Item</b>	<b>Inside Dimensions (L x W x H)</b>	<b>Outside Dimensions (L x W x H)</b>	<b>Item No.</b>
Priority Mail International Medium Flat Rate Box	11" x 8-1/2" x 5-1/2"	11-1/4" x 8-3/4" x 6"	O-FRB1
Priority Mail International Medium Flat Rate Box	13-5/8" x 11-7/8" x 3-3/8"	14" x 12" x 3-1/2"	O-FRB2

Exhibit 232.4b

##### **Eligible Priority Mail International Large Flat Rate Boxes**

<b>Item</b>	<b>Inside Dimensions (L x W x H)</b>	<b>Outside Dimensions (L x W x H)</b>	<b>Item No.</b>
Priority Mail International Large Flat Rate Box	12" x 12" x 5-1/2"	12-1/4" x 12-1/4" x 6"	LFRB
Priority Mail International Board Game Large Flat Rate Box	23-11/16" x 11-3/4" x 3"	24-1/16" x 11-7/8" x 3-1/8"	GBFRB

#### 232.5 **Priority Mail International Parcels**

Priority Mail International parcel service is designed for the carriage of outbound international postal parcels. Written communication having the nature of current and personal correspondence may be included, provided it is exchanged between the sender and the addressee or other persons living with the addressee. Archived correspondence (e.g, personnel records) is also permitted and may be sent to any addressee. Refer to the Individual Country Listings for additional prohibitions for each country. Priority Mail International parcels may be insured — see [320](#) and the Individual Country Listings for insurance availability, limitations, and coverage. Registered Mail service is not available.

232.6 **Customs Forms Required**

232.61 **Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes**

A Priority Mail International Flat Rate Envelope might be required to bear PS Form 2976 depending on its physical characteristics and may not exceed \$400 in value.

Each Priority Mail International Small Flat Rate Priced Box must bear a properly completed PS Form 2976 and may not exceed \$400 in value.

See [123.61](#) for more information on customs forms usage with Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes.

232.62 **Priority Mail International Medium and Large Flat Rate Boxes**

Each Priority Mail International Medium or Large Flat Rate Box must bear a properly completed PS Form 2976-A.

232.63 **Priority Mail International Ordinary and Insured Parcels**

Each Priority Mail International ordinary and insured parcel must bear a properly completed PS Form 2976-A.

232.7 **Mail Sealed Against Inspection**

Only Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes are sealed against inspection. All other Priority Mail International items (USPS-produced Flat Rate Boxes, USPS-produced Tyvek envelopes, or customer-supplied boxes) are not sealed against inspection. Regardless of physical closure, the mailing of Priority Mail International items constitutes consent by the mailer to inspection of the contents.

232.8 **Priority Mail International Insurance and Indemnity**

232.81 **Indemnity**

Ordinary — i.e., uninsured — Priority Mail International parcels, except Small Flat Rate Priced Boxes, include indemnity coverage against loss, damage, or missing contents up to the amounts shown in [Exhibit 232.83](#). Indemnity is limited to the lesser of the actual value of the contents or the maximum indemnity based on the weight of the article. If the parcel has been delivered to the addressee, payment for damage and missing contents is made to the addressee unless the addressee waives payment, in writing, in favor of the sender.

**Note:** International insured mail service provides insurance coverage greater than the indemnity limits for ordinary Priority Mail International parcels (including the Medium and Large Flat Rate Boxes) to many countries. See [320](#) and the Individual Country Listings for availability and limitations of coverage. When international insurance is purchased, it replaces the ordinary indemnity coverage.

**232.82 Exclusions**

Ordinary indemnity coverage is not paid for the following:

- a. Parcels containing coins; banknotes; currency notes, including paper money; securities of any kind payable to the bearer; traveler's checks; platinum, gold, and silver; precious stones; jewelry; watches; and other valuable articles.
- b. Consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, articles too fragile to withstand normal handling in the mail, or prohibited articles.

**232.83 Ordinary Priority Mail International Weight and Indemnity Limits**

[Exhibit 232.83](#) lists the weight and indemnity limits for ordinary Priority Mail International parcels.

Exhibit 232.83

**Ordinary Priority Mail International Weight and Indemnity Limits**

Weight not over (lbs.)	Indemnity	Weight not over (lbs.)	Indemnity	Weight not over (lbs.)	Indemnity
1	\$64.66	25	\$140.02	49	\$215.38
2	67.80	26	143.16	50	218.52
3	70.94	27	146.30	51	221.66
4	74.08	28	149.44	52	224.80
5	77.22	29	152.58	53	227.94
6	80.36	30	155.72	54	231.08
7	83.50	31	158.86	55	234.22
8	86.64	32	162.00	56	237.36
9	89.78	33	165.14	57	240.50
10	92.92	34	168.28	58	243.64
11	96.06	35	171.42	59	246.78
12	99.20	36	174.56	60	249.92
13	102.34	37	177.70	61	253.06
14	105.48	38	180.84	62	256.20
15	108.62	39	183.98	63	259.34
16	111.76	40	187.12	64	262.48
17	114.90	41	190.26	65	265.62
18	118.04	42	193.40	66	268.76
19	121.18	43	196.54	67	271.90
20	124.32	44	199.68	68	275.04
21	127.46	45	202.82	69	278.18
22	130.60	46	205.96	70	281.32
23	133.74	47	209.10	—	—
24	136.88	48	212.24	—	—

**232.9 Extra Services****232.91 Certificate of Mailing**

Certificate of mailing service is available for purchase for only the following Priority Mail International items:

- a. Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.
- b. Ordinary (uninsured) Priority Mail International parcels including Medium and Large Flat Rate Boxes.

**232.92 Merchandise Insurance**

Insured mail service provides insurance coverage greater than the indemnity limits for ordinary Priority Mail International parcels (including the Medium and Large Flat Rate Boxes) to many countries. When international insurance is purchased, it replaces the ordinary indemnity coverage. See [320](#) and the Individual Country Listings for availability and limitations of coverage. See [Notice 123](#), *Price List*, for the fee schedule for optional Priority Mail International merchandise insurance coverage.

**232.93 Registered Mail Service**

Registered Mail service is available for purchase only for the following Priority Mail International items:

- 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.

**232.94 Return Receipt Service**

Return receipt service is available for purchase to certain destinations (see the Individual Country Listings for availability) for the following items:

- a. Priority Mail International parcels when purchased with insurance.
- b. Priority Mail International Flat Rate Envelopes when purchased with Registered Mail service.
- c. Priority Mail International Small Flat Rate Priced Boxes when purchased with Registered Mail service.

See [340](#) for preparation procedures.

**233 Prices and Postage Payment Methods****233.1 Prices****233.11 Availability and Price Application — General**

Except under [233.14](#) and [233.15](#), Priority Mail International shipments are charged postage for each addressed piece according to its weight and zone. See the Individual Country Listings for countries that offer Priority Mail International service.

**233.12 Commercial Base Prices**

A mailer who pays postage with a permit imprint under [233.222](#), or with the online methods described in [233.231](#), qualifies for the Priority Mail International Commercial Base prices, which are generally less than Priority Mail International retail prices. See [Notice 123](#), *Price List*, for the applicable price.

**233.13 Commercial Plus Prices**

An approved mailer who pays postage with a permit imprint under [233.222](#), or through a registered end-user of a USPS-approved PC Postage product, qualifies for the Priority Mail International Commercial Plus prices, which are generally less than Priority Mail International Commercial Base prices. See [Notice 123](#), *Price List*, for the applicable price.

- 233.131 **Commercial Plus Pricing – Eligibility**  
To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least \$100,000 per year of international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.
- 233.132 **Commercial Plus Pricing – Approval**  
Mailers meeting the minimum revenue thresholds under [233.131](#) must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at [globalcpp@usps.gov](mailto:globalcpp@usps.gov), for a commitment agreement form or for additional information.
- 233.14 **Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes**  
Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes are charged at a flat rate. The price does not depend on the weight of the item, but the weight cannot exceed the 4-pound weight limit. Postage is required for each piece (see [Notice 123](#), *Price List*). A domestic Priority Mail Flat Rate Envelope with prepaid postage may also be used for a Priority Mail International item provided that appropriate additional postage is added before mailing.
- 233.15 **Priority Mail International Medium and Large Flat Rate Boxes**  
The Priority Mail International Medium and Large Flat Rate Boxes are charged at a flat rate. The price does not depend on the weight of the item, but the weight cannot exceed the 20-pound weight limit. Postage is required for each piece (see [Notice 123](#), *Price List*).
- 233.16 **Priority Mail International Parcels**  
Prices for parcels not using Flat Rate packaging vary by weight and country price group. See the Individual Country Listings.
- 233.2 **Postage Payment Methods**
- 233.21 **General**  
Priority Mail International items may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint.
- 233.22 **Permit Imprint**
- 233.221 **Permit Imprint – General**  
Priority Mail International shipments paid with a permit imprint through an advance deposit account is permitted only when requirements for Commercial Base prices or Commercial Plus prices (see [233.222](#)) are followed. Postage paid with a permit imprint is subject to the general conditions in IMM and in DMM 604 and 705.
- 233.222 **Permit Imprint – Commercial Base or Commercial Plus Prices**  
A mailer who pays postage with a permit imprint qualifies for the Priority Mail International Commercial Base or Commercial Plus prices, which are generally less than Priority Mail International retail prices. See [Notice 123](#),

*Price List*, for the applicable price. The Commercial Base price applies only to the postage portion of Priority Mail International prices. In addition, mailers must meet the following requirements:

- a. Use USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at <https://ribbs.usps.gov/index.cfm?page=internationalvendors> that electronically transmits Customs-related functions. (To request information about either of these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).)
- b. Pay for postage with a permit imprint through an advance deposit account.
- c. Meet manifesting and permit imprint requirements under IMM and DMM 604 and the manifesting requirements under DMM 705.

**Note:** When using GSS, no extra services such as insurance are available.

233.23 **Online Postage Payment Method**

233.231 **Online Prices**

For selected destination countries, Priority Mail International items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

- a. Commercial Base Price: Click-N-Ship service; or registered end-users of an authorized PC Postage vendor.
- b. Commercial Plus Price: Registered end-users of an authorized PC Postage vendor.

The Commercial Base or Commercial Plus price is automatically applied to each shipment when using one of the above postage payment methods. The discount applies only to the postage portion of the Priority Mail International price. It does not apply to any other charges or fees, such as fees for Pickup on Demand service, insurance, or shipments made under a customized agreement.

233.232 **Marking Requirements**

Priority Mail International mailpieces claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

- a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.
- b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

233.233 **Determining Online Prices**

For each addressed mailpiece, refer to [Notice 123](#), *Price List*, for the applicable Commercial Base or Commercial Plus price.

**233.3 Official Mail****233.31 Mailings by Federal Agencies**

Priority Mail International shipments that are entered by federal agencies and departments are subject to the same standards under [230](#) as Priority Mail International shipments that are entered by nongovernmental entities.

**233.32 Postal Service Mailings**

Priority Mail International shipments that are entered by U.S. Postal Service entities are subject to the same standards under [230](#) as Priority Mail International shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See [142.2](#).

**234 Mail Preparation****234.1 Addressing**

Priority Mail International packages are subject to the addressing requirements contained in [122](#). In addition, mailers should include the name and address of the sender and addressee on a separate slip enclosed in the parcel. See [122](#).

**234.2 Marking**

Priority Mail International items must be marked “AIRMAIL” or “PAR AVION” or bear one of the two prescribed airmail labels (i.e., either PS Label 19-A, *Par Avion Airmail*, or PS Label 19-B, *Par Avion Airmail*). The airmail marking or label should be placed below and to the left of the delivery address.

**234.3 Customs Documentation**

Mailers must complete the applicable customs form, and, if applicable, fulfill any other nonpostal export requirements described in chapter [5](#).

**234.4 Sealing**

Mailers must seal their items with clinched staples, banding, adhesives, sewing, tape, or other materials used to seal parcels. See DMM 601. The seal must be sufficient to allow detection of tampering.

**234.5 Packaging****234.51 Packaging Requirements — General**

Every parcel must be securely and substantially packed. In packing, the sender must consider the nature of the contents, the climate, the length of the journey, and the numerous handlings involved in the conveyance of international mail. Heavy wrapping paper or waterproof paper is permitted only as the outside covering of a carton. Heavy objects, such as cans of food, must be surrounded with other contents or packing material in order to prevent their shifting within the parcel. For recommended packing procedures, see DMM 601.

**234.52 Types of Containers**

Ordinary paperboard containers are not acceptable. Parcels must be packed in one of the following:

- a. Canvas or similar material.
- b. Double-faced corrugated or solid (minimum 275-pound test) fiber boxes or cases.
- c. Strong wooden boxes made of lumber at least 1/2-inch thick or plywood of at least three plies.

**234.53 Closure Options for Wooden Boxes or Bags**

If otherwise acceptable, boxes may be secured with screwed or nailed lids, and bags may be closed by sewing.

**235 Mail Entry and Deposit****235.1 Place of Mailing****235.11 Items Eligible for Deposit or Pickup**

Priority Mail International items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

- a. In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.
- b. Through Pickup on Demand service.
- c. Through Package Pickup service.
- d. At a Postal Service retail counter.
- e. Into a Postal Service lobby drop.
- f. In a collection box.
- g. At a Contract Postal Unit (CPU).
- h. At a USPS Approved Shipper location.

**Note:** The following items may also be deposited through the aforementioned methods:

- a. Priority Mail International Flat Rate Envelopes weighing 13 ounces or less, bearing only postage stamps, and not requiring a customs form (see [123.6](#)).
- b. Priority Mail International Flat Rate Envelopes weighing 16 ounces or less, paid with online postage or postage meters or information-based indicia (IBI), and not requiring a customs form (see [123.6](#)).

**235.12 Items Not Eligible for Deposit or Pickup**

Customers must present the following Priority Mail International items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in [235.11](#) are prohibited. The

Postal Service will return improperly presented items to the sender for proper entry and acceptance.

- a. Any item bearing a customs form and paid with only postage stamps.
- b. Any item bearing a handwritten customs form.
- c. Any item bearing a customs form that was not computer-generated.
- d. Any item for which the customs data was not electronically transmitted.

235.13 **Items Paid With a Permit Imprint**

Mailers who enter volume mailings paid with a permit imprint under [233.22](#) must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

235.2 **Pickup On Demand Service**

Subject to the standards in [235.1](#), Pickup On Demand service is available for Priority Mail International items. There is a single charge for Pickup On Demand service (see [Notice 123](#), *Price List*), regardless of the number of items scheduled for pickup. A pickup can include any or all of the following items:

- a. Global Express Guaranteed items.
- b. Priority Mail Express International items.
- c. Priority Mail International items.
- d. Priority Mail Express items.
- e. Priority Mail items.
- f. Package Services items.

235.3 **Package Pickup Service**

No pickup fee will be charged when a Priority Mail International item or items are picked up during a letter carrier's regular delivery stop or during a scheduled stop made to collect other mail not subject to a pickup fee. Pickup service is provided in accordance with the information in DMM 507.6; for more information, also visit the online site at [usps.com/pickup](http://usps.com/pickup).

## 240 First-Class Mail International

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241 **Description and Physical Characteristics**

241.1 **General**

The First-Class Mail International<sup>®</sup> classification encompasses the categories of international mail that before May 14, 2007, were categorized as airmail letter-post and economy letter-post, postcards, and printed matter.

**241.2 Physical Characteristics****241.21 Physical Standards – Letters****241.211 Weight Limit**

The weight limit for a letter-size First-Class Mail International mailpiece is 3.5 ounces. Letter-size items exceeding 3.5 ounces are charged the First-Class Mail International flat-size price.

**241.212 Dimensions**

Letter-size mail must be rectangular and must meet the following dimensions:

- a. Not less than 5-1/2 inches long or 3-1/2 inches high or 0.007-inch thick.
- b. Not more than 11-1/2 inches long or 6-1/8 inches high or 1/4-inch thick.

**Note:** For the purpose of determining mailability or machinability of a letter-sized piece, the length is the dimension parallel to the delivery address as read, and the height is the dimension perpendicular to the length.

**241.213 Color**

Light-colored envelopes that do not interfere with the reading of the address and postmark must be used. Brilliant colored envelopes are not authorized.

**241.214 Quality**

Envelopes and packaging materials must be constructed to be strong enough to withstand normal handling. Highly glazed paper or paper with a design that affects readability or processing is not acceptable.

**241.215 Bordered Envelopes and Cards**

Envelopes and cards that have green bars or red- and blue-striped borders may be used for the sending of First-Class Mail International items.

**241.216 Window Envelopes**

Address windows for letter-size envelopes must be used under the following conditions:

- a. The address window must be parallel with the length of the envelope and must be in the lower portion of the address side.
- b. Nothing but the name, address, and any key number used by the mailer may appear through the address window.
- c. The return address should appear in the upper-left corner. If there is no return address and the delivery address does not show through the window, the piece is handled as undeliverable mail.
- d. The address disclosed through the window must be on white paper or paper of a very light color.
- e. When used for Registered Mail, window envelopes must conform to the conditions in DMM 503.
- f. All window envelopes for international mail must include a transparent material covering the window opening — i.e., open-panel envelopes are not acceptable.

241.217 **Nonmachinable Surcharge**

Regardless of a letter's weight, a per-piece surcharge (see [Notice 123](#), *Price List*) applies to a First-Class Mail International letter that is nonmachinable for any of the following reasons:

- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is polybagged, polywrapped, or enclosed in any plastic material.
- c. Has clasps, strings, buttons, or similar closure devices.
- d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven.
- e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- f. Is more than 4-1/4 inches high or 6 inches long and less than 0.009 inch thick.
- g. Has a delivery address parallel to the shorter dimension of the mailpiece.

241.22 **Physical Standards – Cards**241.221 **Postcard Dimensions**

Each postcard claimed at a card price must be rectangular and must meet the following dimensions:

- a. Not less than 3-1/2 inches high or 5-1/2 inches long or 0.007 inch thick.
- b. Not more than 4-1/4 inches high or 6 inches long or 0.016 inch thick.

**Note:** Unenclosed cards exceeding the size limits for postcards are mailable at the First-Class Mail International letter price if they do not exceed 4-3/4 inches high or 9-1/4 inches long.

241.222 **Color**

Light-colored cards that do not interfere with the reading of the address and postmark must be used. Brilliant colored cards are not authorized.

241.223 **Quality**

Cards must be constructed to be strong enough to withstand normal handling. Highly glazed card stock or card stock with a design that affects readability or processing is not acceptable.

241.224 **Additional Standards**

To claim the card price, postcards must meet the following conditions:

- a. Postcards must consist of single cards sent without a wrapper or envelope.
- b. Privately manufactured postcards, except picture postcards, must bear the heading "Postcard."

241.225 **Right Half of Postcard**

The right half of the address side of a card must be reserved for the address of the addressee and postal notations or labels.

**241.226 Left Half and Reverse Side of Postcard**

The left half of the address side of the card and the reverse side can be used for a message or permissible attachments. If a return address is used, it must appear in the upper-left half of the address side.

**241.227 Acceptable Attachments**

The following attachments may be applied to a postcard as noted, provided the attachment is made of paper or other thin material and adheres completely to the card:

- a. To the left half or the back side of the card: clippings of any kind, illustrations or photographs, or labels other than address labels.
- b. Only to the back side of the card: stamps likely to be confused with postage stamps.
- c. Only to the address side of the card for addressing purposes: address labels.

**241.228 Unacceptable Attachments**

The following attachments to a card are not acceptable:

- a. An attachment that is not made of paper.
- b. An attachment that does not totally adhere to the card surface.
- c. An attachment that is an encumbrance to postal processing.

**241.229 Folded (Double) Cards**

Folded (double) cards must be mailed in envelopes at the First-Class Mail International letter price.

**241.23 Physical Standards – Large Envelopes (Flats)****241.231 Weight Limit**

The weight limit for a First-Class Mail International large envelope (flat) is 4 pounds.

**241.232 Dimensions and Characteristics**

Large envelopes (flats) must meet the following dimensions and characteristics:

- a. More than 11-1/2 inches long or 6-1/8 inches high or 1/4-inch thick.
- b. Not more than 15 inches long or 12 inches high or 3/4-inch thick.
- c. Flexible (see [241.236](#)).
- d. Rectangular.
- e. Uniformly thick as stated in [241.235](#).

**Note:** The length of a large envelope (flat) is the longest dimension. The height is the dimension perpendicular to the length. A First-Class Mail International large envelope (flat) that does not meet the standards in [241.23](#) is not eligible for the large envelope (flat) size price and is charged the applicable First-Class Package International Service (small packet) price.

**241.233 Color**

Light-colored envelopes that do not interfere with the reading of the address and postmark must be used. Brilliant colored envelopes are not authorized.

**241.234 Quality**

Flats must be constructed to be strong enough to withstand normal handling. Highly glazed paper or paper with a design that affects readability or processing is not acceptable.

**241.235 Uniform Thickness**

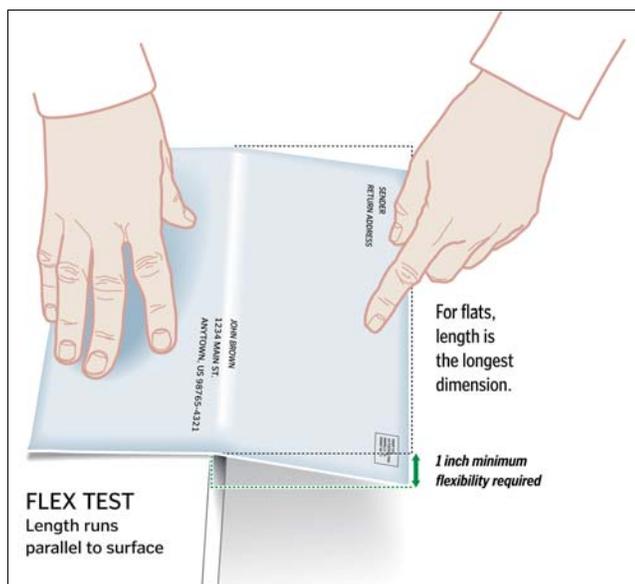
Large envelopes (flats) must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than a 1/4-inch variance in thickness. When determining variance in thickness, exclude the outside edges of a mailpiece (1 inch from each edge) when the contents do not extend into those edges. Also, exclude the selvage of any polywrap covering from this determination. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece if shifting would cause the piece to be nonuniform in thickness or would result in the contents bursting out of the mailpiece.

**241.236 Minimum Flexibility**

Large envelopes (flats) must be flexible. Boxes with or without hinges, gaps, or breaks that allow the piece to bend are not considered large envelopes (flats). Tight envelopes or wrappers that are filled with one or more boxes are not considered large envelopes (flats). Customers have the option to perform the tests described below and illustrated in [Exhibit 241.236a–Exhibit 241.236c](#) on their own mailpieces. When a Postal Service employee observes a customer demonstrating that a flat-size piece is flexible according to these standards, the employee does not need to perform the test. Test flats as follows:

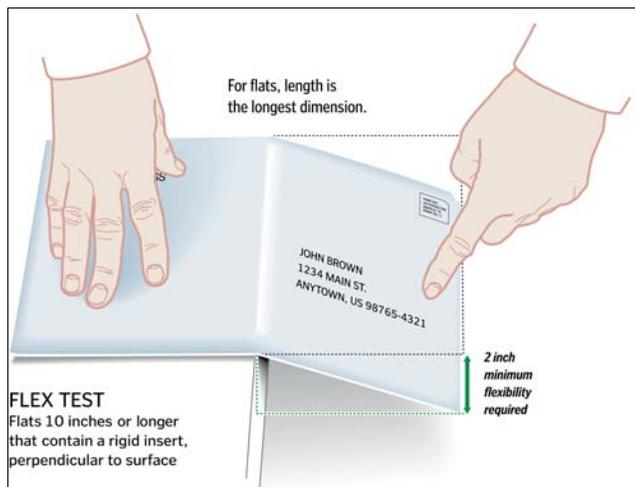
- a. All large envelopes (flats) (see [Exhibit 241.236a](#)):
  - (1) Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
  - (2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.
  - (3) The piece is not flexible if it cannot bend at least 1 inch vertically without being damaged.
  - (4) The piece is flexible if it can bend at least 1 inch vertically without being damaged and does not contain a rigid insert. No further testing is necessary.
  - (5) If the piece can bend at least 1 inch vertically without being damaged but contains a rigid insert, test the piece according to [241.236b](#) or [241.236c](#).

Exhibit 241.236a  
**Flexibility Test — All Large Envelopes (Flats)**



- b. Large envelopes 10 inches or longer that demonstrate the required flexibility in 241.236a but that contain a rigid insert (see [Exhibit 241.236b](#)):
- (1) Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
  - (2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece’s width, exerting steady pressure.
  - (3) Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.

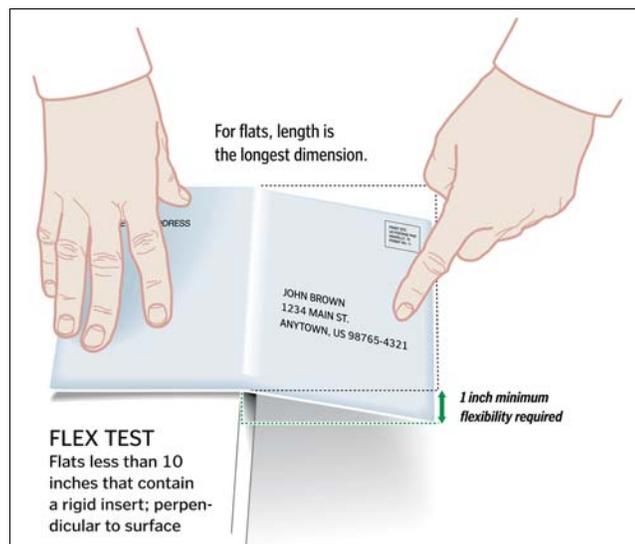
Exhibit 241.236b  
**Flexibility Test — Large Envelopes (Flats) 10 Inches or Longer**



- c. Large envelopes less than 10 inches long that demonstrate the required flexibility in 241.236a but that contain a rigid insert (see [Exhibit 241.236c](#)):
- (1) Place the piece with the length perpendicular to the edge of a flat surface and extend the piece halfway off the surface.
  - (2) Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
  - (3) Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.

Exhibit 241.236c

**Flexibility Test – Large Envelopes (Flats) Less Than 10 Inches Long**



242 **Eligibility**

242.1 **Content Eligibility**

Subject to applicable weight and size limits, any article that is otherwise acceptable and not prohibited by the Postal Service or the country of destination may be mailed at the First-Class Mail International price.

242.2 **Customs Forms Required**

242.21 **Dutiable Merchandise**

The following conditions apply to dutiable merchandise mailed with First-Class Mail International service:

- a. Any merchandise sent to another country may be subject to duty under the customs regulations of that country. The Postal Service does not maintain or provide information concerning the assessment of customs duty.
- b. First-Class Mail International items may contain dutiable merchandise unless the country of destination prohibits dutiable merchandise in letters. (See the Individual Country Listings.)

- c. When mailing an article that may be dutiable, the sender must use PS Form 2976 (see [123](#)) and must also follow the special instructions under “Customs Forms Required” and “Observations” in the Individual Country Listings.
- d. The maximum value for dutiable merchandise is \$400. Items exceeding \$400 must be mailed using Global Express Guaranteed service, Priority Mail Express International service, or Priority Mail International service (but not with the Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes).

#### 242.22 **Nondutiable Merchandise**

Nondutiable merchandise may be mailed (at the sender’s risk) to countries that do not accept dutiable merchandise. The Postal Service assumes no responsibility for the treatment such items may receive in the country of destination.

**Note:** Because PS Form 2976 generally denotes dutiable contents, it should be omitted from First-Class Mail International letter-size and flat-size mailpieces weighing less than 16 ounces when the contents are not dutiable (see [123.61](#)).

#### 242.3 **Mail Sealed Against Inspection**

First-Class Mail International mailpieces are sealed against inspection.

#### 242.4 **Extra Services**

##### 242.41 **Certificate of Mailing**

Certificate of mailing service is available for purchase for First-Class Mail International items.

##### 242.42 **Registered Mail Service**

Registered Mail service is available for purchase for First-Class Mail International items, including for such items mailed as free matter for the blind or physically handicapped.

##### 242.43 **Return Receipt Service**

For First-Class Mail International items, return receipt service is available for purchase only for items that use Registered Mail service to certain destinations — see the Individual Country Listings for availability and [340](#) for preparation procedures.

### 243 **Prices and Postage Payment Methods**

#### 243.1 **Prices**

##### 243.11 **Prices and Price Application — General**

First-Class Mail International cards, letters, and large envelopes (flats) are charged postage for each addressed piece according to its weight and zone. For prices, see [Notice 123](#), *Price List*.

**243.12 Price Computation**

Other than postcards, First-Class Mail International prices are charged per ounce or fraction thereof; any fraction of an ounce is rounded up to the next whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece, except for postcards, is that for a piece weighing 1 ounce.

**243.13 Destinating Countries and Price Groups**

Each Individual Country Listing shows the country-specific price group for First-Class Mail International service. For postage prices, see [Notice 123](#), *Price List*.

**243.2 Postage Payment Methods – General**

First-Class Mail International items may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint.

**243.3 Permit Imprint – General**

Mailers may use a permit imprint for mailing identical- or nonidentical-weight First-Class Mail International items. Any of the First-Class Mail International permit imprint formats shown in [Exhibit 152.64](#) is acceptable. Permit imprints must not denote “bulk mail,” “nonprofit,” or other domestic or special mail markings. For items requiring a customs form, mailers must also meet the following requirements:

- a. Pay for postage with a permit imprint through an advance deposit account.
- b. For nonidentical-weight items, meet the permit imprint requirements under IMM [152.6](#) and the manifesting requirements under DMM 604 and DMM 705.

In addition, for items requiring PS Form 2976 (see [Exhibit 123.61](#)), mailers must electronically transmit customs data by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software. To request information about either of these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).

**243.4 Official Mail****243.41 Mailings by Federal Agencies**

First-Class Mail International shipments that are entered by federal agencies and departments are subject to the same standards under [240](#) as First-Class Mail International shipments that are entered by nongovernmental entities.

**243.42 Postal Service Mailings**

First-Class Mail International shipments that are entered by U.S. Postal Service entities are subject to the same standards under [240](#) as First-Class Mail International shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia that are prescribed for all Postal Service official mail. See [142.2](#).

## 244 Mail Preparation

### 244.1 Addressing

First-Class Mail International items are subject to the addressing requirements in [122](#).

### 244.2 Markings

The following markings apply to First-Class Mail International items:

- a. First-Class Mail International postcards, letters, and large envelopes (flats) must be marked “AIRMAIL/PAR AVION” or have PS Label 19-A, *Par Avion Airmail*, or PS Label 19-B, *Par Avion Airmail*, affixed to the address side of the mailpiece.
- b. First-Class Mail International letters and large envelopes (flats) that qualify as free matter for the blind or physically handicapped must bear the marking “Free Matter for the Blind or Physically Handicapped” in the upper-right corner of the address side of the mailpiece. See [274.2](#).

### 244.3 Sealing

Unregistered First-Class Mail International items may be sealed at the sender’s option. Mailpieces not sealed by conventional means, such as moistening the gummed flaps on envelopes, must be closed in such a manner as to prevent the contents from falling out or being damaged during postal handling and transport. First-Class Mail International items that use Registered Mail service must be sealed. (See [334.4](#) for sealing requirements for Registered Mail service.)

### 244.4 Packaging

The following standards apply for packaging letter-size and flat-size First-Class Mail International items:

- a. Mailers must package mailpieces to withstand normal transit and handling without content or package breakage, injury to Postal Service employees, or damage to other mail or Postal Service equipment.
- b. Mailers must package their contents to prevent their deterioration.
- c. Mail matter is admissible in envelopes, sleeves, or wrappers of varying sizes and thickness  
**Note:** Transparent plastic packaging is acceptable for international mailing purposes.
- d. Except as provided in [292.4](#) and [293.4](#), folded mailpieces, without envelopes, are admissible provided that all of the open sides are secured with tape, tabs, or wafer seals of sufficient quantity and strength to prevent the mailpieces from opening or being damaged during postal handling.
- e. First-Class Mail International items in card form are permitted, so long as their overall dimensions do not exceed 4-3/4 inches high or 9-1/4 inches long (see [241.221](#)).

## 245 Mail Entry and Deposit

### 245.1 Place of Mailing

#### 245.11 Items Eligible for Deposit or Pickup

First-Class Mail International items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

- a. In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.
- b. At a Postal Service retail counter.
- c. Into a Postal Service lobby drop.
- d. In a collection box.
- e. At a Contract Postal Unit (CPU).
- f. At a USPS Approved Shipper location.

**Note:** First-Class Mail International letter-size and flat-size items weighing 13 ounces or less and bearing only postage stamps may also be deposited through the aforementioned methods, if the item does not require a customs form.

#### 245.12 Items Not Eligible for Deposit or Pickup

Customers must present the following First-Class Mail International items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in [245.11](#) are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

- a. Any item bearing a customs form and paid with only postage stamps.
- b. Any item bearing a handwritten customs form.
- c. Any item bearing a customs form that was not computer-generated.
- d. Any item for which the customs data was not electronically transmitted.

#### 245.2 Items Paid With a Permit Imprint

Mailers who enter volume mailings paid with a permit imprint under [243.3](#) must enter such items through a business mail entry unit (BMEU) or, when authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

## 250 First-Class Package International Service

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### 251 Description and Physical Characteristics

#### 251.1 General

The First-Class Package International Service™ classification encompasses the categories of international mail that before May 14, 2007, were categorized as small packets.

#### 251.2 Physical Characteristics and Standards – Packages (Small Packets)

##### 251.21 Weight Limit

The weight limit for a First-Class Package International Service package (small packet) is 4 pounds.

##### 251.22 Dimensions – Other Than Rolls

Packages (small packets) other than rolls must be within the following dimensions:

- a. Maximum length: 24 inches. Length is the longest dimension.
- b. Maximum length, height, and depth (thickness) combined: 36 inches.
- c. Minimum size: Large enough to accommodate the postage, address, customs form, and other required elements on the address side.

##### 251.23 Dimensions – Rolls

Rolls must be within the following dimensions:

- a. Minimum length: 4 inches.
- b. Minimum length plus twice the diameter combined: 6-3/4 inches.
- c. Maximum length: 36 inches.
- d. Maximum length plus twice the diameter combined: 42 inches.

##### 251.24 Quality

Packages (small packets) must be constructed to be strong enough to withstand normal handling.

### 252 Eligibility

#### 252.1 Content

Subject to applicable weight and size limits, any article that is otherwise acceptable and not prohibited by the Postal Service or the country of destination may be mailed at the First-Class Package International Service price. The maximum value cannot exceed \$400. Items exceeding \$400 must be mailed using Global Express Guaranteed service, Priority Mail Express International service, or Priority Mail International service (other than the Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes).

## 252.2 **Electronic USPS Delivery Confirmation International**

### 252.21 **Description**

Electronic USPS Delivery Confirmation International service — abbreviated E-USPS DELCON INTL — is an optional service available for First-Class Package International Service items to select destination countries at no charge. Tracking information includes the date and time an article was delivered or, if delivery was attempted but not completed, the date and time of the delivery attempt. The sender can check delivery status by going to [usps.com](http://usps.com) and clicking on the “Track & Confirm” feature.

### 252.22 **Availability**

Electronic USPS Delivery Confirmation International service is available only electronically by using USPS-approved PC Postage vendors, Click-N-Ship, Click-N-Ship for Business, Webtools, and Global Shipping Software (GSS) or other USPS-approved software. The service is available only to the following countries:

- |               |                   |
|---------------|-------------------|
| a. Australia. | h. Germany.       |
| b. Belgium.   | i. Great Britain. |
| c. Brazil.    | j. Israel.        |
| d. Canada.    | k. Netherlands.   |
| e. Croatia.   | l. New Zealand.   |
| f. Denmark.   | m. Spain.         |
| g. France.    | n. Switzerland.   |

### 252.23 **Customs Label and Marking**

Mailers must use an electronically generated PS Form 2976 that includes the Post Exprès logo (globe and chevron design) — see [Exhibit 252.23](#).

Exhibit 252.23

#### **Customs Label and Marking**



### 252.24 **Additional Standards**

The following additional standards apply to Electronic USPS Delivery Confirmation International service:

- a. Electronic USPS Delivery Confirmation International service may not be combined with any other international extra services.
- b. No refunds, inquiries, or claims are offered, and indemnity is not provided.

- c. Customers are not able to obtain tracking information by contacting the U.S. Postal Service by telephone.

#### 252.25 **Postage Payment Methods**

Mailers may pay for Electronic USPS Delivery Confirmation International items by using postage validation imprinter (PVI) labels, postage meter imprint, USPS-approved PC Postage, Click-N-Ship postage, or permit imprint.

#### 252.26 **Price Eligibility**

Only items paid with USPS-approved PC Postage (including Click-N-Ship) or permit imprint are eligible for the applicable Commercial Base or Commercial Plus price for the postage portion of the mailpiece. Electronically generated customs forms that are not generated with PC Postage or a permit imprint (i.e., Click-N-Ship for Business or Webtools) are charged the retail price. Customers may apply postage with a customer meter or by taking the item to a Post Office for acceptance and payment.

#### 252.3 **Customs Forms Required**

First-Class Package International Service items always require a fully completed PS Form 2976, *Customs Declaration CN 22 – Sender's Declaration*.

#### 252.4 **Mail Sealed Against Inspection**

First-Class Package International Service items are sealed against inspection.

#### 252.5 **Extra Services**

##### 252.51 **Certificate of Mailing**

Certificate of mailing service is available for purchase for First-Class Package International Service items.

##### 252.52 **Registered Mail Service**

Registered Mail service is available for purchase for First-Class Package International Service items, including such items mailed as free matter for the blind or physically handicapped.

##### 252.53 **Return Receipt Service**

For First-Class Package International Service items, return receipt service is available for purchase only for items that use Registered Mail service to certain destinations — see the Individual Country Listings for availability, and see [340](#) for preparation procedures.

### 253 **Prices and Postage Payment Methods**

#### 253.1 **Prices**

##### 253.11 **Prices and Price Application — General**

First-Class Package International Service packages (small packets) are charged postage for each addressed piece according to its weight and price group. For prices, see [Notice 123](#), *Price List*.

**253.12 Price Computation**

First-Class Package International Service prices are charged per ounce or fraction thereof; any fraction of an ounce is rounded up to the next whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece is that for a piece weighing 1 ounce.

**253.13 Destinating Countries and Price Groups**

Each Individual Country Listing shows the country-specific price group for First-Class Package International Service. For postage prices, see [Notice 123, Price List](#)

**253.14 Commercial Base Prices**

A mailer who pays postage with a permit imprint under [253.222](#), or by the online methods described in [253.231](#), qualifies for the First-Class Package International Service Commercial Base prices, which are generally less than First-Class Package International Service retail prices. For prices, see [Notice 123, Price List](#).

**253.15 Commercial Plus Prices**

An approved mailer who pays postage with a permit imprint under [253.222](#), or through a registered end-user of a USPS-approved PC Postage product, qualifies for the First-Class Package International Service Commercial Plus prices, which are generally less than the First-Class Package International Service Commercial Base prices. For prices, see [Notice 123, Price List](#).

**253.151 Commercial Plus Pricing – Eligibility**

To qualify for Commercial Plus pricing, customers must agree to all terms and conditions in a standardized agreement with the Postal Service and tender at least \$100,000 per year for international shipping products. For this purpose, “international shipping products” includes any combination of Global Express Guaranteed, Priority Mail Express International, Priority Mail International, or First-Class Package International Service items.

**253.152 Commercial Plus Pricing – Approval**

Mailers meeting the minimum revenue thresholds under [253.151](#) must complete an agreement with the Postal Service by contacting their account manager, or USPS Global Business via e-mail at [globalcpp@usps.gov](mailto:globalcpp@usps.gov), for a commitment agreement form or for additional information.

**253.2 Postage Payment Methods****253.21 General**

First-Class Package International Service items may be paid with postage stamps, postage validation imprinter (PVI) labels, postage meter stamps, information-based indicia (IBI), PC Postage service, or permit imprint.

**253.22 Permit Imprint****253.221 Permit Imprint – General**

First-Class Package International Service shipments paid with a permit imprint through an advance deposit account are permitted only when requirements for Commercial Base prices or Commercial Plus prices

(see [253.222](#)) are followed. Postage paid with a permit imprint is subject to the general conditions in IMM [152.4](#) and in DMM 604 and 705.

253.222 **Permit Imprint – Commercial Base or Commercial Plus Prices**

A mailer who pays postage with a permit imprint under [253.222](#) qualifies for the First-Class Package International Service Commercial Base or Commercial Plus prices, which are generally less than First-Class Package International Service retail prices. For prices, see [Notice 123, Price List](#). The Commercial Base price applies only to the postage portion of First-Class Package International Service prices. In addition, mailers must meet the following requirements:

- a. Use USPS-produced Global Shipping Software (GSS) or other USPS-approved software listed at <https://ribbs.usps.gov/index.cfm?page=internationalvendors> that electronically transmits Customs-related functions. (To request information about either of these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).)
- b. Pay for postage with a permit imprint through an advance deposit account.
- c. Meet manifesting and permit imprint requirements under IMM [152.4](#) and DMM 604 and the manifesting requirements under DMM 705.

253.23 **Online Postage Payment Method**

253.231 **Online Prices**

For selected destination countries, First-Class Package International Service items qualify for discounted prices (equal to the Commercial Base price or Commercial Plus price) when mailers use one of the following online shipping methods:

- a. Commercial Base Price: Click-N-Ship service, or registered end-users of an authorized PC Postage vendor.
- b. Commercial Plus Price: Registered end-users of an authorized PC Postage vendor.

The Commercial Base or Commercial Plus price is automatically applied to each shipment that uses one of the above postage payment methods. The discount applies only to the postage portion of the First-Class Package International Service price. It does not apply to any other charges or fees, such as Registered Mail service or shipments made under a customized agreement.

253.232 **Marking Requirements**

First-Class Package International Service items claiming the Commercial Base or Commercial Plus price paid with PC Postage must bear the appropriate price marking, printed on the piece or produced as part of the PC Postage indicia. Mailers must place the applicable marking directly above, directly below, or to the left of the postage using one of the following formats:

- a. Commercial Base Price, Commercial Base Pricing, or ComBasPrice.
- b. Commercial Plus Price, Commercial Plus Pricing, or ComPlsPrice.

**253.233 Determining Online Prices**

For each addressed mailpiece, refer to [Notice 123](#), *Price List*, for the applicable Commercial Base or Commercial Plus price.

**253.3 Official Mail****253.31 Mailings by Federal Agencies**

First-Class Package International Service shipments that are entered by federal agencies and departments are subject to the same standards under [250](#) as First-Class Package International Service shipments that are entered by nongovernmental entities.

**253.32 Postal Service Mailings**

First-Class Package International Service shipments that are entered by U.S. Postal Service entities are subject to the same standards under [250](#) as First-Class Package International Service shipments that are entered by nongovernmental entities, except that U.S. Postal Service mailings must bear the G-10 permit indicia prescribed for all Postal Service official mail. See [142.2](#).

**254 Mail Preparation****254.1 Addressing**

First-Class Package International Service items are subject to the addressing requirements in [122](#).

**254.2 Markings**

The following markings apply to First-Class Package International Service items:

- a. First-Class Package International Service packages (small packets) and rolls — which because of their size, shape, or configuration might be mistaken for another category of international mail — should be marked “LETTER-POST” on the address side of the mailpiece.
- b. First-Class Package International Service items that qualify as free matter for the blind or physically handicapped must bear the marking “Free Matter for the Blind or Physically Handicapped” in the upper-right corner of the address side of the mailpiece. See [274.2](#).

**254.3 Sealing**

Unregistered First-Class Package International Service items may be sealed at the sender’s option. Mailpieces not sealed by conventional means, such as taping the open flaps for small packets, must be closed in such a manner as to prevent the contents from falling out or being damaged during postal handling and transport. First-Class Package International Service items that use Registered Mail service must be sealed. (See [334.4](#) for sealing requirements for Registered Mail service.)

**254.4 Packaging**

The following standards apply for packaging package-size First-Class Package International Service items:

- a. Mailers must package mailpieces to withstand normal transit and handling without content or package breakage, injury to Postal Service employees, or damage to other mail or Postal Service equipment.
- b. Mailers must package their contents to prevent their deterioration.
- c. Mailers may use boxes, cartons, tubes, or other types of containers that are commonly used to transmit shipments that are in package form.

**255 Mail Entry and Deposit****255.1 Place of Mailing****255.11 Items Eligible for Deposit or Pickup**

First-Class Package International Service items bearing a computer-generated customs form with customs data that has been electronically transmitted (e.g., using Click-N-Ship service, an authorized PC Postage vendor, or the USPS Web Tools system) may be deposited through any of the following methods, provided postage is paid by a means other than the use of postage stamps:

- a. In a private mailbox bearing a return address that matches the address at the point of pick up, when the customer or business is known to reside or do business at that location.
- b. At a Postal Service retail counter.
- c. Into a Postal Service lobby drop.
- d. In a collection box.
- e. At a Contract Postal Unit (CPU).
- f. At a USPS-Approved Shipper location.

**255.12 Items Not Eligible for Deposit or Pickup**

Customers must present the following First-Class Package International Service items requiring a customs form to an employee at a Post Office retail service counter. Deposit and pickup methods listed in [255.11](#) are prohibited. The Postal Service will return improperly presented items to the sender for proper entry and acceptance.

- a. Any item bearing a customs form and paid with only postage stamps.
- b. Any item bearing a handwritten customs form.
- c. Any item bearing a customs form that was not computer-generated.
- d. Any item for which the customs data was not electronically transmitted.

**255.2 Items Paid With a Permit Imprint**

Mailers who enter volume mailings paid with a permit imprint under [253.22](#) must enter such items through a business mail entry unit (BMEU) or, when

authorized by the district BMEU manager, through a detached mail unit (DMU) at a mailer's plant.

## 260 Direct Sacks of Printed Matter to One Addressee (M-bags)

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### 261 Description

#### 261.1 General

M-bags are defined as direct sacks of printed matter (see [261.22](#)) sent to a single foreign addressee at a single address. There are three types of M-bags: Airmail M-bags, International Priority Airmail (IPA) M-bags, and International Surface Air Lift (ISAL) M-bags. All M-bags are subject to the following conditions of mailing:

- a. Maximum weight of a sack: 66 pounds (including the tare weight of the sack). Lower maximum weights apply to certain countries. See the Individual Country Listings.
- b. Availability: All destinations that are referenced in the Individual Country Listings for Airmail M-bags, in [Exhibit 292.452](#) for IPA M-bags, and in [Exhibit 293.452](#) for ISAL M-bags.
- c. Identification: PS Tag 158, *M-bag Addressee Tag*, must be completed and attached to the neck of the sack.
- d. Postage: The applicable postage for Airmail M-bags, International Priority Airmail (IPA), and International Surface Air Lift (ISAL) must be affixed to PS Tag 158.
- e. Extra services: Certificate of mailing is available. Registry and insurance are not available.

#### 261.2 Eligibility

##### 261.21 Printed Matter

Printed matter is admissible in M-bags. Articles that meet the definition of "printed matter" include newspapers, magazines, journals, books, sheet music, catalogs, directories, commercial advertising, and promotional matter. "Printed matter" is defined as follows:

- a. Papers upon which words, letters, characters, figures, images, or any combinations thereof appear.
- b. Papers that do not have the character of a bill or statement of account.
- c. Papers that do not have the character of current and personal correspondence.

##### 261.22 Other Articles

Certain other articles may be enclosed in M-bags, provided that all of the following conditions of mailing are met:

- a. The articles being sent are limited to discs, tapes, and cassettes; commercial samples shipped by manufacturers and distributors; or

other non-dutiable commercial articles or informational materials that are not subject to resale.

- b. The articles are related to the printed matter (see [261.21](#)) with which they are being mailed.
- c. The articles are affixed to or are otherwise combined with the accompanying printed matter.
- d. The combined weight of each printed matter mailpiece and the related articles may not exceed 4 pounds.
- e. The M-bag must be accompanied by a fully completed PS Form 2976, *Customs Declaration CN 22 – Sender’s Declaration*, which is to be affixed to PS Tag 158, *M-bag Addressee Tag*.

#### 261.23 **Mail Not Sealed Against Inspection**

M-bags are not sealed against inspection. Regardless of physical closure, the mailing of an M-bag, including an airmail, IPA, or ISAL M-bag, constitutes consent by the mailer to inspection of the contents.

### 262 **Postage Prices and Fees**

#### 262.1 **Airmail M-bags**

Airmail M-bags may contain any type of allowable printed matter and certain other articles (see [261.22](#)). See the Individual Country Listings for the Price Group and maximum weight limit for each country. Each Airmail M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 11 pounds.

#### 262.2 **International Priority Airmail (IPA) M-bags**

IPA M-bags that are entered in conjunction with an IPA mailing (see [292](#)) may contain all types of allowable printed matter and certain other items (see [261.22](#)). See [Notice 123](#), *Price List*, for the postage price that applies to M-bags mailed to each IPA destination country. Each full-service IPA M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 11 pounds. Each International Service Center (ISC) drop shipment IPA M-bag that weighs 5 pounds or less is charged the applicable 5-pound price; a bag that exceeds 5 pounds is charged the applicable 5-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 5 pounds.

#### 262.3 **International Surface Air Lift (ISAL) M-bags**

ISAL M-bags that are entered in conjunction with an ISAL mailing (see [293](#)) may contain all types of allowable printed matter and certain other articles (see [261.22](#)). See [Notice 123](#), *Price List*, for the postage price that applies to M-bags mailed to each ISAL destination country. Each full-service ISAL M-bag that weighs 11 pounds or less is charged the applicable 11-pound price; a bag that exceeds 11 pounds is charged the applicable 11-pound price and the applicable per-pound price for each additional

pound or fraction of a pound over 11 pounds. Each International Service Center (ISC) drop shipment ISAL M-bag that weighs 5 pounds or less is charged the applicable 5-pound price; a bag that exceeds 5 pounds is charged the applicable 5-pound price and the applicable per-pound price for each additional pound or fraction of a pound over 5 pounds.

#### 262.4 **Postage Calculation**

The amount of postage paid by the mailer is determined by the weight of the sack's contents, rounded to the next whole pound. For example, if the total weight of the printed matter in an M-bag is 23.2 pounds, exclusive of the tare weight of the sack, the postage computation is based on a total content weight of 24 pounds.

#### 262.5 **Stamps, Postage Evidencing Systems, PVI Labels, or Permit Imprint**

M-bag postage can be paid by the following means:

- a. By affixing postage stamps, meter stamps, PC Postage, or a postage validation imprinter (PVI) label to PS Tag 158, *M-bag Addressee Tag*.
- b. By placing a permit imprint on PS Tag 158, *M-bag Addressee Tag*, and making payment through an advance deposit account. Only the applicable permit imprint formats shown in Exhibit 152.44 are acceptable. When this method of payment is used, the minimum quantity requirement (i.e., 200 pieces or 50 pounds) that is normally a prerequisite for permit imprint usage (see [152.63](#)) does *not* apply. The postage amount must be accounted for on PS Form 3700, *Postage Statement — International Mail*.

### 263 **Weight and Size Limits**

#### 263.1 **Weight Limits**

There is no minimum weight requirement for the entry of Airmail M-bags, IPA M-bags, or ISAL M-bags. The maximum weight limit for M-bags is 66 pounds, which includes the tare weight of the sack. Lower maximum weights apply to certain countries. See the Individual Country Listings.

#### 263.2 **Size Limits**

There are no defined size limits so long as articles being sent can be enclosed in the mailbag.

### 264 **Mail Preparation**

#### 264.1 **Marking**

Printed matter, or printed matter in combination with merchandise items, must be placed into one or more individual packages bearing the name and address of the sender and addressee. Each package must be marked "POSTAGE PAID — M-BAG."

**264.2 Sacking and Labeling****264.21 Equipment**

The sacks and mailing tags (i.e., PS Tag 158) needed for M-bag entry can be obtained from local Post Office facilities. Airmail pouches, if available, will be furnished to customers who intend to utilize that type of M-bag service.

**264.22 Tagging**

PS Tag 158, *M-bag Addressee Tag*, must be completed for all types of M-bags and attached to the neck of the sack. It must bear the requisite amount of stamped or meter postage or the sender's authorized permit imprint or indicia (see [262.4](#)). For IPA M-bags, mailers must also attach PS Tag 115, *International Priority Airmail*. For ISAL M-bags, mailers must also attach PS Tag 155, *Surface Airlift Mail*.

**264.23 Multiple Sacks to One Addressee**

If multiple sacks are sent to the same foreign addressee, PS Tag 158 must be marked with an identifiable fraction such as 1/5, 2/5, 3/5, etc.

**264.24 Country Destination Name**

The Post Office facility must label the sack with the name of the country of destination in large letters and the name of the U.S. dispatching exchange office in small letters (for example, Great Britain via New York), and send it to that exchange office for dispatch to destination.

**264.3 Customs Forms Required**

M-bags must be accompanied by a fully completed PS Form 2976, which is to be affixed to PS Tag 158, M-bag Addressee Tag. The maximum allowable value is \$400. When paying with a permit imprint, mailers must electronically transmit customs data by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software. To request information about either of these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).

**265 Extra Services**

Certificate of mailing is available. Insurance, Registered Mail service, and return receipt service are not available with M-bags.

## 270 Free Matter for the Blind or Other Physically Handicapped Persons

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**271 Description****271.1 General**

Subject to the standards below and DMM 703, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. Matter for the blind in international mail is limited to the following:

- a. Books, periodicals, and other matter (including unsealed letters) impressed in Braille or other special type for the use of the blind.
- b. Plates for embossing literature for the blind.
- c. Discs, tapes, or wires bearing voice recordings and special paper intended solely for the use of the blind, provided they are sent by or addressed to an officially recognized institution for the blind.
- d. Sound recordings or tapes that are mailed by a blind person.

#### 271.2 **Eligibility**

Eligible participants must be residents of the United States, which includes territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

#### 271.3 **Matter Sent to or by Blind or Other Physically Handicapped Persons**

Acceptable matter and the conditions for mailing such matter that may be sent free under this standard are limited to the items described in [271](#) and DMM 703.

#### 272 **Postage Prices**

Postage is free for the following eligible items marked “Free Matter for the Blind or Physically Handicapped”:

- a. First-Class Mail International items.
- b. First-Class Package International Service.
- c. Priority Mail International Flat Rate Envelopes.
- d. Priority Mail International Small Flat Rate Priced Boxes.
- e. Priority Mail International parcels weighing up to 15 pounds.

The sender must pay the applicable postage based on the weight and destination (zone) of the article when sending eligible free matter in a Priority Mail International parcel weighing more than 15 pounds, by Global Express Guaranteed service, or by Priority Mail Express International service.

The sender must pay fees for registry service or insurance (see [275](#)).

#### 273 **Weight and Size Limits**

##### 273.1 **Weight Limit**

For First-Class Mail International or First-Class Package International Service items, or for Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes, the weight limit is 4 pounds.

For Priority Mail International items (excluding Flat Rate Envelopes and Small Flat Rate Priced Boxes), the weight limit is 15 pounds.

**Note:** The 15-pound weight limit for Priority Mail International parcels also applies to any USPS-produced Flat Rate packaging that may have higher maximum limits when not mailed as Free Matter for the Blind or Physically Handicapped.

**273.2 Size Limits**

For First-Class Mail International items, see [241.2](#).

For First-Class Package International Service items, see [251.2](#).

For Priority Mail International parcels, see [231.2](#).

**274 Mail Preparation****274.1 Addressing**

See [122](#).

**274.2 Markings**

In addition to the markings required in [244.2](#) for First-Class Mail International items, in [254.2](#) for First-Class Package International Service items, and in [234.2](#) for Priority Mail International parcels, free matter must be marked “Free Matter for the Blind or Handicapped” in the upper right-hand corner of the address side of the mailpiece.

**274.3 Sealing**

Matter for the blind must *not* be sealed, even if registered.

**274.4 Packaging****274.41 Mail Not Sealed Against Inspection**

Free Matter for the Blind or Other Physically Handicapped Persons items mailed under [270](#) are not sealed against inspection (see ASM 274). Items must be prepared in such a way that the contents are protected but inspection of the contents is not hindered.

**274.42 Types of Containers**

The items must be placed in wrappers, in rolls, between cardboard, or in bags, boxes, *unsealed* envelopes, or containers. Dangerous fasteners may not be used. The articles may also be tied with string or twine in a manner that will permit them to be easily untied.

**275 Extra Services**

The sender must pay for extra services for Free Matter for the Blind or Other Physically Handicapped Persons. Only the following extra services are authorized:

- a. Registered Mail service for First-Class Mail International items, First-Class Package International Service items, and Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes.
- b. Insurance service for Priority Mail International parcels up to 15 pounds.

## 276 **Customs Forms Required**

As described in [Exhibit 123.61](#), a fully completed PS Form 2976 or 2976-A must be affixed to each item. The known mailer exemption in IMM [123.62](#) does not apply to free matter for the blind or other physically handicapped persons.

## 280 (Reserved)

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## 290 Commercial Services

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### 291 **(Reserved)**

### 292 **International Priority Airmail (IPA) Service**

#### 292.1 **Description**

##### 292.11 **General**

International Priority Airmail™ (IPA®) service is available for volume mailings of all First-Class Mail International postcards, letters, and large envelopes (flats), and for volume mailings of First-Class Package International Service packages (small packets). The sender must prepare mailpieces in accordance with the shape-based requirements of First-Class Mail International service (see [240](#)) and First-Class Package International Service items (see [250](#)), and the requirements of this subchapter. Separate prices are provided for International Service Center (ISC) drop shipments, presorted mail, and worldwide nonpresort mail. Volume incentives are available through customized agreements.

##### 292.12 **Mail Sealed Against Inspection**

With the exception of M-bags (see [261.23](#)), IPA mailpieces are sealed against inspection.

##### 292.13 **IPA M-bags**

##### 292.131 **IPA M-bags – General**

IPA M-bags (direct sacks of printed matter to one addressee) may be entered in conjunction with an IPA mailing, are subject to the provisions of [260](#), and may be sent to all destination countries that are referenced in [Exhibit 292.452](#). When using this method of mail preparation, the sender must complete PS Tag 115, *International Priority Airmail*, and PS Tag 158, *M-bag Addressee Tag*. Tags must be securely attached to the neck of the sack.

**292.132 IPA M-bags – Customs Forms**

IPA M-bags always require a fully completed PS Form 2976, which is to be affixed to PS Tag 158. Mailers must electronically transmit customs data by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software. To request information about either of these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).

**292.2 Eligibility****292.21 Qualifying Mailpieces**

To qualify for IPA service, a mailpiece must meet the First-Class Mail International characteristics as defined in [141.5](#), or the First-Class Package International Service characteristics as defined in [141.6](#). Mailpieces do not have to be of the same size and weight to qualify. Any item sent with IPA service must conform to the weight and size limits for First-Class Mail International postcards, letters, or large envelopes (flats) as described in [240](#), or for First-Class Package International Service packages (small packets) as described in [250](#).

**292.22 Availability**

IPA service is available to all the foreign countries that are as listed in [Exhibit 292.452](#), which shows the price group assigned to each country.

**292.23 Minimum Quantity Requirements****292.231 Minimum Quantity**

All mailings must meet a minimum weight quantity of 50 pounds. To achieve the 50-pound minimum, mailings may include a combination of presort mail, worldwide nonpresort mail, or M-bags.

**292.232 Presort Eligibility – Full Service**

Only a direct country sack containing a minimum of 3 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

**292.233 Presort Eligibility – ISC Drop Shipment**

Only a direct country sack containing a minimum of 3 pounds or a mixed country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

**292.24 Dutiable Items**

Dutiable items may be sent in accordance with the applicable rules in this subchapter for each respective category of mail. Priority Mail International items, either ordinary or insured, may not be mailed with IPA service.

**292.25 Customs Forms Requirements**

For items requiring a PS Form 2976 (see [123.61](#)), mailers must electronically transmit customs data by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software. To request information about either of these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).

**292.26 Extra Services**

Extra services are not available for items sent with IPA service.

**292.3 Prices and Postage Payment Methods****292.31 Prices**

IPA service has two price options: a presort price with 15 price groups and a worldwide nonpresort price. Both options offer full-service prices for mail deposited at offices other than the drop shipment offices listed in [292.532](#), and drop shipment prices for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in [Notice 123, Price List](#). The per-piece price applies to each piece regardless of its weight. The per-pound price applies to the net weight (gross weight minus tare weight of sack or tray) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

**292.32 Computation of Postage**

Postage is computed on PS Form 3700, *Postage Statement – International Mail*.

**292.321 Computing Worldwide Nonpresort Prices**

Compute postage at the worldwide nonpresort price as follows:

1. Multiply the number of pieces in the mailing by the applicable per-piece price.
2. Multiply the net weight (in whole pounds) of the entire mailing by the applicable per-pound price.
3. Add together the two totals in steps 1 and 2.

**292.322 Computing Presort Prices**

Compute postage at the presorted price as follows:

1. Multiply the number of pieces in the mailing destined for countries in a specific price group by the appropriate per-piece price.
2. Multiply the net weight (in whole pounds) of those pieces by the corresponding per-pound price.
3. Add together the two totals in steps 1 and 2.

**292.33 Postage Payment Methods****292.331 General**

Postage must be paid by postage meter, permit imprint, or precanceled stamps (see DMM 604).

**292.332 Postage Meter**

Payments made by postage meter are subject to the following standards:

- a. *Piece Price*. The applicable per-piece postage shown in [Notice 123, Price List](#), must be affixed to each mailpiece when paying with a meter. A mailer who has an ICM agreement must affix the applicable per-piece postage as set forth in the ICM agreement.
- b. *Pound Price*. Postage for the pound price portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.

- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words “INTERNATIONAL PRIORITY AIRMAIL.”
- d. *Specifications for Endorsement.* The endorsement required in [292.332c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may appear in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the applicable First-Class Mail International or First-Class Package International Service single-piece price.
- f. *Drop Shipment of Meter Mail.* A mailer who wants to enter meter IPA mail at a Post Office facility other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM 705).

#### 292.333 **Precanceled Stamps**

Payments made by precanceled stamps are subject to the following standards:

- a. *Piece Price.* The same denomination of stamp must be affixed to every piece in the mailing.
- b. *Pound Price.* Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words “INTERNATIONAL PRIORITY AIRMAIL.”
- d. *Specifications for Endorsement.* The endorsement required in [292.333c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the precanceled stamp. The endorsement may not be typewritten or hand-drawn. The is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the applicable First-Class Mail International or First-Class Package International Service single-piece price.

#### 292.334 **Permit Imprint**

Mailers may use a permit imprint for mailings that contain identical-weight pieces. Any of the permit imprint formats shown in [Exhibit 152.64](#) is acceptable but must include the “INTL PRIORITY AIRMAIL” rate marking. Postage is calculated as described in [292.32](#) and is deducted from the mailer’s advance deposit account. Permit imprints must not denote bulk

mail, nonprofit, or other domestic or special mail. Mailers may use permit imprint with nonidentical-weight pieces only if authorized to use postage mailing systems under DMM 705.

## 292.4 Mail Preparation

### 292.41 Addressing and Return Address

IPA mailpieces are subject to the addressing requirements contained in [122](#), including the requirement of a U.S.-origin return address as defined in [122.2](#).

- a. *Exception — Canada:* IPA items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See [122.1j](#) for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. *Exception — Direct Country Sacks:* IPA letter-size and flat-size pieces not requiring a customs form prepared in direct country sacks (see [292.461](#)) are not subject to the interline addressing requirement that is specified in [122.1d](#). At the sender's risk, the English translation of the destination post office or city name may be omitted from an address that is printed in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (for example, Japan) is still required on the individual mailpieces.

### 292.42 Marking

#### 292.421 Letter-Size and Flat-Size Mailpieces

The sender should mark "PAR AVION" or "AIR MAIL" on the address side of each piece. Alternatively, the user may use a bordered airmail envelope that contains an "AIR MAIL" endorsement.

#### 292.422 Packages (Small Packets)

Items that might be mistaken for another class of mail because of their size, weight, or appearance should be marked "LETTER-POST" on the address side.

### 292.43 Sealing and Packaging

#### 292.431 Mixed Country and Worldwide Nonpresort Price

All IPA mailpieces entered at the mixed country and worldwide nonpresort price must meet the sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#), and for First-Class Package International Service under IMM [254.3](#) and [254.4](#).

#### 292.432 Direct Country Price

Mailers must meet the following sealing and packaging standards for IPA mail entered at the direct country price:

- a. *Letters.* Letter-size mailpieces entered at the direct country price must meet one of the following requirements:
  - (1) The sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#).
  - (2) The physical standards of a machinable letter under DMM 201.3.

- b. *Flats*. Flat-size mailpieces entered at the direct country price must meet the sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#).
- c. *Small Packets*. Package-size mailpieces (small packets) entered at the direct country price must meet the sealing and packaging methods for First-Class Package International Service under IMM [254.3](#) and [254.4](#).

#### 292.44 **Physical Characteristics and Requirements for All Bundles**

The following standards apply:

- a. *Thickness*. Bundles of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick). Bundles of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.
- b. *Securing Bundles*. Each bundle must be securely tied to withstand normal transit. Placing rubber bands around the length and then the girth is the preferred method of securing bundles of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing bundles of flat-size mail.
- c. *Separation of Bundles*. Letter-size and flat-size mail must be bundled separately.
- d. *Facing of Pieces*. All pieces in bundles must be faced in the same direction.

**Note:** Parcel-size pieces do not require bundling.

#### 292.45 **Sortation**

##### 292.451 **Presort Mailings — General**

Follow these steps when preparing IPA presort mail:

- a. *Full Service*.
  - (1) Mail that is addressed to an individual country and that contains 3 pounds or more must be sorted into direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered at the worldwide nonpresort price. Mailers must bundle letter-size and flat-size pieces as defined in [292.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Parcel-size pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack.
  - (2) Mailers must sack separately items bearing customs forms from items not bearing customs forms. Each type of sack must individually meet the 3-pound minimum to qualify.
- b. *ISC Drop Shipment — Direct country sacks*.
  - (1) Mail that is addressed to an individual country and that contains 3 pounds or more must be sorted into direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered at the mixed country or worldwide nonpresort price. Mailers must bundle letter-size and flat-size pieces as defined in [292.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled

within each of these categories. Parcel-size pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack.

- (2) Mailers must sack separately items bearing customs forms from items not bearing customs forms. Each type of sack must individually meet the 3-pound minimum to qualify.
- c. *ISC Drop Shipment – Mixed country sacks.* Mixed country sacks can be prepared only after all possible direct country sacks have been prepared. Only countries in price groups 11–15 are eligible for mixed country sack pricing – see [Notice 123](#), *Price List*, for the IPA price group for each country. Mailers must prepare mixed country sacks for items that contain 5 pounds or more and that are destined for an individual country within the same price group. Mail that ultimately cannot be made up into direct country sacks or mixed country sacks must be prepared and entered at the worldwide nonpresort price. Mailers must bundle letter-size and flat-size pieces as defined in [292.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Parcel-size pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack.

**Note:** There are separate preparation requirements for mail to Canada. See [292.47](#).

292.452 **Presorted Mail – Direct Country Bundle Label**

Only letter-size and flat-size direct country bundles prepared for mixed country sacks require a label (facing slip). Mailers must complete the label and place it on the address side of the top piece of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for IPA service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See [Exhibit 292.452](#).)

Line 2: Country Labeling Name. (See [Exhibit 292.452](#).)

Line 3: Mailer, Mailer Location (City and State).

**Example:**

VIE
AUSTRIA
ABC COMPANY WASHINGTON DC

Exhibit 292.452 (p. 1)

**IPA Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
Afghanistan	KBL	15
Albania	TIA	12
Algeria	ALG	15
Andorra, via Spain	MAD	11
Angola	LAD	15
Anguilla	AXA	13
Antigua and Barbuda	ANU	13
Argentina	BUE	13
Armenia	EVN	15
Aruba	AUA	13
Ascension, via Great Britain	LON	12
Australia <sup>1</sup>	SYD	9
Austria	VIE	11
Azerbaijan	BAK	15
Bahamas	NAS	13
Bahrain	BAH	15
Bangladesh	DAC	15
Barbados	BGI	13
Belarus	MSQ	12
Belgium	BRU	11
Belize	BZE	13
Benin	COO	15
Bermuda	SGE	13
Bhutan, via Great Britain	LON	15
Bolivia	LPB	13
Bosnia-Herzegovina	SJJ	12
Botswana	GBE	15
Brazil	CWB	13
British Virgin Islands	RAD	13
Brunei Darussalam	BWN	14
Bulgaria	SOF	12
Burkina Faso	OUA	15
Burma (Myanmar)	RGN	15
Burundi	BJM	15
Cambodia	PNH	14
Cameroon	DLA	15
Canada	See <a href="#">292.47</a> Canadian Labeling Information	1
Cape Verde	RAI	15
Cayman Islands	GCM	13
Central African Republic	BGF	15
Chad	NDJ	15
Chile	SCL	13

Exhibit 292.452 (p. 2)

**IPA Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
China	BJS	14
Colombia	BOG	13
Comoros Islands, via France	CDG	15
Congo, Dem. Rep. of the	FIH	15
Congo, Rep. of the	BZV	15
Cook Islands	RAR	11
Costa Rica	SJO	13
Cote d'Ivoire	ABJ	15
Croatia	ZAG	12
Cuba <sup>2</sup>	—	13
Curacao (includes Bonaire, Saba, and Sint Eustatius)	CUR	13
Cyprus	LCA	15
Czech Republic	PRG	12
Denmark	CPH	11
Djibouti	JIB	15
Dominica	DOM	13
Dominican Republic	SDQ	13
Ecuador	UIO	13
Egypt	CAI	15
El Salvador	SAL	13
Equatorial Guinea	SSG	15
Eritrea	ASM	15
Estonia	TLL	12
Ethiopia	ADD	15
Falkland Islands, via Great Britain	LON	13
Faroe Islands, via Denmark	CPH	12
Fiji	NAN	14
Finland	HEL	11
France <sup>3</sup>	CDG	5
French Guiana	CAY	13
French Polynesia	FAA	14
Gabon	LBV	15
Gambia	BJL	15
Georgia, Republic of	TBS	15
Germany	FRA	4
Ghana	ACC	15
Gibraltar	GIB	11
Great Britain (includes England, Scotland, Wales, Northern Ireland, Guernsey, Jersey, Alderney, Sark, and The Isle of Man)	LON	3
Greece	ATH	11
Greenland, via Denmark	CPH	11
Grenada	GND	13

Exhibit 292.452 (p. 3)

**IPA Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
Guadeloupe	PTP	13
Guatemala	GUA	13
Guinea	CKY	15
Guinea-Bissau	OXB	15
Guyana	GEO	13
Haiti	PAP	13
Honduras	TGU	13
Hong Kong	HKG	14
Hungary	BUD	12
Iceland	REK	11
India	DEL	15
Indonesia	JKT	14
Iran <sup>2</sup>	—	15
Iraq	BGW	15
Ireland	DUB	11
Israel	TLV	11
Italy	MIL	7
Jamaica	KIN	13
Japan	NRT	10
Jordan	AMM	15
Kazakhstan	ALA	15
Kenya	NBO	15
Kiribati	TRW	14
Korea, Democratic People's Republic of (North), via Hong Kong <sup>2</sup>	—	14
Korea, Republic of (South)	SEL	14
Kosovo, Republic of	PRN	12
Kuwait	KWI	15
Kyrgyzstan	FRU	12
Laos	VTE	14
Latvia	RIX	12
Lebanon	BEY	15
Lesotho	MSU	15
Liberia	MLW	15
Libya	TIP	15
Liechtenstein, via Switzerland	ZRH	11
Lithuania	VNO	12
Luxembourg	LUX	11
Macao	MFM	12
Macedonia	FRA	12
Madagascar	TNR	15
Malawi	LBE	15
Malaysia	KUL	14
Maldives	MLE	15
Mali	BKO	15
Malta	MAR	15

Exhibit 292.452 (p. 4)

**IPA Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
Martinique	FDL	13
Mauritania	NKC	15
Mauritius	MRU	15
Mexico	MEX	2
Moldova	KIV	15
Monaco	MON	5
Mongolia	ULN	14
Montenegro	TGD	13
Montserrat	MNI	13
Morocco	CAS	15
Mozambique	MPM	15
Namibia	WDH	15
Nauru	INU	14
Nepal	KTM	14
Netherlands	AMS	8
New Caledonia	NOU	14
New Zealand <sup>4</sup>	AKL	11
Nicaragua	MGA	13
Niger	NIM	15
Nigeria	LOS	15
Norway	OSL	11
Oman	MCT	15
Pakistan	ISB	15
Panama	PTY	13
Papua New Guinea	BOR	14
Paraguay	ASU	13
Peru	LIM	13
Philippines	MNL	14
Pitcairn Island, via New Zealand	AKL	14
Poland	WAW	12
Portugal (includes Azores and Madeira Islands)	LIS	11
Qatar	DOH	15
Reunion	RUN	15
Romania	BUH	12
Russia	MOW	12
Rwanda	KGL	15
Saint Christopher and Nevis	SKB	13
Saint Helena, via Great Britain	LON	15
Saint Lucia	SLU	13
Saint Pierre and Miquelon, via Canada	See <a href="#">292.47</a> Canadian Labeling Information	13
Saint Vincent and The Grenadines	KTN	13
San Marino, via Italy	MIL	11

Exhibit 292.452 (p. 5)

**IPA Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
Sao Tome and Principe, via Portugal	LIS	12
Saudi Arabia	DMM	15
Senegal	DKR	15
Serbia, Republic of	BEG	12
Seychelles	SEZ	15
Sierra Leone	FNA	15
Singapore	SIN	14
Sint Maarten	SXM	13
Slovak Republic (Slovakia)	BTS	12
Slovenia	LJU	12
Solomon Islands	HIR	14
Somalia	Service Suspended	15
South Africa	JNB	15
Spain (includes Canary Islands)	MAD	11
Sri Lanka	CMB	15
Sudan <sup>2</sup>	—	15
Suriname	PBM	13
Swaziland	MTS	15
Sweden	STO	11
Switzerland	ZRH	6
Syria <sup>2</sup>	—	15
Taiwan	TPE	14
Tajikistan	DYU	15
Tanzania	DAR	15
Thailand	BKK	14
Timor-Leste, Democratic Republic of	DIL	14
Togo	LFW	15
Tonga	TBU	14
Trinidad and Tobago	POS	13
Tristan da Cunha, via South Africa	JNB	15
Tunisia	TUN	15
Turkey	IST	12
Turkmenistan	ASB	12
Turks and Caicos Islands	GDT	13
Tuvalu, via Fiji	NAN	14
Uganda	KLA	15
Ukraine	IEV	15
United Arab Emirates	DXB	15
Uruguay	MVD	13
Uzbekistan	TAS	15
Vanuatu	VLJ	14
Vatican City	VAT	11
Venezuela	CCS	13

Exhibit 292.452 (p. 6)

**IPA Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
Vietnam	SGN	14
Wallis and Futuna Islands, via New Caledonia	NOU	14
Western Samoa	APW	14
Yemen	SAH	15
Zambia	LUN	15
Zimbabwe	HRE	15

- 1 *At the mailer's option, a finer sortation for IPA items addressed to Australia may be used. If this option is chosen, items addressed with postal codes beginning with 0, 1, 2, 4, and 9 and uncoded mail should be sorted and packaged to Sydney. Direct country sacks should be tagged to Sydney as well. Both the three-letter exchange office code ("SYD") and the country name ("Australia") should be entered in the "To" block of PS Tag 178, Airmail Bag Label LC (CN 35/AV 8) (white), or of the February 2013 edition of PS Tag 115, International Priority Airmail. Items addressed with postal codes beginning with 3, 5, 6, 7, and 8 should be sorted and packaged to Melbourne. Direct country sacks should be tagged to Melbourne as well. Both the three-letter exchange office code ("MEL") and the country name ("Australia") should be entered in the "To" block of PS Tag 178 or of the February 2013 edition of PS Tag 115.*
- 2 *Service temporarily suspended.*
- 3 *For all destinations to France other than Monaco. For Monaco, see the entry for Monaco in this exhibit.*
- 4 *For all destinations to New Zealand other than Cook Islands. For Cook Islands, see the entry for Cook Islands in this exhibit.*

**292.453 Worldwide Nonpresort Mail — Bundles**

Mailers must bundle letter-size and flat-size pieces as defined in [292.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Parcel-size pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack. Labels (facing slips) are not required on any bundles.

**292.46 Sacking Requirements****292.461 Direct Country Sack (3 Pounds or More)**

The following standards apply:

- a. *General.* Mailers must sack separately items bearing customs forms from items not bearing customs forms. When there are 3 pounds or more of mail addressed to the same country, the mail must be enclosed in a direct country sack. All types of mail, including letter-size bundles, flat-size bundles, and loose items, can be commingled in the same sack for each destination and counted toward the 3-pound minimum, provided items bearing customs forms are sacked separately from items not bearing customs forms. The maximum weight of the sack and contents must not exceed 66 pounds.
- b. *Direct Country Sack/Container Tags Issued Before February 2013.* For each direct country sack, the mailer must do the following:
  - (1) Complete PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8) (white)*, which is a white tag designed to route the sack to a specific country. The mailer must complete the "To" block showing the destination country and the foreign office of exchange code as

listed in [Exhibit 292.452](#). In addition, mailers must apply to the tag a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov). Postal Service personnel — not the mailer — must complete the blocks for date, weight, and dispatch information.

- (2) Complete PS Tag 115, *International Priority Airmail*, which is a pink tag that identifies the mail to ensure it receives priority handling. On the back of PS Tag 115, the mailer must specify the price group as listed in [Exhibit 292.452](#).
  - (3) Attach both PS Tag 178 and PS Tag 115 to the neck of the sack.
- c. *Direct Country Sack Tags Issued February 2013*. For each direct country sack, the mailer must do the following:
- (1) Complete both sides of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must check the appropriate box to indicate if the sack contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in [Exhibit 292.452](#), and the price group as listed in [Exhibit 292.452](#). Also, the mailer must apply to the front side of the tag a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the destination office of exchange, and the serial number of the sack. (To request technical specifications for the barcode, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).) On the reverse side of the tag, the mailer must indicate the sack/container label number and the total number of sacks/containers in the mailing.
  - (2) Attach PS Tag 115 to the neck of the sack.
- d. *Direct Country Sack Label*. Mailers who claim the ISC drop shipment price and enter their mail at an authorized drop shipment location under [292.532](#) are not required to prepare sack labels. Mailers who claim the full-service price must complete sack labels as follows (see [Exhibit 292.461](#) for the list of U.S. Exchange Offices):
- Line 1: Appropriate U.S. Exchange Office and Routing Code  
 Line 2: Contents — DRX COUNTRY  
 Line 3: Mailer, Mailer Location

**Example:**

ISC NEW YORK NY 003
IPA — DRX COUNTRY
ABC STORE ALBANY NY

Exhibit 292.461

**Labeling of IPA Mail to Postal Service Exchange Offices (Full-service only)**

<b>IPA Acceptance Office 3-Digit ZIP Code Prefix</b>	<b>U.S. Exchange Office and Routing Code for Line 1</b>
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–477	ISC NEW YORK NY 003
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570–577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–731, 733–741, 743–799, 885	ISC CHICAGO IL 60290
590–599, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999	ISC SAN FRANCISCO CA 94013
850–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936 967–969	ISC LOS ANGELES CA 900 P&DC HONOLULU HI 967

292.462 **Mixed Country Sacks (5 Pounds or More – ISC Drop Shipment Only)**

The following standards apply:

- a. *General.* When mail is prepared under the ISC drop shipment option, direct country bundles destined to a specific country that cannot be made up in direct country sacks must be prepared in a mixed country sack. A mixed country sack must be prepared for each price group. Only countries in price groups 11 through 15 are eligible for this price. The maximum weight of the sack and the contents must not exceed 66 pounds.
- b. *Mixed Country Sack Tags Issued Before February 2013.* The mailer must affix PS Tag 115, *International Priority Airmail*, to mixed country sacks. PS Tag 115 identifies the mail to ensure it receives priority handling. The mailer must specify the price group on the back of PS Tag 115.
- c. *Mixed Country Sack Tags Issued February 2013.* For each mixed country sack, the mailer must do the following:
  - (1) Complete both sides of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the price group as listed in [Exhibit 292.452](#) followed by the word “Mixed” (e.g., “14-Mixed”). On the reverse side of the tag, the mailer must indicate the sack/container number and the total number of sacks/containers in the mailing.
  - (2) Attach PS Tag 115 to the neck of the sack.

292.463 **Worldwide Nonpresort Mail Sacks**

The following standards apply:

- a. *General.* The working bundles of mixed country mail and loose items must be enclosed in sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in

trays if authorized by the acceptance office. The maximum weight of the sack and the contents must not exceed 66 pounds.

**Note:** Working bundles of mixed country mail cannot be enclosed in mixed country sacks.

- b. *Worldwide Nonpresort Mail Sack Tags Issued Before February 2013.* The mailer must affix PS Tag 115, *International Priority Airmail*, to worldwide nonpresort sacks. PS Tag 115 identifies the mail to ensure it receives priority handling. The mailer must specify “WW” (for “worldwide”) on the back of PS Tag 115.
- c. *Worldwide Nonpresort Mail Sack/Container Tags Issued February 2013.* For each worldwide nonpresort mail sack/container, the mailer must do the following:
  - (1) Complete both sides of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the foreign office of exchange code as listed in [Exhibit 292.452](#), and must use the abbreviation “WW” (for “worldwide”) for the price group. On the reverse side of the tag, the mailer must indicate the sack/container number and the total number of sacks/containers in the mailing.
  - (2) Attach PS Tag 115 to the neck of the sack.
- d. *Worldwide Nonpresort Sack Label.* Mailers who claim the ISC drop shipment price and enter their mail at an authorized drop shipment location under [292.532](#) are not required to prepare sack labels. Mailers who claim the full service price must complete sack labels as follows (see [Exhibit 292.461](#) for the list of U.S. Exchange Offices):  
 Line 1: Appropriate U.S. Exchange Office and Routing Code  
 Line 2: Contents WKG  
 Line 3: Mailer, Mailer Location

**Example:**

ISC MIAMI FL	33112
IPA — WKG	
ABC COMPANY MIAMI FL	

292.47 **Mail Preparation for Canada**

Mailers must sack separately items bearing customs forms from items not bearing customs forms. Mailers must prepare letter-size, flat-size, and package-size items destined to Canada in separate containers as defined in items a through c. To qualify for the presort price, the same eligibility requirements apply as for full service (see [292.232](#)) or ISC drop shipment (see [292.233](#)). If the total mailing contains less than 3 pounds of mail for Canada, then the mail qualifies only for the worldwide nonpresort price but may be included with mail for other countries. Mailings that exclusively contain worldwide nonpresort mail to Canada must have a 50-pound minimum, and mailers must prepare them under [292.453](#) and [292.463](#).

Mailers must prepare presorted IPA mail (full-service price and ISC drop shipment price) to Canada as follows:

- a. *Letter-Size and Flat-Size Mail.* For each direct country tray of letter-size or flat-size mail, the mailer must do the following:
  - (1) *Mail Preparation.* Prepare letter-size items in letter trays, either 1-foot or 2-foot, depending on volume. Prepare flat-size items in flat trays. Face all letter-size items and flat-size items in the same direction. Ensure that all trays are full enough to keep the mail from mixing during transportation. Cover (i.e., “sleeve”) all letter-size and flat-size trays and secure them with strapping. Do not prepare the content of trays in bundles.
  - (2) *Tray Tags for Tags Issued Before February 2013.* The mailer must complete PS Tag 115, *International Priority Airmail*, and must write “Canada” on the front side of the tag. In addition, the mailer must apply to the tag a barcode that indicates the mailer’s permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the tray. To request technical specifications for the barcode, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov). Finally, the mailer must tape PS Tag 115 to the tray sleeve.
  - (3) *Tray Tags for Tags Issued February 2013.* The mailer must complete both sides of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must check the appropriate box to indicate if the tray contains items *with* or *without* customs forms, indicate the destination country as “Canada,” indicate the price group as “1,” and enter the date of mailing, the 10-digit permit number, and the foreign office of exchange code as listed in [Exhibit 292.47](#). In addition, mailers must apply to the front side of the tag a barcode that indicates the mailer’s permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov). On the reverse side of the tag, the mailer must indicate the tray number and the total number of sacks/containers in the mailing. Finally, the mailer must tape the PS Tag 115 to the tray sleeve.
- b. *Packages.* For each direct country tray of letter-size or flat-size mail, the mailer must do the following:
  - (1) *Mail Preparation.* Prepare package-size items (i.e., items that cannot be prepared in trays because of their size or shape) loose in sacks.
  - (2) *Sack Tags for Tags Issued Before February 2013.* On PS Tag 178, *Airmail Bag Label LC (CN 35/AV 8) (white)*, the mailer must write “Canada” in the “To” block of the tag. On PS Tag 115, *International Priority Airmail*, the mailer must write “Canada” on the back of the tag and must apply to PS Tag 115 a barcode that indicates the mailer’s permit number, the product code, the

service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov). Finally, the mailer must affix both PS Tag 178 and PS Tag 115 to the neck of the sack.

- (3) *Sack Tags for Tags Issued February 2013.* The mailer must complete both sides of PS Tag 115, *International Priority Airmail*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must check the appropriate box to indicate if the tray contains items *with* or *without* customs forms, indicate the destination country as “Canada,” indicate the price group as “1,” and enter the date of mailing, the 10-digit permit number, and the foreign office of exchange code as listed in [Exhibit 292.47](#). In addition, mailers must apply to the front side of the tag a barcode that indicates the mailer’s permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov). On the reverse side of the tag, the mailer must indicate the sack number and the total number of sacks/containers in the mailing. Finally, the mailer must attach PS Tag 115 to the neck of the sack.

- c. *Direct Country Container Label.* Mailers who claim the ISC drop shipment price and enter their mail at an authorized drop shipment location under [292.532](#) are not required to use container labels. Mailers who claim the full-service price must complete labels for containers (letter trays, flat trays, or sacks) as follows (see [Exhibit 292.47](#) for the list of Canadian Destinations and U.S. Exchange Offices):

Line 1: Canadian Destination, U.S. Exchange Office Code

Line 2: Contents (i.e., IPA)

Line 3: Mailer, Mailer Location

**Example:**

MONTREAL QC FWD	003
IPA	
ABC COMPANY NEW YORK NY	

Exhibit 292.47

**Canadian Mail Container Labeling Information (Full-service Only)**

<b>ZIP Code of Entry Post Office *</b>	<b>Canadian Destination</b>	<b>U.S. Exchange Office Code</b>	<b>U.S. Exchange Office (or ISC)</b>	<b>Foreign Office of Exchange Code</b>
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–471, 476–477	MONTREAL QC FWD	003	JFK	YMQ
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399, 723	MONTREAL QC FWD	33112	MIA	YMQ
430–469, 472–475, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570–577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–722, 724–731, 733–741, 743–816, 822–831, 840–847, 870–875, 877–885, 893, 897–898	TORONTO ON FWD	60290	ORD	For IPA letters and flats: TOR.  For IPA packages: YTO.
590–599, 820–821, 832–838, 894–895, 937–961, 970–986, 988–999	VANCOUVER BC FWD	94013	SFO	YVR
850–853, 855–857, 859–860, 863–865, 889–891, 900–908, 910–928, 930–936	VANCOUVER BC FWD	90899	LAX	YVR
967–969	VANCOUVER BC FWD	96820	HNL	YVR

\* The “ZIP Code of Entry Post Office” column is relevant only for mailings claimed at the full-service price (i.e., not drop shipped at an ISC) to determine their Canadian destination and U.S. exchange office code container information.

292.5 **Mail Entry and Deposit**292.51 **Separation by Price Group**

The mailer must physically separate the sacks by price group at the time of mailing as indicated on the sack/container tag.

292.52 **Full Service**

Mailings must be deposited at a Post Office facility where bulk mail is accepted and where the mailer holds an advance deposit account or postage meter license.

292.53 **Drop Shipment**292.531 **General**

To qualify for the drop shipment price, mailers must present the mail to one of the locations in [292.532](#). The mailer must pay postage at the drop shipment location either through an advance deposit account or postage meter license at the serving Post Office facility. As an alternative, mailers who are participating in the plant-verified drop shipment (PVDS) program may have the mail verified, accepted, and paid for at the mailer’s plant or at the origin Post Office facility serving the mailer’s plant if authorized under DMM 705. PVDS mail must be transported by the mailer to the drop shipment location, and the mail must be accompanied by PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*.

292.532 **Drop Shipment Locations**

Drop shipments are available through the offices noted in [Exhibit 292.532](#).

**Note:** California, Illinois, and New York locations accept both “cleared” mail (mail that has been previously presented and paid for at a BMEU) and “uncleared” mail (mail that *has* not been previously presented and paid for at a BMEU). For Florida locations, refer to footnotes 1 and 2 for special requirements.

Exhibit 292.532

**IPA Drop Shipment Locations**

State	Facility
California	LOS ANGELES ISC US POSTAL SERVICE 5800 W CENTURY BLVD LOS ANGELES CA 90009-9998  SAN FRANCISCO ISC US POSTAL SERVICE 660 W FIELD RD SAN FRANCISCO CA 94128-3161
Florida	MIAMI ISC <sup>1</sup> US POSTAL SERVICE 11698 NW 25TH ST MIAMI FL 33112-9997  MIAMI PROCESSING AND DISTRIBUTION CTR <sup>2</sup> US POSTAL SERVICE 2200 NW 72ND AVE MIAMI FL 33152-9997
Illinois	JT WEEKER ISC US POSTAL SERVICE 11600 W IRVING PARK RD CHICAGO IL 60666-9998
New York	JOHN F KENNEDY AIRPORT MAIL CTR US POSTAL SERVICE JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250 JAMAICA NY 11430-9998

1. *This facility accepts cleared IPA mail only.*

2. *This facility accepts cleared and uncleared IPA mail.*

**Note:** For drop shipment locations of ISAL mail, refer to [293.532](#).

293 **International Surface Air Lift (ISAL) Service**

293.1 **Description**

293.11 **General**

International Surface Air Lift<sup>®</sup> (ISAL<sup>®</sup>) service is a bulk mailing system that provides fast, economical international delivery of First-Class Mail International and First-Class Package International Service items. The price is lower than for First-Class Mail International service and First-Class Package International Service. ISAL shipments are flown to the foreign destinations and entered into that country’s surface or nonpriority mail system for delivery. Separate prices are provided for International Service Center (ISC) drop shipments, presorted mail, and nonpresorted mail. Volume incentives are available through customized agreements.

**293.12 Mail Sealed Against Inspection**

With the exception of M-bags (see [261.23](#)), ISAL mailpieces are sealed against inspection.

**293.13 ISAL M-bags****293.131 ISAL M-bags – General**

ISAL M-bags (direct sacks of printed matter to one addressee) may be entered in conjunction with an ISAL mailing, are subject to the provisions of [260](#), and may be sent to all destination countries that are referenced in [Exhibit 293.452](#). When using this method of mail preparation, the sender must complete PS Tag 155, *Surface Airlift Mail*, and PS Tag 158, *M-bag Addressee Tag*. Tags must be securely attached to the neck of the sack.

**293.132 ISAL M-bags – Customs Forms**

ISAL M-bags always require a fully completed PS Form 2976, which is to be affixed to PS Tag 158. Mailers must electronically transmit customs data by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software. To request information about either of these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).

**293.2 Eligibility****293.21 Qualifying Mailpieces**

To qualify for ISAL service, a mailpiece must meet the First-Class Mail International characteristics as defined in [141.5](#), or the First-Class Package International Service characteristics as defined in [141.6](#). Mailpieces do not have to be of the same size and weight to qualify. Any item sent with ISAL service must conform to the weight and size limits for First-Class Mail International postcards, letters or large envelopes (flats) as described in [240](#), or for First-Class Package International Service packages (small packets) as described in [250](#).

**293.22 Availability**

ISAL service is available to all the foreign countries that are listed in [Exhibit 293.452](#), which shows the price group assigned to each country.

**293.23 Minimum Quantity Requirements****293.231 Minimum Quantity**

All mailings must meet a minimum weight quantity of 50 pounds. To achieve the 50-pound minimum, mailings may include a combination of presort mail, worldwide nonpresort mail, or M-bags.

**293.232 Presort Eligibility – Full Service**

Only a direct country sack containing a minimum of 3 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

**293.233 Presort Eligibility – ISC Drop Shipment**

Only a direct country sack containing a minimum of 3 pounds or a mixed country sack containing a minimum of 5 pounds qualifies for the presort price. All remaining mail must be prepared and paid at the worldwide nonpresort price.

**293.24 Dutiable Items**

Dutiable items may be sent in accordance with the applicable rules in this subchapter for each respective category of mail. Priority Mail International items, either ordinary or insured, may not be mailed with ISAL service.

**293.25 Customs Forms Requirements**

For items requiring a customs form (see [123.61](#)), mailers must electronically transmit customs data by using USPS-produced Global Shipping Software (GSS) or other USPS-approved software. To request information about either of these software solutions, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).

**293.26 Extra Services**

Extra services are not available for items sent with ISAL service.

**293.3 Prices and Postage Payment Methods****293.31 Prices**

ISAL service has two price options: a presort price with 15 price groups and a worldwide nonpresort price. Both options offer full-service prices for mail deposited at offices other than the drop shipment offices listed in [293.532](#), and drop shipment prices for mail deposited at one of the drop shipment offices. The per-piece price and per-pound price are shown in [Notice 123, Price List](#). The per-piece price applies to each piece regardless of its weight. The per-pound price applies to the net weight (gross weight minus tare weight of sack) of the mail for the specific price group. Fractions of a pound are rounded to the next whole pound for postage calculation.

**293.32 Computation of Postage**

Postage is computed on PS Form 3700, *Postage Statement — International Mail*.

**293.321 Computing Worldwide Nonpresort Prices**

Compute postage at the worldwide nonpresort price as follows:

1. Multiply the number of pieces in the mailing by the applicable per-piece price.
2. Multiply the net weight (in whole pounds) of the entire mailing by the applicable per-pound price.
3. Add together the two totals in steps 1 and 2.

**293.322 Computing Presort Prices**

Compute postage at the presorted price as follows:

1. Multiply the number of pieces in the mailing destined for countries in a specific price group by the appropriate per-piece price.
2. Multiply the net weight (in whole pounds) of those pieces by the corresponding per-pound price.
3. Add together the two totals in steps 1 and 2.

**293.33 Postage Payment Methods****293.331 General**

Postage must be paid by postage meter, permit imprint, or precanceled stamps (see DMM 604).

**293.332 Postage Meter**

Payments made by postage meter are subject to the following standards:

- a. *Piece Price.* The applicable per-piece postage shown in [Notice 123](#), *Price List*, must be affixed to each mailpiece when paying with a meter. A mailer who has an ICM agreement must affix the applicable per-piece postage as set forth in the ICM agreement.
- b. *Pound Price.* Postage for the pound price portion must be paid either by meter stamp(s) attached to the postage statement or from the mailer's authorized permit imprint advance deposit account.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL SURFACE AIR LIFT" or "ISAL."
- d. *Specifications for Endorsement.* The endorsement required in [292.332c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the meter stamp in either the postal inscription slug area or ad plate area. If the postal endorsement appears in the ad plate area, no other information may appear in the ad plate. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.
- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the applicable First-Class Mail International or First-Class Package International Service single-piece price.
- f. *Drop Shipment of Meter Mail.* A mailer who wants to enter meter ISAL mail at a Post Office facility other than where the meter is licensed must obtain a drop shipment authorization. To obtain an authorization, the mailer must submit a written request to the postmaster at the office where the mail will be entered (see DMM 705).

**293.333 Precanceled Stamps**

Payments made by precanceled stamps are subject to the following standards:

- a. *Piece Price.* The same denomination of stamp must be affixed to every piece in the mailing.
- b. *Pound Price.* Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- c. *Postage Endorsement.* Each piece must be legibly endorsed with the words "INTERNATIONAL SURFACE AIR LIFT" or "ISAL."
- d. *Specifications for Endorsement.* The endorsement required in [293.333c](#) must appear on the address side of each piece and must be applied by a printing press, hand stamp, or other similar printing device. It must appear either above the name of the addressee and to the left or below the postage, or adjacent to the precanceled stamp. The endorsement may not be typewritten or hand-drawn. The endorsement is not considered adequate if it is included as part of a decorative design or advertisement.

- e. *Unmarked Pieces.* Unmarked pieces lacking the postage endorsement are subject to the applicable First-Class Mail International or First-Class Package International Service single-piece price.

293.334 **Permit Imprint**

Mailers may use a permit imprint for mailings that contain identical-weight pieces. Any of the permit imprint formats shown in [152.64](#) is acceptable but must include the “INTL SURFACE AIR LIFT” rate marking. Postage is calculated as described in [293.32](#) and is deducted from the mailer’s advance deposit account. Permit imprints must not denote bulk mail, nonprofit, or other domestic or special mail. Mailers may use permit imprint with nonidentical-weight pieces only if authorized to use postage mailing systems under DMM 705.

293.4 **Mail Preparation**

293.41 **Addressing and Return Address**

ISAL mailpieces are subject to the addressing requirements contained in [122](#), including the requirement of a U.S.-origin return address as defined in [122.2](#).

- a. *Exception — Canada:* ISAL items destined for Canada must have the applicable alphanumeric postcode included in the delivery address. See [122.1j](#) for the address formatting requirements that generally apply to mailpieces sent to Canada.
- b. *Exception — Direct Country Sacks:* ISAL letter-size and flat-size pieces not requiring a customs form prepared in direct country sacks (see [293.461](#)) are not subject to the interline addressing requirement that is specified in [122.1d](#). At the sender’s risk, the English translation of the destination post office or city name may be omitted from an address that is printed in Russian, Greek, Arabic, Hebrew, Cyrillic, Japanese, or Chinese characters. An English translation of the country name (for example, Japan) is still required on the individual mailpieces.

293.42 **Marking**

293.421 **Letter-Size and Flat-Size Mailpieces**

The sender should mark “INTERNATIONAL SURFACE AIR LIFT” or “ISAL” on the address side of each piece. Use of bordered airmail envelopes is prohibited.

293.422 **Packages (Small Packets)**

Items that might be mistaken for another class of mail because of their size, weight, or appearance should be marked “LETTER-POST” on the address side.

293.43 **Sealing and Packaging**

293.431 **Mixed Country and Worldwide Nonpresort Price**

All ISAL mailpieces entered at the mixed country and worldwide nonpresort price must meet the sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#), and for First-Class Package International Service under IMM [254.3](#) and [254.4](#).

293.432 **Direct Country Price**

Mailers must meet the following sealing and packaging standards for ISAL mail entered at the direct country price:

- a. *Letters*. Letter-size mailpieces entered at the direct country price must meet one of the following requirements:
  - (1) The sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#).
  - (2) The physical standards of a machinable letter under DMM 201.3.
- b. *Flats*. Flat-size mailpieces entered at the direct country price must meet the sealing and packaging methods for First-Class Mail International service under IMM [244.3](#) and [244.4](#).
- c. *Small Packets*. Package-size mailpieces (small packets) entered at the direct country price must meet the sealing and packaging methods for First-Class Package International Service under IMM [254.3](#) and [254.4](#).

293.44 **Physical Characteristics and Requirements for All Bundles**

The following standards apply:

- a. *Thickness*. Bundles of letter-size mail should be no thicker than approximately a handful of mail (4 to 6 inches thick). Bundles of flat-size mail may be thicker than 6 inches but must not weigh more than 11 pounds.
- b. *Securing Bundles*. Each bundle must be securely tied to withstand normal transit. Placing rubber bands around the length and then the girth is the preferred method of securing bundles of letter-size mail. Plastic strapping placed around the length and then the girth is the preferred method of securing bundles of flat-size mail.
- c. *Separation of Bundles*. Letter-size and flat-size mail must be bundled separately.
- d. *Facing of Pieces*. All pieces in bundles must be faced in the same direction.

**Note:** Parcel-size pieces do not require bundling.

293.45 **Sortation**293.451 **Presort Mailings — General**

- a. *Full Service*.
  - (1) Mail that is addressed to an individual country and that contains 3 pounds or more must be sorted into direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered at the worldwide nonpresort price. Mailers must bundle letter-size and flat-size pieces as defined in [293.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Parcel-size pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack.
  - (2) Mailers must sack separately items bearing customs forms from items not bearing customs forms. Each type of sack must individually meet the 3-pound minimum to qualify.

- b. *ISC Drop Shipment – Direct country sacks.*
- (1) Mail that is addressed to an individual country and that contains 3 pounds or more must be sorted into direct country sacks. Mail that cannot be made up into direct country sacks must be prepared and entered at the mixed country or worldwide nonpresort price. Mailers must bundle letter-size and flat-size pieces as defined in [293.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Parcel-size pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack.
  - (2) Mailers must sack separately items bearing customs forms from items not bearing customs forms. Each type of sack must individually meet the 3-pound minimum to qualify.
- c. *ISC Drop Shipment – Mixed country sacks.* Mixed country sacks can be prepared only after all possible direct country sacks have been prepared. Only countries in price groups 11–15 are eligible for mixed country sack pricing – see [Notice 123, Price List](#), for the ISAL price group for each country. Mailers must prepare mixed country sacks for items that contain 5 pounds or more and that are destined for an individual country within the same price group. Mail that ultimately cannot be made up into direct country sacks or mixed country sacks must be prepared and entered at the worldwide nonpresort price. Mailers must bundle letter-size and flat-size pieces as defined in [293.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Parcel-size pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack.

293.452 **Presorted Mail – Direct Country Bundle Label**

Only letter-size and flat-size direct country bundles prepared for mixed country sacks require a label (facing slip). Mailers must complete the label and place it on the address side of the top piece of each bundle in such a manner that it will not become separated from the bundle. The pressure-sensitive labels and optional endorsement lines used domestically for presort mail are prohibited for ISAL service. Bundle labels must contain the following information:

Line 1: Foreign Office of Exchange Code. (See [Exhibit 293.452](#).)

Line 2: Country Labeling Name. (See [Exhibit 293.452](#).)

Line 3: Mailer, Mailer Location (City and State).

**Example:**

VIE AUSTRIA ABC COMPANY WASHINGTON DC
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Exhibit 293.452 (p. 1)

**ISAL Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
Albania	TIA	12
Algeria	ALG	15
Angola	LAD	15
Argentina	BUE	13
Aruba	AUA	13
Australia	SYD	9
Austria	VIE	11
Bahrain	BAH	15
Bangladesh	DAC	15
Belgium	BRU	11
Belize	BZE	13
Benin	COO	15
Bolivia	LPB	13
Brazil	SAO	13
Bulgaria	SOF	12
Burkina Faso	OUA	15
Cameroon	DLA	15
Canada	See <a href="#">293.47</a>	1
Central African Republic	BGF	15
Chile	SCL	13
China	BJS	14
Colombia	BOG	13
Congo, Democratic Republic of the	FIH	15
Costa Rica	SJO	13
Cote d'Ivoire (Ivory Coast)	ABJ	15
Cuba <sup>1</sup>	—	13
Curacao (includes Bonaire, Saba, and Sint Eustatius)	CUR	13
Czech Republic	PRG	12
Denmark	CPH	11
Dominican Republic	SDQ	13
Ecuador	GYE	13
Egypt	CAI	15
El Salvador	SAL	13
Ethiopia	ADD	15
Fiji	NAN	14
Finland	HEL	11
France (includes Corsica)	MIM	5
French Guiana	CAY	13
Gabon	LBV	15
Germany	NIA	4
Ghana	ACC	15
Great Britain	LON	3
Greece	ATH	11
Guatemala	GUA	13
Guyana	GEO	13
Haiti	PAP	13
Honduras	TGU	13
Hong Kong	HKG	14

Exhibit 293.452 (p. 2)

**ISAL Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
Hungary	BUD	12
Iceland	REK	11
India	BOM	15
Indonesia	JKT	14
Iran <sup>1</sup>	—	15
Ireland	AHE	11
Israel	TLV	11
Italy	MIL	7
Jamaica	KIN	13
Japan <sup>2</sup>	KIX	10
	KWS	10
Jordan	AMM	15
Kenya	NBO	15
Korea, Rep. of (South)	SEL	14
Kuwait	KWI	15
Lebanon	BEY	15
Liechtenstein	ZRH	11
Luxembourg	LUX	11
Madagascar	TNR	15
Malaysia	KUL	14
Mali	BKO	15
Mauritania	NKC	15
Mauritius	MRU	15
Mexico	MEX	2
Morocco	CAS	15
Mozambique	MPM	15
Netherlands	AMS	8
New Zealand	AKL	11
Nicaragua	MGA	13
Niger	NIM	15
Nigeria	LOS	15
Norway	OSL	11
Oman	MCT	15
Pakistan	KHI	15
Panama	PTY	13
Papua New Guinea	BOR	14
Paraguay	ASU	13
Peru	LIM	13
Philippines	MNL	14
Poland	WAW	12
Portugal	LIS	11
Qatar	DOH	15
Reunion Island	RUN	15
Romania	BUH	12
Russia	MOW	12
Saudi Arabia	DMM	15
Senegal	DKR	15
Singapore	SIN	14
Sint Maarten	SXM	13

Exhibit 293.452 (p. 3)

**ISAL Country Price Groups and Foreign Office of Exchange Codes**

<b>Country Labeling Name</b>	<b>Foreign Office of Exchange Code</b>	<b>Price Group</b>
Slovak Republic (Slovakia)	BTS	12
South Africa	JNB	15
Spain (includes Canary Islands)	MAD	11
Sri Lanka	CMB	15
Sudan <sup>1</sup>	—	15
Suriname	PBM	13
Sweden	STO	11
Switzerland	ZRH	6
Syria <sup>1</sup>	—	15
Taiwan	TPE	14
Tanzania	DAR	15
Thailand	BKK	14
Timor-Leste, Democratic Republic of	DIL	14
Togo	LFW	15
Trinidad and Tobago	POS	13
Tunisia	TUN	15
Turkey	IST	12
Uganda	KLA	15
United Arab Emirates	DXB	15
Uruguay	MVD	13
Venezuela	CCS	13
Yemen	SAH	15
Zambia	NLA	15
Zimbabwe	HRE	15

<sup>1</sup> Service temporarily suspended.<sup>2</sup> To expedite handling, Japan Post has requested that U.S. shippers make the following optional separation of their ISAL mail:

- Mail destined for locations in Japan with post code prefixes 52–93 should be labeled to Osaka International (KIX).
- Mail destined for all other post code prefixes should be labeled to Kawasaki (KWS).
- ISAL mail that is not optionally separated as specified above should be labeled to Kawasaki (KWS).

<sup>3</sup> Includes Bonaire and Curacao.<sup>4</sup> Includes Saba and Saint Eustatius.**293.453 Worldwide Nonpresort Mail – Bundles**

Mailers must bundle letter-size and flat-size pieces as defined in [293.44](#). Letters and flats must be bundled separately, although nonidentical pieces may be commingled within each of these categories. Parcel-size pieces that cannot be bundled because of their physical characteristics must be placed loose in the sack. Labels (facing slips) are not required on any bundles.

**293.46 Sacking Requirements****293.461 Direct Country Sack (3 Pounds or More)**

The following standards apply:

- a. *General.* Mailers must sack separately items bearing customs forms from items not bearing customs forms. When there are 3 pounds or more of mail addressed to the same country, the mail must be enclosed in a direct country sack. All types of mail, including letter-size

bundles, flat-size bundles, and loose items, can be commingled in the same sack for each destination and counted toward the 3-pound minimum, provided items bearing customs forms are sacked separately from items not bearing customs forms. The maximum weight of the sack and contents must not exceed 66 pounds.

b. *Direct Country Sack Tags Issued Before February 2013.* For each direct country sack, the mailer must do the following:

(1) Complete both sides of PS Tag 155, *Surface Airlift Mail*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the destination country and the foreign office of exchange code as listed in [Exhibit 293.452](#). On the back of the tag, the mailer must specify the price group as listed in [Exhibit 293.452](#). In addition, mailers must apply to the tag a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov).

(2) Attach PS Tag 155 to the neck of the sack.

c. *Direct Country Sack Tags Issued February 2013.* For each direct country sack, the mailer must do the following:

(1) Complete both sides of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must check the appropriate box to indicate if the sack contains items *with* or *without* customs forms, identify the destination country, and enter the date of mailing, the 10-digit permit number, the foreign office of exchange code as listed in [Exhibit 293.452](#), and the price group as listed in [Exhibit 293.452](#). In addition, the mailer must apply to the front side of the tag a barcode that indicates the mailer's permit number, the product code, the service type code, the receptacle type, the foreign office of exchange code, and the serial number of the sack. To request technical specifications for the barcode, send an e-mail to [globalbusiness-sales@usps.gov](mailto:globalbusiness-sales@usps.gov). On the reverse side of the tag, the mailer must indicate the sack/container label and the total number of sacks/containers in the mailing.

(2) Attach PS Tag 155 to the neck of the sack.

d. *Direct Country Sack Label.* Mailers who claim the ISC drop shipment price and enter their mail at an authorized drop shipment location under [293.532](#) are not required to prepare sack labels. Mailers who claim the full-service price must complete sack labels as follows (see [Exhibit 293.461](#) for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code

Line 2: Contents — DRX COUNTRY

Line 3: Mailer, Mailer Location

**Example:**

ISC NEW YORK NY 003  
 ISAL — DRX COUNTRY  
 ABC STORE ALBANY NY

Exhibit 293.461

**Labeling of ISAL Mail to Postal Service Exchange Offices (Full-service Only)**

<b>ISAL Acceptance Office 3-Digit ZIP Code Prefix</b>	<b>U.S. Exchange Office and Routing Code for Line 1</b>
005, 010–089, 100–212, 214–268, 270–297, 400–418, 420–427, 470–477	ISC NEW YORK NY 003
006–009, 298–339, 341–342, 344, 346–347, 349–352, 354–399	ISC MIAMI FL 33112
424, 430–469, 478–516, 520–528, 530–532, 534–535, 537–551, 553–567, 570–577, 580–588, 600–620, 622–631, 633–641, 644–658, 660–662, 664–681, 683–693, 700–701, 703–708, 710–714, 716–731, 733–741, 743–799, 885	ISC CHICAGO IL 60290
590–599, 800–816, 820–838, 840–847, 893–895, 897–898, 937–961, 970–986, 988–999	ISC SAN FRANCISCO CA 94013
850–853, 855–857, 859–860, 863–865, 870–875, 877–884, 889–891, 900–908, 910–928, 930–936 967–969	ISC LOS ANGELES CA 900 P&DC HONOLULU HI 967

**293.462 Mixed Country Sacks (5 Pounds or More — ISC Drop Shipment Only)**

The following standards apply:

- a. *General.* When mail is prepared under the ISC drop shipment option, direct country bundles destined to a specific country that cannot be made up in direct country sacks must be prepared in a mixed country sack. A mixed country sack must be prepared for each price group. Only countries in price groups 11 through 15 are eligible for this price. The maximum weight of the sack and the contents must not exceed 66 pounds.
- b. *Mixed Country Sack Tags Issued Before February 2013.* The mailer must affix PS Tag 155, *Surface Airlift Mail*, to mixed country sacks. PS Tag 155 identifies the mail to ensure it receives priority handling. The mailer must specify only the price group on the back of PS Tag 155.
- c. *Mixed Country Sack/Container Tags Issued February 2013.* For each mixed country sack, the mailer must do the following:
  - (1) Complete both sides of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the price group as listed in [Exhibit 293.452](#) followed by the word “Mixed” (e.g. “14-Mixed”). On the reverse side of the tag, the mailer must indicate the sack/container label and the total number of sacks/containers in the mailing.
  - (2) Attach PS Tag 155 to the neck of the sack.

293.463 **Worldwide Nonpresort Mail Sacks**

The following standards apply:

- a. *General.* The working bundles of mixed country mail and loose items must be enclosed in sacks unless other equipment is specified by the acceptance office. Nonpresorted letter-size mail may be presented in trays if authorized by the acceptance office. The maximum weight of the sack and the contents must not exceed 66 pounds.

**Note:** Working bundles of mixed country mail cannot be enclosed in mixed country sacks.

- b. *Worldwide Nonpresort Mail Sack/Container Tags Issued Before February 2013.* Sack tags for worldwide nonpresort sacks must be labeled with PS Tag 155, *Surface Airlift Mail*, which identifies the mail to ensure it receives priority handling. The mailer must specify "WW" (for "worldwide") on the back of PS Tag 155.

- c. *Worldwide Nonpresort Mail Sack Tags Issued February 2013.* For each worldwide nonpresort mail sack, the mailer must do the following:

- (1) Complete both sides of PS Tag 155, *International Surface Air Lift*, which identifies the mail to ensure it receives priority handling. On the front of the tag, the mailer must identify the date of mailing, the 10-digit permit number, and the foreign office of exchange code as listed in [Exhibit 293.452](#), and must use the abbreviation "WW" (for "worldwide") for the price group. On the reverse side of the tag, the mailer must indicate the sack/container number and the total number of sacks/containers in the mailing.

- (2) Attach PS Tag 155 to the neck of the sack.

- d. *Worldwide Nonpresort Sack Label.* Mailers who claim the ISC drop shipment price and enter their mail at an authorized drop shipment location under [293.532](#) are not required to prepare sack labels. Mailers who claim the full-service price must complete sack labels as follows (see [Exhibit 293.461](#) for the list of U.S. Exchange Offices):

Line 1: Appropriate U.S. Exchange Office and Routing Code  
 Line 2: Contents WKG  
 Line 3: Mailer, Mailer Location

**Example:**

ISC MIAMI FL	33112
ISAL — WKG	
ABC COMPANY MIAMI FL	

293.47 **Canadian Sack Labeling Information**

Mailers who claim the ISC drop shipment price and enter their mail at an authorized drop shipment location under [293.532](#) are not required to use sack labels. Mailers who claim the full-service price must complete sack labels as follows (see [Exhibit 293.47](#) for the list of Canadian Destinations and U.S. Exchange Offices):

Line 1: Canadian Destination, U.S. Exchange Office Code

Line 2: Contents (i.e., ISAL)

Line 3: Mailer, Mailer Location

**Example:**

MONTREAL QC FWD	003
ISAL	
ABC COMPANY NEW YORK NY	

Exhibit 293.47

**Canadian Mail Sack Labeling Information (Full-service Only)**

ZIP Code of Entry Post Office *	Canadian Destination	U.S. Exchange Office Code	U.S. Exchange Office (or ISC)	Foreign Office of Exchange Code
005, 010-089, 100-212, 214-268, 270-297, 400-418, 420-427, 470-471, 476-477	MONTREAL QC FWD	003	JFK	YMQ
006-009, 298-339, 341-342, 344, 346-347, 349-352, 354-399, 723	MONTREAL QC FWD	33112	MIA	YMQ
430-469, 472-475, 478-516, 520-528, 530-532, 534-535, 537-551, 553-567, 570-577, 580-588, 600-620, 622-631, 633-641, 644-658, 660-662, 664-681, 683-693, 700-701, 703-708, 710-714, 716-722, 724-731, 733-741, 743-816, 822-831, 840-847, 870-875, 877-885, 893, 897-898	TORONTO ON FWD	60290	ORD	YTO
590-599, 820-821, 832-838, 894-895, 937-961, 970-986, 988-999	VANCOUVER BC FWD	94013	SFO	YVR
850-853, 855-857, 859-860, 863-865, 889-891, 900-908, 910-928, 930-936	VANCOUVER BC FWD	90899	LAX	YVR
967-969	VANCOUVER BC FWD	96820	HNL	YVR

\* The "ZIP Code of Entry Post Office" column is relevant only for mailings claimed at the full-service price (i.e., not drop shipped at an ISC) to determine their Canadian destination and U.S. exchange office code container information.

**293.5 Mail Entry and Deposit****293.51 Separation by Price Group**

The mailer must physically separate the sacks by price group at the time of mailing as indicated on the sack/container tag.

**293.52 Full Service**

Mailings must be deposited at a Post Office facility where bulk mail is accepted and where the mailer holds an advance deposit account or postage meter license.

**293.53 Drop Shipment****293.531 General**

To qualify for the drop shipment price, mailers must present the mail to one of the locations in [293.532](#). The mailer must pay postage at the drop shipment location either through an advance deposit account or postage meter license at the serving Post Office facility. As an alternative, mailers who are participating in the plant-verified drop shipment (PVDS) program may have the mail verified, accepted, and paid for at the mailer's plant or at the origin Post Office facility serving the mailer's plant if authorized under DMM 705. PVDS mail must be transported by the mailer to the drop shipment location, and the mail must be accompanied by PS Form 8125, *Plant-Verified Drop Shipment (PVDS) Verification and Clearance*.

**293.532 Drop Shipment Locations**

Drop shipments are available through the offices noted in [Exhibit 293.532](#).

**Note:** California, Illinois, and New York locations accept both "cleared" mail (mail that has been previously presented and paid for at a BMEU) and "uncleared" mail (mail that has not been previously presented and paid for at a BMEU). For Florida locations, refer to footnotes 1 and 2 for special requirements.

Exhibit 293.532

**ISAL Drop Shipment Locations**

<b>State</b>	<b>Facility</b>
California	LOS ANGELES ISC US POSTAL SERVICE 5800 W CENTURY BLVD LOS ANGELES CA 90009-9998  SAN FRANCISCO ISC US POSTAL SERVICE 660 W FIELD RD SAN FRANCISCO CA 94128-3161
Florida	MIAMI ISC <sup>1</sup> US POSTAL SERVICE 11698 NW 25TH ST MIAMI FL 33112-9997  MIAMI PROCESSING AND DISTRIBUTION CTR <sup>2</sup> US POSTAL SERVICE 2200 NW 72ND AVE MIAMI FL 33152-9997
Illinois	JT WEEKER ISC US POSTAL SERVICE 11600 W IRVING PARK RD CHICAGO IL 60666-9998
New York	JOHN F KENNEDY AIRPORT MAIL CTR US POSTAL SERVICE JOHN F KENNEDY INTERNATIONAL AIRPORT BLDG 250 JAMAICA NY 11430-9998

1. *This facility accepts cleared ISAL mail only.*

2. *This facility accepts cleared and uncleared ISAL mail.*

**Note:** For drop shipment locations of IPA mail, refer to [292.532](#).

294 **(Reserved)**

295 **(Reserved)**

296 **(Reserved)**

297 **Customized Agreements**

297.1 **Description**

The Postal Service provides Global Expedited Package Services (GEPS) customized agreements to Priority Mail Express International and Priority Mail International customers pursuant to the terms and conditions stipulated between the Postal Service and a particular customer.

**297.2 Qualifying Mailers**

To qualify for a GEPS contract, a mailer must be capable, on an annualized basis, of paying at least \$200,000 in international postage to the Postal Service.

**297.3 Criteria**

Each GEPS customized agreement for international mailings must set forth the following:

- a. The type of mail to be tendered by the mailer.
- b. The term of the agreement.
- c. Weight and size limits.
- d. Preparation requirements.
- e. Makeup requirements.
- f. The services to be provided by the Postal Service.
- g. Minimum volume or postage commitment on the part of the mailer.
- h. Postage and method of payment.
- i. The location at which the mailer is required to tender its items to the Postal Service.
- j. Any other obligations of either party.

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