

3 Extra Services

310 Certificate of Mailing

311 Individual Pieces

311.1 Description

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

311.2 Availability

311.21 At Time of Purchase

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

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

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

311.22 After Mailing (Duplicate Copies)

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

311.3 Fees**311.31 Individual Pieces**

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

311.32 Three or More Individual Pieces

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

311.4 Mailer Preparation**311.41 Individual Pieces**

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

311.42 Three or More Individual Pieces

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

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

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

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

312.2 **Availability**

312.21 **At Time of Entry**

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

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

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

312.22 **After Mailing (Duplicate Copies)**

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

312.3 **Fees**

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

312.4 **Mailer Preparation**

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

313 Forms

313.1 Postal Service Forms

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

313.2 Treasury Department Forms

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

313.3 Accepting Clerk's Responsibility for Treasury Department Forms

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

- a. Make sure that the form has been properly completed and that the correct amount of postage has been affixed.
- b. Cancel the stamps with a postmark indicating the current date.
- c. Sign the form.
- d. Return the form to the sender.

313.4 Agriculture Department Forms

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

320 Insurance

321 Global Express Guaranteed Insurance

321.1 Description

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

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

321.2 Availability

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

321.3 Additional Coverage and Fees

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

322 Priority Mail Express International Insurance**322.1 Description**

Priority Mail Express International shipments containing merchandise are insured against loss, damage, or missing contents up to \$200 at no additional charge. Priority Mail Express International shipments containing only nonnegotiable documents are insured against loss, damage, or missing contents up to \$100 at no additional charge. Indemnity is paid by the U.S. Postal Service as provided in [935](#) and in DMM 503 and 609.

322.2 Availability

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

322.3 Additional Coverage and Fees

Additional merchandise insurance coverage above \$200 — up to the maximum amount allowed by the country (see the Individual Country Listings) but never to exceed \$5,000 — may be purchased at the sender's option. See the Individual Country Listings for merchandise insurance limits. The insurance fee is in addition to postage and other applicable fees. See [Notice 123](#), *Price List*, for the fee schedule for optional Priority Mail Express International merchandise insurance coverage.

322.4 Return Receipt Service

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

323 Priority Mail International Insurance**323.1 Description**

For a fee, the sender may purchase insurance to protect against loss, damage, or missing contents for Priority Mail International parcels containing merchandise. Insurance may not be purchased for Priority Mail International Flat Rate Envelopes or Small Flat Rate Priced Boxes. Compensation varies

according to the fee paid. For parcels delivered to the addressee in damaged condition or with missing contents, payment is made to the addressee unless the addressee waives payment, in writing, in favor of the sender.

323.2 **Availability**

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

323.3 **Coverage and Fees**

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

323.4 **Return Receipt**

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

323.5 **Insured Value and Indemnity Claims**

323.51 **Insured Value and Declared Value**

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

323.52 **Indemnity Claims and Payments**

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

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

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

323.6 **Preparation of Insured Priority Mail International Parcels**

323.61 **Mailing Receipt and Insurance Number**

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

323.62 Accepting Clerk's Responsibility

The accepting clerk must do the following:

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

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

- c. See [Exhibit 323.62](#) for a table showing the conversion of U.S. dollar values up to \$600 to SDR equivalents. To determine SDR equivalents above \$600, multiply the insured amount, rounded up to the next full dollar, by the conversion factor of 0.6502.

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

1 U.S. \$ = 0.6502 SDR
1 SDR = \$1.54 (\$1.5379 U.S.)

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

Exhibit 323.62 (p. 1)

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

1 U.S. \$ = 0.6502 SDR 1 SDR = \$1.54 (\$1.5379 U.S.)

US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR
1	0.6502	51	33.1602	101	65.6702	151	98.1802	201	130.6902	251	163.2002
2	1.3004	52	33.8104	102	66.3204	152	98.8304	202	131.3404	252	163.8504
3	1.9506	53	34.4606	103	66.9706	153	99.4806	203	131.9906	253	164.5006
4	2.6008	54	35.1108	104	67.6208	154	100.1308	204	132.6408	254	165.1508
5	3.2510	55	35.7610	105	68.2710	155	100.7810	205	133.2910	255	165.8010
6	3.9012	56	36.4112	106	68.9212	156	101.4312	206	133.9412	256	166.4512
7	4.5514	57	37.0614	107	69.5714	157	102.0814	207	134.5914	257	167.1014
8	5.2016	58	37.7116	108	70.2216	158	102.7316	208	135.2416	258	167.7516
9	5.8518	59	38.3618	109	70.8718	159	103.3818	209	135.8918	259	168.4018
10	6.5020	60	39.0120	110	71.5220	160	104.0320	210	136.5420	260	169.0520
11	7.1522	61	39.6622	111	72.1722	161	104.6822	211	137.1922	261	169.7022
12	7.8024	62	40.3124	112	72.8224	162	105.3324	212	137.8424	262	170.3524
13	8.4526	63	40.9626	113	73.4726	163	105.9826	213	138.4926	263	171.0026
14	9.1028	64	41.6128	114	74.1228	164	106.6328	214	139.1428	264	171.6528
15	9.7530	65	42.2630	115	74.7730	165	107.2830	215	139.7930	265	172.3030
16	10.4032	66	42.9132	116	75.4232	166	107.9332	216	140.4432	266	172.9532
17	11.0534	67	43.5634	117	76.0734	167	108.5834	217	141.0934	267	173.6034
18	11.7036	68	44.2136	118	76.7236	168	109.2336	218	141.7436	268	174.2536
19	12.3538	69	44.8638	119	77.3738	169	109.8838	219	142.3938	269	174.9038
20	13.0040	70	45.5140	120	78.0240	170	110.5340	220	143.0440	270	175.5540
21	13.6542	71	46.1642	121	78.6742	171	111.1842	221	143.6942	271	176.2042
22	14.3044	72	46.8144	122	79.3244	172	111.8344	222	144.3444	272	176.8544
23	14.9546	73	47.4646	123	79.9746	173	112.4846	223	144.9946	273	177.5046
24	15.6048	74	48.1148	124	80.6248	174	113.1348	224	145.6448	274	178.1548
25	16.2550	75	48.7650	125	81.2750	175	113.7850	225	146.2950	275	178.8050
26	16.9052	76	49.4152	126	81.9252	176	114.4352	226	146.9452	276	179.4552
27	17.5554	77	50.0654	127	82.5754	177	115.0854	227	147.5954	277	180.1054
28	18.2056	78	50.7156	128	83.2256	178	115.7356	228	148.2456	278	180.7556
29	18.8558	79	51.3658	129	83.8758	179	116.3858	229	148.8958	279	181.4058
30	19.5060	80	52.0160	130	84.5260	180	117.0360	230	149.5460	280	182.0560
31	20.1562	81	52.6662	131	85.1762	181	117.6862	231	150.1962	281	182.7062
32	20.8064	82	53.3164	132	85.8264	182	118.3364	232	150.8464	282	183.3564
33	21.4566	83	53.9666	133	86.4766	183	118.9866	233	151.4966	283	184.0066
34	22.1068	84	54.6168	134	87.1268	184	119.6368	234	152.1468	284	184.6568
35	22.7570	85	55.2670	135	87.7770	185	120.2870	235	152.7970	285	185.3070
36	23.4072	86	55.9172	136	88.4272	186	120.9372	236	153.4472	286	185.9572
37	24.0574	87	56.5674	137	89.0774	187	121.5874	237	154.0974	287	186.6074
38	24.7076	88	57.2176	138	89.7276	188	122.2376	238	154.7476	288	187.2576
39	25.3578	89	57.8678	139	90.3778	189	122.8878	239	155.3978	289	187.9078
40	26.0080	90	58.5180	140	91.0280	190	123.5380	240	156.0480	290	188.5580
41	26.6582	91	59.1682	141	91.6782	191	124.1882	241	156.6982	291	189.2082
42	27.3084	92	59.8184	142	92.3284	192	124.8384	242	157.3484	292	189.8584
43	27.9586	93	60.4686	143	92.9786	193	125.4886	243	157.9986	293	190.5086
44	28.6088	94	61.1188	144	93.6288	194	126.1388	244	158.6488	294	191.1588
45	29.2590	95	61.7690	145	94.2790	195	126.7890	245	159.2990	295	191.8090
46	29.9092	96	62.4192	146	94.9292	196	127.4392	246	159.9492	296	192.4592
47	30.5594	97	63.0694	147	95.5794	197	128.0894	247	160.5994	297	193.1094
48	31.2096	98	63.7196	148	96.2296	198	128.7396	248	161.2496	298	193.7596
49	31.8598	99	64.3698	149	96.8798	199	129.3898	249	161.8998	299	194.4098
50	32.5100	100	65.0200	150	97.5300	200	130.0400	250	162.5500	300	195.0600

Exhibit 323.62 (p. 2)

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

1 U.S. \$ = 0.6502 SDR 1 SDR = \$1.54 (\$1.5379 U.S.)

US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR	US \$	SDR
301	195.7102	351	228.2202	401	260.7302	451	293.2402	501	325.7502	551	358.2602
302	196.3604	352	228.8704	402	261.3804	452	293.8904	502	326.4004	552	358.9104
303	197.0106	353	229.5206	403	262.0306	453	294.5406	503	327.0506	553	359.5606
304	197.6608	354	230.1708	404	262.6808	454	295.1908	504	327.7008	554	360.2108
305	198.3110	355	230.8210	405	263.3310	455	295.8410	505	328.3510	555	360.8610
306	198.9612	356	231.4712	406	263.9812	456	296.4912	506	329.0012	556	361.5112
307	199.6114	357	232.1214	407	264.6314	457	297.1414	507	329.6514	557	362.1614
308	200.2616	358	232.7716	408	265.2816	458	297.7916	508	330.3016	558	362.8116
309	200.9118	359	233.4218	409	265.9318	459	298.4418	509	330.9518	559	363.4618
310	201.5620	360	234.0720	410	266.5820	460	299.0920	510	331.6020	560	364.1120
311	202.2122	361	234.7222	411	267.2322	461	299.7422	511	332.2522	561	364.7622
312	202.8624	362	235.3724	412	267.8824	462	300.3924	512	332.9024	562	365.4124
313	203.5126	363	236.0226	413	268.5326	463	301.0426	513	333.5526	563	366.0626
314	204.1628	364	236.6728	414	269.1828	464	301.6928	514	334.2028	564	366.7128
315	204.8130	365	237.3230	415	269.8330	465	302.3430	515	334.8530	565	367.3630
316	205.4632	366	237.9732	416	270.4832	466	302.9932	516	335.5032	566	368.0132
317	206.1134	367	238.6234	417	271.1334	467	303.6434	517	336.1534	567	368.6634
318	206.7636	368	239.2736	418	271.7836	468	304.2936	518	336.8036	568	369.3136
319	207.4138	369	239.9238	419	272.4338	469	304.9438	519	337.4538	569	369.9638
320	208.0640	370	240.5740	420	273.0840	470	305.5940	520	338.1040	570	370.6140
321	208.7142	371	241.2242	421	273.7342	471	306.2442	521	338.7542	571	371.2642
322	209.3644	372	241.8744	422	274.3844	472	306.8944	522	339.4044	572	371.9144
323	210.0146	373	242.5246	423	275.0346	473	307.5446	523	340.0546	573	372.5646
324	210.6648	374	243.1748	424	275.6848	474	308.1948	524	340.7048	574	373.2148
325	211.3150	375	243.8250	425	276.3350	475	308.8450	525	341.3550	575	373.8650
326	211.9652	376	244.4752	426	276.9852	476	309.4952	526	342.0052	576	374.5152
327	212.6154	377	245.1254	427	277.6354	477	310.1454	527	342.6554	577	375.1654
328	213.2656	378	245.7756	428	278.2856	478	310.7956	528	343.3056	578	375.8156
329	213.9158	379	246.4258	429	278.9358	479	311.4458	529	343.9558	579	376.4658
330	214.5660	380	247.0760	430	279.5860	480	312.0960	530	344.6060	580	377.1160
331	215.2162	381	247.7262	431	280.2362	481	312.7462	531	345.2562	581	377.7662
332	215.8664	382	248.3764	432	280.8864	482	313.3964	532	345.9064	582	378.4164
333	216.5166	383	249.0266	433	281.5366	483	314.0466	533	346.5566	583	379.0666
334	217.1668	384	249.6768	434	282.1868	484	314.6968	534	347.2068	584	379.7168
335	217.8170	385	250.3270	435	282.8370	485	315.3470	535	347.8570	585	380.3670
336	218.4672	386	250.9772	436	283.4872	486	315.9972	536	348.5072	586	381.0172
337	219.1174	387	251.6274	437	284.1374	487	316.6474	537	349.1574	587	381.6674
338	219.7676	388	252.2776	438	284.7876	488	317.2976	538	349.8076	588	382.3176
339	220.4178	389	252.9278	439	285.4378	489	317.9478	539	350.4578	589	382.9678
340	221.0680	390	253.5780	440	286.0880	490	318.5980	540	351.1080	590	383.6180
341	221.7182	391	254.2282	441	286.7382	491	319.2482	541	351.7582	591	384.2682
342	222.3684	392	254.8784	442	287.3884	492	319.8984	542	352.4084	592	384.9184
343	223.0186	393	255.5286	443	288.0386	493	320.5486	543	353.0586	593	385.5686
344	223.6688	394	256.1788	444	288.6888	494	321.1988	544	353.7088	594	386.2188
345	224.3190	395	256.8290	445	289.3390	495	321.8490	545	354.3590	595	386.8690
346	224.9692	396	257.4792	446	289.9892	496	322.4992	546	355.0092	596	387.5192
347	225.6194	397	258.1294	447	290.6394	497	323.1494	547	355.6594	597	388.1694
348	226.2696	398	258.7796	448	291.2896	498	323.7996	548	356.3096	598	388.8196
349	226.9198	399	259.4298	449	291.9398	499	324.4498	549	356.9598	599	389.4698
350	227.5700	400	260.0800	450	292.5900	500	325.1000	550	357.6100	600	390.1200

323.63 Postmarking

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

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

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

323.72 Marking

The sender has the responsibility to do the following:

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

323.73 Sealing

The sender must seal all insured parcels.

330 Registered Mail

331 Description

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

332 Availability

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

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

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

333 Fees and Indemnity Limits

333.1 Registration Fees

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

333.2 Indemnity Limit

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or missing contents is \$46.14.

334 Processing Requests

334.1 Mailing Receipt and Registration Number

334.11 General Use

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

334.12 Sender's Responsibility

The sender must:

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

334.13 Accepting Clerk's Responsibility

The accepting clerk must:

- a. Verify that the value declared on PS Form 3806 and the value declared on PS Form 2976 are identical. Refuse items on which the declared values are not the same.
- b. Affix Label 200, *Registered Mail*, to the item on the address side — in the upper left, below the return address — and enter the number in ink on the mailing receipt.

- c. If requested by the sender, show on the mailing receipt and on the Post Office record the time the item was accepted for mailing.
- d. On the receipt, enter the registration fee and postage plus the return receipt fee, if applicable.
- e. Endorse mailing receipt “OFFICIAL PAID” or “OFF. PD.” when federal government official mail is registered pursuant to [142.1](#).

334.14 **Preparation**

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

334.2 **Marking**

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

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

334.3 **Postmarking**

334.31 **Placement**

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

334.32 **Registered Matter for the Blind**

Postmark registered matter for the blind on the address side.

334.4 **Sealing**

334.41 **Sender’s Responsibility**

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

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

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

334.5 **Return Receipt**

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

335 **Indemnity Claims and Payments**

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

340 Return Receipt

341 **Description**

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

342 **Availability**

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

343 **Fee**

See [Notice 123](#), *Price List*, for the return receipt fee. This fee must be paid in addition to postage and other applicable charges.

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

344 **Processing Requests**

344.1 **Form**

344.11 **Sender's Responsibility**

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

344.12 **Accepting Clerk's Responsibility**

The accepting clerk must:

- a. Record the return receipt fee on the insured or registered mailing receipt.
- b. Enter the address of the addressee on the return receipt.
- c. Attach the return receipt to the item.
- d. Affix and cancel postage equal to the sum of the return receipt fee, postage, and other applicable fees.

344.2 Marking

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

344.3 Return Receipt Improperly Completed or Not Received

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

350 Restricted Delivery

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

360 (Reserved)

370 International Money Transfer Services

371 International Money Orders**371.1 Description****371.11 General**

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

371.12 Maximum Amount

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

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

371.2 Availability

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

Exhibit 371.2

Countries Accepting the International Postal Money Order Form (MP1)

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

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

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

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

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

371.3 **Fees**

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

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

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

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

371.42 **Preparation by Purchaser**

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

371.43 **Preparation by Postal Service Employee**

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

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

371.51 **Valid Postal Money Orders**

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

371.52 **Canadian Money Orders**

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

371.53 **Japanese Money Orders**

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

371.6 **Lost Reissued Money Orders**

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

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

371.7 **Inquiries**

371.71 **Who May Receive Information**

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

Send requests to:

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

371.72 **Inquiries Regarding Payment**

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

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

371.722 Reissued International Money Orders (89 Series)

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

371.723 FPS Form 6401 Money Order Inquiry

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

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

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

372.2 Options and Restrictions

The following restrictions apply to Sure Money service:

- a. Effective December 1, 2012, the maximum purchase per day is temporarily suspended to \$1,500.
- b. Regardless of the amount of money sent, the payee must present a valid photo identification, which must match exactly the name on the transaction, as well as a valid confirmation number that is provided to the sender at the time of purchase.
- c. For a fee and with valid photo identification, the sender may change the individual who is designated as the payee.
- d. For a fee and with valid photo identification, the sender may request a refund if for any reason payout in the destination country was unsuccessful.

372.3 Fees

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

Exhibit 372.3

Fees for Sure Money Service

Transaction Type	Amount Not Over	Fee
Sales	\$750	\$11.00
	\$1,500 ¹	\$16.50
	\$2,000 ¹	—
Refunds	\$2,000 ²	\$26.00
Change of Payee	\$2,000 ³	\$12.00

1. Effective December 1, 2012, the maximum purchase per transaction is temporarily suspended to \$1,500.
2. Mailers may request a refund for previously purchased amounts over \$1,500 (up to \$2,000).
3. Effective December 1, 2012, the maximum change of payee per transaction is temporarily suspended to \$1,500.

372.4 Participating Post Offices

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

372.5 Availability

Participating countries for Sure Money service are as follows:

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

372.6 Currencies by Country

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

372.7 Service Guarantee

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

380 Supplemental Services

381 International Reply Coupons**381.1 Description**

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

- a. The sender of a letter may prepay a reply by purchasing reply coupons that are sold and exchangeable for postage stamps by participating postal administrations in member countries of the Universal Postal Union.

- b. International reply coupons (in French, *Coupons-Reponse Internationaux*) are printed in blue ink on paper that has the letters “UPU” in large characters in the watermark. The front of each coupon is printed in French. The reverse side of the coupon, which has text relating to its use, is printed in German, English, Arabic, Chinese, Spanish, or Russian.

381.2 **Previously Sold Coupons and Exchange Value**

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

- a. International reply coupons sold by the United States Postal Service prior to January 27, 2013, are exchangeable in any other member country for a stamp or stamps representing the minimum postage on an unregistered air letter. Unused U.S. coupons (that is, those with the U.S. selling price stamped on them that are not ultimately redeemed by recipients in other countries) may be exchanged only by the original purchaser for United States postage stamps at a discount of 1 cent below the purchase price.
- b. With the exceptions noted in [381.3d](#), international reply coupons purchased in foreign countries are exchangeable at U.S. Post Office facilities toward the purchase of postage stamps and embossed stamped envelopes at the current maximum First-Class Mail International 1-ounce, letter-size price, per coupon, irrespective of the country where they were purchased. See [Notice 123](#), *Price List*.

381.3 **Processing Requests**

The following standards apply when processing international reply coupons:

- a. Under Universal Postal Union’s regulations, participating member countries are *not* required to place a control stamp or postmark on the international reply coupons that they sell. Therefore, some foreign issue reply coupons that are tendered for redemption may bear the name of the issuing country (generally in French) rather than the optional control stamp or postmark. Such coupons are exchangeable for U.S. postage as specified in [381.2b](#).
- b. A Post Office facility redeeming an unused U.S. coupon must postmark it in the unpostmarked circle. A Post Office facility exchanging a foreign reply coupon must postmark it. Post Office facilities must not accept foreign coupons that already bear a United States Postal Service postmark.
- c. The only valid version of the international reply coupons printed by the Universal Postal Union is Item Number 330800, which is approximately 3.75 inches by 6 inches, has a barcode on the reverse side, and has an expiration date of December 31, 2013.
- d. Reply coupons formerly issued by the Postal Union of the Americas and Spain are no longer valid. These coupons are printed in green ink and bear the caption *Cupon Respuesta America-Espanol*. Customers possessing any of these coupons should return them to their

correspondents in the country of issue for redemption through the selling post office.

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

382 International Business Reply Service

382.1 Description

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

382.2 Availability

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

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

382.3 Who May Distribute IBRS Mail

In order to initiate IBRS mail the U.S. sender must be a business reply mail (BRM) permit holder who has paid the prescribed accounting fee to participate in the Qualified Business Reply Mail (QBRM) program (see DMM 505). Prior to producing IBRS mail the mailers must advise in writing the postmaster of the Post Office facility where their permit is held that they intend to distribute IBRS mail. IBRS mail must meet all specifications of QBRM including using unique ZIP+4[®] codes identification of the price category and using the corresponding barcode. The postmaster must assign the unique ZIP+4 codes as part of the application process. Participating mailers are encouraged to submit preproduction samples for approval. The postmaster responsible will issue a letter of authorization to the mailer.

382.4 Postage and Fees

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

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

382.5 Size and Weight Requirements**382.51 Cards**

The following size and weight requirements apply to cards:

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

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

382.52 Envelopes

The following size and weight requirements apply to envelopes:

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

382.6 Formatting Requirements**382.61 General**

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

382.62 Air Mail Endorsement

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

382.63 FIM

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

- a. The top of the FIM C bar pattern must be within 1/8 of an inch of the edge of the mailpiece and may extend to the edge.
- b. The rightmost bar of the pattern must be within 2 inches (plus or minus 1/8 of an inch) of the right edge of the mailpiece.

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

382.64 **No Postage Necessary Endorsement**

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

382.65 **Horizontal Bars**

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

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

382.66 **Business Reply Legend**

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

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

382.67 **Delivery Address**

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

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

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

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

382.68 **Barcode**

382.681 **Barcode Type**

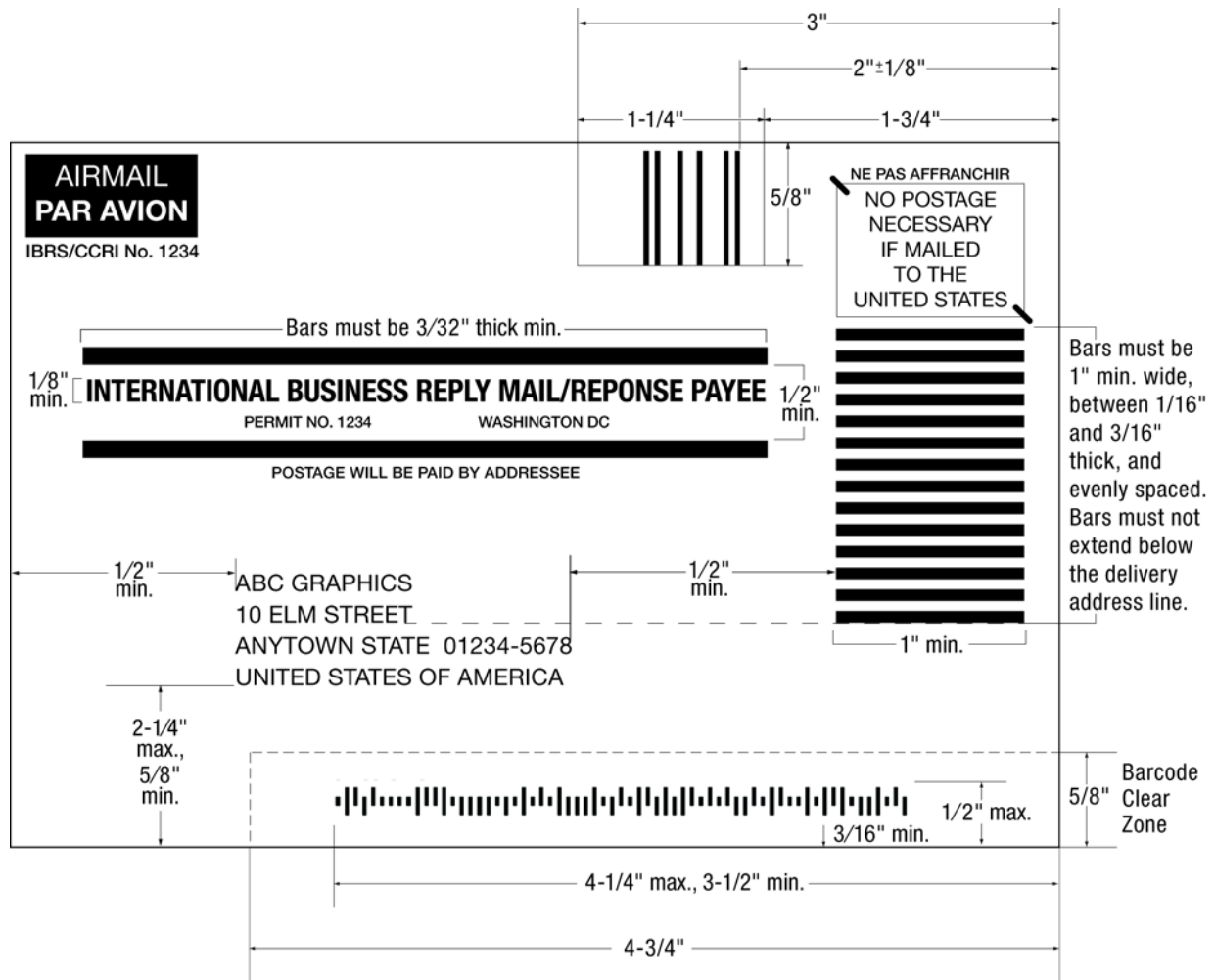
The unique Intelligent Mail[®] barcode (IMb[™]) or ZIP+4[®] POSTNET[™] barcode preassigned by the U.S. Postal Service must appear on the address side of each IBRS mailpiece. When a mailer uses the Intelligent Mail barcode option, the barcode must contain the barcode ID, service type ID, a USPS-assigned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

382.682 **Barcode Placement**

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

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

Exhibit 382.6
Format Requirements – US IBRS



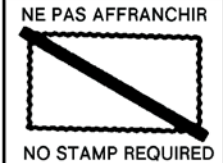
Drawing not to scale

382.7 Foreign International Business Reply Service

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

Exhibit 382.7

Format Requirements – Foreign IBRS

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

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