

Contents

Summary of Changes

- Transmittal Letter i**

- 1 International Mail Services 1**

 - 110 General Information 1
 - 111 Scope 1
 - 112 Mailer Responsibility 1
 - 113 Individual Country Listings 1
 - 114 Availability 1
 - 115 Official Correspondence 2
 - 115.1 Communicating With Headquarters 2
 - 115.11 Operations 2
 - 115.12 Policy and Representation 2
 - 115.13 Transportation and Distribution 2
 - 115.14 Investigations 3
 - 115.15 International Money Orders 3
 - 115.2 Correspondence With Foreign Postal Authorities 3
 - 115.21 Correspondence Permitted 3
 - 115.22 Correspondence Not Permitted 3
 - 115.3 Correspondence With Foreign Individuals 3
 - 115.31 Correspondence Permitted 3
 - 115.32 Customer’s Address 3
 - 120 Preparation for Mailing 4
 - 121 General Information for Mail Preparation 4
 - 121.1 Packaging — Sender’s Responsibility 4
 - 121.2 Use of Postal Service Equipment 4
 - 122 Addressing 4
 - 122.1 Destination Address 4
 - 122.2 Return Address 6
 - 122.21 General 6
 - 122.22 Elements of a Return Address 6
 - 122.23 Required Use of Return Address 6
 - 123 Customs Forms and Online Shipping Labels 6
 - 123.1 General 6
 - 123.2 Availability 6

123.3	Privately Printed Forms	7
123.4	Nonpostal Forms	7
123.41	Nonpostal Export Regulations	7
123.42	Commercial Invoices	7
123.5	Place of Mailing	8
123.6	Required Usage	8
123.61	Conditions	8
123.62	Known Mailers	11
123.63	Documents and Merchandise	12
123.64	Additional Security Controls	13
123.7	Completing Customs Forms	13
123.71	PS Form 2976, Customs Declaration CN 22 — Sender’s Declaration	13
123.72	PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72	17
123.73	PS Form 2976-E, Customs Declaration Envelope — CP 91	22
130	Mailability	22
131	General	22
131.1	Domestic Limits	22
131.2	International Limits	22
131.3	Individual Country Prohibitions and Restrictions	23
131.31	Information Available	23
131.32	Prohibited and Restricted Articles	23
131.33	Return or Seizure of Mail	23
131.34	Foreign Customs Information	23
131.4	Mailer Responsibility	23
131.5	Preparation for Mailing	23
131.51	General Packaging Requirements	23
131.52	Special Packaging Requirements	24
132	Written, Printed, and Graphic Matter	24
132.1	Domestic Limits	24
132.2	Reply Cards and Envelopes	24
133	Improperly Addressed Mail	25
134	Valuable Articles	25
134.1	Service Options	25
134.2	List of Articles	25
134.3	Prohibitions	26
135	Mailable Dangerous Goods	26
135.1	Infectious Substances	26
135.11	General Conditions	26
135.12	Type of Mail	27
135.13	Senders and Receivers	27
135.2	Authorization	27
135.21	Authorized Institutions	27
135.22	Request for Authorization	27

Contents

135.3	Packaging, Marking, Labeling	27
135.31	Category B Infectious Substances	27
135.32	Nonregulated Materials (Noninfectious Biological Substances)	28
135.33	Exempt Human or Animal Specimens	28
135.4	Handling and Dispatch of Infectious Substances	28
135.41	Biological Substances	28
135.42	Infectious Substances	28
135.5	Radioactive Materials	29
135.6	Batteries.	29
135.61	Availability — Mail Classes.	29
135.62	General	29
135.63	Primary Lithium (Non-Rechargeable) Cells and Batteries	30
135.64	Secondary Lithium-ion (Rechargeable) Cells and Batteries.	30
136	Nonmailable Goods.	30
136.1	Dangerous Goods	30
136.2	Inert Replica and Explosive Devices	31
136.3	Counterfeit and Pirated Items	31
136.4	Cigarettes and Smokeless Tobacco	31
137	Firearms, Knives, and Sharp Instruments	31
138	Perishable Matter	32
138.1	Animals	32
138.2	Plants	32
138.3	Eggs.	32
138.31	Restrictions.	32
138.32	Packaging.	32
138.4	Food and Other Perishable Articles.	33
139	Cremated Remains	33
139.1	Eligibility.	33
139.2	Packaging	33
139.3	Markings	33
140	International Mail Categories	33
141	Definitions	33
141.1	General	33
141.2	Global Express Guaranteed.	33
141.3	Priority Mail Express International	34
141.4	Priority Mail International	34
141.5	First-Class Mail International	35
141.6	First-Class Package International Service.	35
142	Official Mail	35
142.1	Mailings by Federal Agencies	35
142.2	Postal Service Mailings	35
142.3	Mail of a Former President and Surviving Spouse of a Former President	35

142.4	General Secretariat of the Organization of American States (OAS)	35
142.5	Pan American Sanitary Bureau Mail	36
150	Postage.	36
151	Postage Prices	36
152	Payment Methods.	36
152.1	Prepayment	36
152.2	Computing Postage.	36
152.21	Determining Single-Piece Weight.	36
152.22	Rounding Numerical Values	37
152.3	Stamps	37
152.31	Types of Stamps	37
152.32	Additional Postage for Nondenominated Postage Stamps, Forever Stamps, or Forever Print-on-Demand Indicias.	38
152.33	Precanceled Stamps	38
152.4	Postage Meters, Postage Validation Imprints (PVI), Forever Print-on-Demand Indicia, and PC Postage	38
152.5	Additional Standards for Forever Print-on-Demand Indicia Labels.	38
152.6	Permit Imprint	38
152.61	Conditions of Use.	38
152.62	Place of Mailing	39
152.63	Usage Criteria.	39
152.64	Required Format.	40
153	Placement of Postage.	44
154	Remailed Items	44
2	Conditions for Mailing	45
210	Global Express Guaranteed	45
211	Description and Physical Characteristics	45
211.1	General	45
211.2	Physical Characteristics	45
211.21	Weight Limits	45
211.22	Dimensions.	45
212	Eligibility	46
212.1	General — All Global Express Guaranteed Shipments	46
212.2	Customs Forms Required	46
212.3	Mail Sealed Against Inspection	46
212.4	Inquiries, Service Guarantees, Postage Refunds, and Indemnity.	46
212.41	Service Guarantee	46
212.42	Transit Days for Shipments	46
212.43	Inquiries	47
212.44	Postage Refunds	47
212.45	Global Express Guaranteed Insurance and Indemnity.	47

Contents

212.46	Indemnity Claims	47
212.47	Liability for Lost or Damaged Contents	48
212.5	Extra Services — Insurance.	48
213	Prices and Postage Payment Methods.	48
213.1	Availability and Price Application — General	48
213.2	Postage Payment Methods — General	48
213.3	Determining Postage for Global Express Guaranteed Service	48
213.31	USPS-Produced Global Express Guaranteed Envelopes	48
213.32	Mailer-Supplied Packaging	48
213.4	Dimensional Weight.	49
213.41	Determining Dimensional Weight for a Rectangular-Shaped Parcel	49
213.42	Determining Dimensional Weight for a Nonrectangular-Shaped Parcel	49
213.5	Destinating Countries and Price Groups	49
213.6	Commercial Prices	55
213.61	Commercial Base Prices	55
213.62	Commercial Plus Prices	55
213.7	Online Postage Payment Method	55
213.71	Online Prices	55
213.72	Markings Requirements	56
213.73	Determining Online Prices	56
213.74	Notification	56
213.75	Postage Adjustments of Online Shipments	56
213.76	Deposit of Online Shipments within 24 Hours	56
213.8	Permit Imprint	56
213.81	Permit Imprint — General.	56
213.82	Permit Imprint — Commercial Base or Commercial Plus Prices	57
213.9	Official Mail	57
213.91	Mailings by Federal Agencies.	57
213.92	Postal Service Mailings	57
214	Mail Preparation	57
214.1	Preparation by the Sender.	57
214.2	Preparation by Acceptance Employee	58
215	Mail Entry and Deposit	58
215.1	Entry Service Areas — U.S. Origins.	58
215.2	Place of Mailing	60
215.21	Items Eligible for Deposit or Pickup	60
215.22	Items Not Eligible for Deposit or Pickup	60
215.23	Items Paid With a Permit Imprint	60
215.24	Acceptance of Shipments	60
215.3	Pickup On Demand Service.	61
215.4	Package Pickup Service	61

220	Priority Mail Express International	61
221	Description and Physical Characteristics	61
221.1	General	61
221.2	Priority Mail Express International With Guarantee Service	61
221.3	Priority Mail Express International Flat Rate Envelopes	62
221.4	Priority Mail Express International Flat Rate Boxes.	62
221.5	Physical Characteristics	62
221.51	Weight Limits	62
221.52	Dimensions — Priority Mail Express International Parcels.	62
222	Eligibility	62
222.1	General — All Priority Mail Express International Shipments	62
222.2	Prohibited Items in All Priority Mail Express International Shipments.	62
222.3	Priority Mail Express International Flat Rate Envelopes	63
222.4	Priority Mail Express International Flat Rate Boxes.	63
222.5	Customs Forms Required	64
222.6	Mail Sealed Against Inspection	64
222.7	Priority Mail Express International Insurance and Indemnity.	64
222.71	Merchandise Insurance	64
222.72	Document Reconstruction Insurance.	64
222.73	Indemnity for Delivery Delays.	65
222.8	Extra Services — Merchandise Insurance.	65
223	Prices and Postage Payment Methods.	65
223.1	Prices.	65
223.11	Availability and Price Application — General.	65
223.12	Commercial Base Prices	65
223.13	Commercial Plus Prices	65
223.14	Priority Mail Express International Flat Rate Envelope Prices	66
223.15	Priority Mail Express International Flat Rate Boxes Prices	66
223.2	Postage Payment Methods	66
223.21	General.	66
223.22	Permit Imprint.	66
223.23	USPS Corporate Account (USPSCA).	67
223.24	Online Postage Payment Method.	67
223.3	Official Mail	67
223.31	Mailings by Federal Agencies.	67
223.32	Postal Service Mailings	68
224	Mail Preparation	68
224.1	Preparation by Sender.	68
224.11	Using Label 11-B	68
224.12	Using PS Form 2976-B or Other USPS-Produced Online Combined Shipping Label and Customs Form	68
224.2	Preparation by Acceptance Employee	69
224.21	Using Label 11-B	69
224.22	Using PS Form 2976-B	70

Contents

224.23	Using Another USPS-Produced Online Combined Shipping and Customs Label	71
225	Mail Entry and Deposit	71
225.1	Place of Mailing	71
225.11	Items Eligible for Deposit or Pickup	71
225.12	Items Not Eligible for Deposit or Pickup	72
225.13	Items Paid With a Permit Imprint	72
225.2	Pickup On Demand Service.	72
225.3	Package Pickup Service	72
230	Priority Mail International	72
231	Description and Physical Characteristics	72
231.1	General	72
231.2	Physical Characteristics	73
231.21	Weight Limits	73
231.22	Dimensions — Priority Mail International Parcels.	73
231.23	Measuring Parcel Dimensions	73
232	Eligibility	75
232.1	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	75
232.11	General.	75
232.12	Electronic USPS Delivery Confirmation International.	75
232.2	Eligible Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	77
232.3	Priority Mail International Medium and Large Flat Rate Boxes	77
232.4	Eligible Priority Mail International Medium and Large Flat Rate Boxes.	78
232.5	Priority Mail International Parcels	78
232.6	Customs Forms Required	79
232.61	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	79
232.62	Priority Mail International Medium and Large Flat Rate Boxes	79
232.63	Priority Mail International Ordinary and Insured Parcels	79
232.7	Mail Sealed Against Inspection	79
232.8	Priority Mail International Insurance and Indemnity	79
232.81	Indemnity	79
232.82	Exclusions	80
232.83	Ordinary Priority Mail International Weight and Indemnity Limits	80
232.9	Extra Services	80
232.91	Certificate of Mailing.	80
232.92	Merchandise Insurance	81
232.93	Registered Mail Service	81
232.94	Return Receipt Service.	81
233	Prices and Postage Payment Methods.	81
233.1	Prices.	81
233.11	Availability and Price Application — General.	81

233.12	Commercial Base Prices	81
233.13	Commercial Plus Prices	81
233.14	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	82
233.15	Priority Mail International Medium and Large Flat Rate Boxes	82
233.16	Priority Mail International Parcels	82
233.2	Postage Payment Methods	82
233.21	General	82
233.22	Permit Imprint	82
233.23	Online Postage Payment Method	83
233.3	Official Mail	84
233.31	Mailings by Federal Agencies	84
233.32	Postal Service Mailings	84
234	Mail Preparation	84
234.1	Addressing	84
234.2	Marking	84
234.3	Customs Documentation	84
234.4	Sealing	84
234.5	Packaging	84
234.51	Packaging Requirements — General	84
234.52	Types of Containers	85
234.53	Closure Options for Wooden Boxes or Bags	85
235	Mail Entry and Deposit	85
235.1	Place of Mailing	85
235.11	Items Eligible for Deposit or Pickup	85
235.12	Items Not Eligible for Deposit or Pickup	85
235.13	Items Paid With a Permit Imprint	86
235.2	Pickup On Demand Service	86
235.3	Package Pickup Service	86
240	First-Class Mail International	86
241	Description and Physical Characteristics	86
241.1	General	86
241.2	Physical Characteristics	87
241.21	Physical Standards — Letters	87
241.22	Physical Standards — Cards	88
241.23	Physical Standards — Large Envelopes (Flats)	89
242	Eligibility	92
242.1	Content Eligibility	92
242.2	Customs Forms Required	92
242.21	Dutiable Merchandise	92
242.22	Nondutiable Merchandise	93
242.3	Mail Sealed Against Inspection	93

Contents

242.4	Extra Services	93
242.41	Certificate of Mailing.	93
242.42	Registered Mail Service	93
242.43	Return Receipt Service.	93
243	Prices and Postage Payment Methods.	93
243.1	Prices	93
243.11	Prices and Price Application — General	93
243.12	Price Computation	94
243.13	Destinating Countries and Price Groups	94
243.2	Postage Payment Methods — General	94
243.3	Permit Imprint — General	94
243.4	Official Mail	94
243.41	Mailings by Federal Agencies.	94
243.42	Postal Service Mailings	94
244	Mail Preparation	95
244.1	Addressing.	95
244.2	Markings	95
244.3	Sealing	95
244.4	Packaging	95
245	Mail Entry and Deposit	96
245.1	Place of Mailing	96
245.11	Items Eligible for Deposit or Pickup	96
245.12	Items Not Eligible for Deposit or Pickup	96
245.2	Items Paid With a Permit Imprint.	96
250	First-Class Package International Service	97
251	Description and Physical Characteristics	97
251.1	General	97
251.2	Physical Characteristics and Standards — Packages (Small Packets).	97
251.21	Weight Limit	97
251.22	Dimensions — Other Than Rolls	97
251.23	Dimensions — Rolls	97
251.24	Quality	97
252	Eligibility	97
252.1	Content	97
252.2	Electronic USPS Delivery Confirmation International	98
252.21	Description	98
252.22	Availability.	98
252.23	Customs Label and Marking	98
252.24	Additional Standards	98
252.25	Postage Payment Methods	99
252.26	Price Eligibility	99
252.3	Customs Forms Required	99
252.4	Mail Sealed Against Inspection	99

252.5	Extra Services	99
252.51	Certificate of Mailing	99
252.52	Registered Mail Service	99
252.53	Return Receipt Service	99
253	Prices and Postage Payment Methods	99
253.1	Prices	99
253.11	Prices and Price Application — General	99
253.12	Price Computation	100
253.13	Destinating Countries and Price Groups	100
253.14	Commercial Base Prices	100
253.15	Commercial Plus Prices	100
253.2	Postage Payment Methods	100
253.21	General	100
253.22	Permit Imprint	100
253.23	Online Postage Payment Method	101
253.3	Official Mail	102
253.31	Mailings by Federal Agencies	102
253.32	Postal Service Mailings	102
254	Mail Preparation	102
254.1	Addressing	102
254.2	Markings	102
254.3	Sealing	102
254.4	Packaging	103
255	Mail Entry and Deposit	103
255.1	Place of Mailing	103
255.11	Items Eligible for Deposit or Pickup	103
255.12	Items Not Eligible for Deposit or Pickup	103
255.2	Items Paid With a Permit Imprint	103
260	Direct Sacks of Printed Matter to One Addressee (M-bags)	104
261	Description	104
261.1	General	104
261.2	Eligibility	104
261.21	Printed Matter	104
261.22	Other Articles	104
261.23	Mail Not Sealed Against Inspection	105
262	Postage Prices and Fees	105
262.1	Airmail M-bags	105
262.2	International Priority Airmail (IPA) M-bags	105
262.3	International Surface Air Lift (ISAL) M-bags	105
262.4	Postage Calculation	106
262.5	Stamps, Postage Evidencing Systems, PVI Labels, or Permit Imprint	106

Contents

263	Weight and Size Limits	106
263.1	Weight Limits	106
263.2	Size Limits	106
264	Mail Preparation	106
264.1	Marking	106
264.2	Sacking and Labeling	107
264.21	Equipment	107
264.22	Tagging	107
264.23	Multiple Sacks to One Addressee	107
264.24	Country Destination Name	107
264.3	Customs Forms Required	107
265	Extra Services	107
270	Free Matter for the Blind or Other Physically Handicapped Persons	107
271	Description	107
271.1	General	107
271.2	Eligibility	108
271.3	Matter Sent to or by Blind or Other Physically Handicapped Persons	108
272	Postage Prices	108
273	Weight and Size Limits	108
273.1	Weight Limit	108
273.2	Size Limits	109
274	Mail Preparation	109
274.1	Addressing	109
274.2	Markings	109
274.3	Sealing	109
274.4	Packaging	109
274.41	Mail Not Sealed Against Inspection	109
274.42	Types of Containers	109
275	Extra Services	109
276	Customs Forms Required	110
280	(Reserved)	110
290	Commercial Services	110
291	(Reserved)	110
292	International Priority Airmail (IPA) Service	110
292.1	Description	110
292.11	General	110
292.12	Mail Sealed Against Inspection	110
292.13	IPA M-bags	110
292.2	Eligibility	111
292.21	Qualifying Mailpieces	111
292.22	Availability	111
292.23	Minimum Quantity Requirements	111
292.24	Dutiable Items	111

292.25	Customs Forms Requirements	111
292.26	Extra Services	112
292.3	Prices and Postage Payment Methods	112
292.31	Prices	112
292.32	Computation of Postage	112
292.33	Postage Payment Methods	112
292.4	Mail Preparation	114
292.41	Addressing and Return Address	114
292.42	Marking	114
292.43	Sealing and Packaging	114
292.44	Physical Characteristics and Requirements for All Bundles	115
292.45	Sortation	115
292.46	Sacking Requirements	122
292.47	Mail Preparation for Canada	125
292.5	Mail Entry and Deposit	128
292.51	Separation by Price Group	128
292.52	Full Service	128
292.53	Drop Shipment	128
293	International Surface Air Lift (ISAL) Service	129
293.1	Description	129
293.11	General	129
293.12	Mail Sealed Against Inspection	130
293.13	ISAL M-bags	130
293.2	Eligibility	130
293.21	Qualifying Mailpieces	130
293.22	Availability	130
293.23	Minimum Quantity Requirements	130
293.24	Dutiable Items	131
293.25	Customs Forms Requirements	131
293.26	Extra Services	131
293.3	Prices and Postage Payment Methods	131
293.31	Prices	131
293.32	Computation of Postage	131
293.33	Postage Payment Methods	131
293.4	Mail Preparation	133
293.41	Addressing and Return Address	133
293.42	Marking	133
293.43	Sealing and Packaging	133
293.44	Physical Characteristics and Requirements for All Bundles	134
293.45	Sortation	134
293.46	Sacking Requirements	138
293.47	Canadian Sack Labeling Information	142

Contents

293.5	Mail Entry and Deposit	143
293.51	Separation by Price Group	143
293.52	Full Service	143
293.53	Drop Shipment	143
294	(Reserved)	144
295	(Reserved)	144
296	(Reserved)	144
297	Customized Agreements	144
297.1	Description	144
297.2	Qualifying Mailers	145
297.3	Criteria	145
3	Extra Services	147
310	Certificate of Mailing	147
311	Individual Pieces	147
311.1	Description	147
311.2	Availability	147
311.21	At Time of Purchase	147
311.22	After Mailing (Duplicate Copies)	147
311.3	Fees	148
311.31	Individual Pieces	148
311.32	Three or More Individual Pieces	148
311.4	Mailer Preparation	148
311.41	Individual Pieces	148
311.42	Three or More Individual Pieces	148
312	Bulk Quantities — Certificate of Mailing	148
312.1	Description	148
312.2	Availability	149
312.21	At Time of Entry	149
312.22	After Mailing (Duplicate Copies)	149
312.3	Fees	149
312.4	Mailer Preparation	149
313	Forms	150
313.1	Postal Service Forms	150
313.2	Treasury Department Forms	150
313.3	Accepting Clerk's Responsibility for Treasury Department Forms	150
313.4	Agriculture Department Forms	150
320	Insurance	150
321	Global Express Guaranteed Insurance	150
321.1	Description	150
321.2	Availability	151
321.3	Additional Coverage and Fees	151

322	Priority Mail Express International Insurance	151
322.1	Description.	151
322.2	Availability	151
322.3	Additional Coverage and Fees	151
322.4	Return Receipt Service	151
323	Priority Mail International Insurance	151
323.1	Description.	151
323.2	Availability	152
323.3	Coverage and Fees	152
323.4	Return Receipt.	152
323.5	Insured Value and Indemnity Claims	152
323.51	Insured Value and Declared Value	152
323.52	Indemnity Claims and Payments	152
323.6	Preparation of Insured Priority Mail International Parcels	152
323.61	Mailing Receipt and Insurance Number	152
323.62	Accepting Clerk's Responsibility	153
323.63	Postmarking	156
323.7	Sender's Responsibility	156
323.71	Mailing Receipt.	156
323.72	Marking.	156
323.73	Sealing	156
330	Registered Mail	156
331	Description	156
332	Availability	156
333	Fees and Indemnity Limits	157
333.1	Registration Fees.	157
333.2	Indemnity Limit	157
334	Processing Requests	157
334.1	Mailing Receipt and Registration Number.	157
334.11	General Use	157
334.12	Sender's Responsibility	157
334.13	Accepting Clerk's Responsibility	157
334.14	Preparation.	158
334.2	Marking	158
334.3	Postmarking.	158
334.31	Placement.	158
334.32	Registered Matter for the Blind	158
334.4	Sealing.	158
334.41	Sender's Responsibility	158
334.42	Registered Free Matter for the Blind or Other Physically Handicapped Persons.	158
334.5	Return Receipt.	158
335	Indemnity Claims and Payments.	159

Contents

340	Return Receipt	159
341	Description	159
342	Availability	159
343	Fee	159
344	Processing Requests	159
344.1	Form	159
344.11	Sender's Responsibility	159
344.12	Accepting Clerk's Responsibility	159
344.2	Marking	160
344.3	Return Receipt Improperly Completed or Not Received	160
350	Restricted Delivery	160
360	(Reserved)	160
370	International Money Transfer Services	160
371	International Money Orders	160
371.1	Description	160
371.11	General	160
371.12	Maximum Amount	160
371.2	Availability	160
371.3	Fees	161
371.4	Processing Requirements	161
371.41	Form Required — International Postal Money Order (Form MP1)	161
371.42	Preparation by Purchaser	161
371.43	Preparation by Postal Service Employee	161
371.5	Procedures for Cashing Money Orders Issued by Foreign Countries	162
371.51	Valid Postal Money Orders	162
371.52	Canadian Money Orders	162
371.53	Japanese Money Orders	162
371.6	Lost Reissued Money Orders	162
371.7	Inquiries	162
371.71	Who May Receive Information	162
371.72	Inquiries Regarding Payment	162
372	Sure Money (DineroSeguro)	163
372.1	Description	163
372.2	Options and Restrictions	163
372.3	Fees	163
372.4	Participating Post Offices	164
372.5	Availability	164
372.6	Currencies by Country	164
372.7	Service Guarantee	164
380	Supplemental Services	164
381	International Reply Coupons	164
381.1	Description	164
381.2	Previously Sold Coupons and Exchange Value	165
381.3	Processing Requests	165

382	International Business Reply Service	166
382.1	Description	166
382.2	Availability	166
382.3	Who May Distribute IBRS Mail	166
382.4	Postage and Fees	167
382.5	Size and Weight Requirements	167
382.51	Cards	167
382.52	Envelopes	167
382.6	Formatting Requirements	167
382.61	General	167
382.62	Air Mail Endorsement	167
382.63	FIM	167
382.64	No Postage Necessary Endorsement	168
382.65	Horizontal Bars	168
382.66	Business Reply Legend	168
382.67	Delivery Address	168
382.68	Barcode	169
382.7	Foreign International Business Reply Service	171
4	Treatment of Outbound Mail	173
410	Postmarking	173
420	Unpaid and Shortpaid Mail	173
421	Check for Sufficient Postage	173
422	Unpaid Mail	173
422.1	Unpaid Mail With a Return Address	173
422.2	Unpaid Mail Without a Return Address	173
423	Shortpaid Mail	173
423.1	General Procedures at the Originating Mailing Office	173
423.2	Disposition	173
423.21	Global Express Guaranteed (GXG) Shipments	173
423.22	Priority Mail Express International Shipments	174
423.23	Priority Mail International Parcel Items (Other Than Priority Mail International Flat Rate Envelopes and Small Flat Rate Boxes)	174
423.24	First-Class Mail International Items (including Postcards), First-Class Package International Service Items, Airmail M-bags, Priority Mail International Flat Rate Envelopes, and Priority Mail International Small Flat Rate Priced Boxes	175
423.3	Credit for Postage Paid	175
423.4	Parcels at Other Than Mailing Offices	175
430	Improperly Prepared Mail	176
431	Insufficient Address	176
432	Oversized or Undersized Items	176
433	Oversized Cards	176
434	Reply-Paid Cards	176

Contents

435	Detached Customs Declaration Forms	176
440	Extra Services Mail — Registered Mail	176
441	Recording and Dispatching	176
442	Registered Mail Found With Ordinary Mail	177
442.1	Disposition	177
442.2	Complete the Registration Process	177
442.3	Shortpaid Mail	177
5	Nonpostal Export Regulations	179
510	Office of Foreign Assets Control (OFAC) Regulations — U.S. Department of the Treasury	179
511	General	179
512	Prohibited Destinations, Specially Designated Nationals, and Blocked Persons	179
513	Additional Standards	179
514	Exceptions	179
515	Mailer Compliance	180
516	Additional Information	180
520	Foreign Trade Regulations — U.S. Census Bureau	180
521	General	180
522	Additional Assistance	180
523	Mailpieces Sent to APOs, FPOs, and DPOs	180
524	Internal Transaction Number (ITN)	180
524.1	General	180
524.2	Filing Requirements	181
524.21	Mandatory Filing	181
524.22	How to File Electronic Export Information and Obtain an Internal Transaction Number (ITN)	182
525	AES Downtime Citation	182
526	AES Exemption	182
526.1	General	182
526.2	When Applicable	183
527	Placement of ITN, AES Downtime Citation, or AES Exemption	183
530	Commodities and Technical Data	184
531	Scope and Applicability of Export Licensing Requirements	184
531.1	U.S. Department of Commerce — Bureau of Industry and Security; Export Controls	184
531.2	Export Enforcement	185
532	Export Licenses	185
532.1	General	185
532.2	Export — Definition	186
532.3	How to Determine If an Export License Is Needed	186
532.4	Additional Information	186

533	Additional Standards	187
533.1	Shipper's Export Declaration	187
533.2	Shipper's Electronic Export Filing Required	187
533.3	Processing at Post Office Facilities	187
540	Munitions (Defense Articles) and Related Technical Data	187
541	Licensing Requirements	187
541.1	Individual Licenses	187
541.11	Exporting Defense Articles	187
541.12	Exporting Technical Data	188
541.2	Prohibited Countries	188
541.3	Exporting of Government Shipments	189
541.4	Obtaining Additional Information	189
542	Mailing Under Individual Licenses	189
542.1	Marking by Sender	189
542.2	Processing at Post Office Facilities	189
542.21	Examination of List of Contents	189
542.22	Amount of Mailing Authorized by License	190
550	Dried Whole Eggs	190
551	Description	190
552	Charges	190
553	How to Mail	190
553.1	Preparation by Sender	190
553.11	Marking	190
553.12	Certificate of Mailing Dried Whole Eggs	191
553.2	Processing in Office of Mailing	191
553.21	Postage	191
553.22	Signature of Postmaster	191
560	(Reserved)	191
570	Consular and Commercial Invoices	192
580	Drawback Arrangement	192
581	Description	192
582	Processing Drawback Claims	192
582.1	Forms Required	192
582.11	List of Forms	192
582.12	Where to Obtain the Forms	192
582.2	Preparation by Senders	192
582.21	Claiming Drawback	192
582.22	Waiver of the Right to Withdraw the Package	192
582.3	Processing by Postmaster	193
582.31	Postmaster's Certification	193
582.32	Disposal of Forms	193

Contents

590	Exporting Wildlife and Protected Plants	193
591	Special Requirements for Wildlife and Certain Plant Exports	193
592	Declaration Requirements	194
592.1	Declaration of Wildlife Exports	194
592.2	Declaration of Scientific Specimens or Parts	194
592.3	Declaration of Plant Exports	194
593	Export Licenses and Inspection Requirements for Commercial Wildlife Exports	195
594	Marking Requirements for Wildlife Exports	195
595	Permit Requirements for Wildlife and Plant Exports	195
596	Obtaining and Using Permits for Wildlife and Protected Plant Exports	195
596.1	Export Permits	195
596.2	CITES Permit	196
596.3	Export of Migratory Birds	196
597	How to Obtain Additional Information	196
598	Wildlife Inspection Offices	196
6	Special Programs	197
610	Postal Qualified Wholesaler Program	197
611	Description	197
612	Pricing	197
613	Qualifying as a Wholesaler	197
613.1	Letter of Request	197
613.2	Criteria	198
613.3	Disqualification	199
614	Benefits	199
614.1	Qualified List	199
614.2	Preapproved Advertising	199
614.3	Right of First Refusal	199
615	Length of Qualification	200
615.1	Approval Period	200
615.2	Disqualification	200
620	Global Direct Entry Wholesaler Program	200
621	Description	200
622	Qualifying as a GDE Wholesaler	200
622.1	Eligibility Criteria	200
622.2	Letter of Request	202
622.3	Length of Qualification — Approval Period	202
623	Disqualification as a GDE Wholesaler	202
623.1	Determining Factors	202
623.2	Notification of Disqualification and Appeal	203
624	List of Qualified GDE Wholesalers	203
625	Preapproved Advertising	203

7 Treatment of Inbound Mail	205
710 U.S. Customs Information	205
711 Customs Examination of Mail Believed to Contain Dutiable or Prohibited Articles	205
711.1 What Is Subject to Examination.	205
711.2 Treatment of Mail Believed to Contain Dutiable or Prohibited Articles	205
711.21 Treatment at Exchange Offices	205
711.22 Treatment at Distribution Offices	206
711.23 Priority Treatment of Airmail.	206
711.3 Examination of Registered Mail and Sealed Letters	206
711.4 Extraction of Samples for Advisory Information	206
711.5 Treatment of Mail Following Customs Examination	207
711.51 Repacking After Customs Examination	207
711.52 Identification of Dutiable/Nondutiable Articles	207
711.6 Handling Subsequent to Customs Inspection.	207
711.61 Postal Service Handling Procedures	207
711.62 U.S. Customs Service Locations	207
712 Customs Clearance and Delivery Fee.	208
712.1 Description.	208
712.11 Collecting Postal Service Fees.	208
712.12 Collecting Postal Service Fee for Each Package	208
712.13 Accounting for the Postal Service Fee	209
712.2 Articles Exempted From Postal Service Fee	209
712.3 Amount of Postal Service Fee	209
712.4 Postal Service Fee Not Refundable.	209
712.5 Customs Duties and Customs Fee Not Exempt	209
713 Treatment of Dutiable Mail at Delivery Office	209
713.1 Detection and Dispatch of Dutiable Mail.	209
713.11 Detecting Dutiable Items	209
713.12 Dispatch to Delivery Units	209
713.2 Delivery of Dutiable Mail	210
713.21 Delivery Methods	210
713.22 Delivery Procedures	210
713.23 Addressee Protests Duty Charged.	211
713.3 Forwarding or Returning Dutiable Mail	212
713.31 Forwarding Dutiable Mail Within the U.S.	212
713.32 Forwarding Dutiable Mail to Another Country	213
713.33 Returning Dutiable Mail to Sender	213
713.34 Forwarding or Returning Dutiable Mail by Stations and Branches	213
713.4 Payment of Duty	213
713.41 Duty Rate Information	213
713.42 Prepayment of Customs Duty Abroad	214
713.43 Registration of Items to Be Returned to the United States	214
713.44 Return of Audio-Visual Materials	215

Contents

713.45	Assessment of Duty in Foreign Countries	215
713.46	Recording and Reporting Collections	215
713.5	Treatment of Uncollected Items	215
713.51	Disposal of Uncollected Items	215
713.52	Reporting of Uncollected Items	215
713.53	Past-Due Entries	216
713.54	Detached Customs Mail Entries	216
713.6	Refund of Customs Duty	216
713.61	Action by Postmaster	216
713.62	Refunds by Customs Service	217
720	Plant and Animal Quarantine Inspection	218
721	What Is Subject to Inspection	218
722	Segregation and Handling	218
722.1	Treatment of Packages Labeled for Inspection	218
722.11	Dispatch of Packages	218
722.12	Marking	218
722.2	Treatment of Packages Exempt From Inspection	218
722.3	Treatment of Unauthorized Importations	218
722.4	Packages Containing Prohibited Material	218
723	Agriculture Inspection Stations and Offices	219
730	Shortpaid Mail to the United States	219
731	Computation of Postage Due	219
732	Shortpaid Letters and Cards From Canada	220
733	Shortpaid Items Bearing U.S. Postage	220
740	Irregular Mail	220
741	Invalid Foreign Postage	220
742	Stamps Not Affixed	221
742.1	Marking	221
742.2	Parcels Without Postage Stamps	221
743	Parcels Addressed Through Banks or Other Organizations	221
743.1	Notification of Arrival	221
743.2	Filing Authorization	221
744	Foreign Dispatch Notes	221
744.1	Delivery Instructions	221
744.2	Undeliverable Parcels	222
744.3	Dispatch Notes Not Associated With Parcels	222
750	Extra Services	222
751	Insured Parcels	222
751.1	Identification	222
751.11	Evidence of Insurance	222
751.12	List of Insurance Endorsements	222
751.2	Delivery	222
751.3	Indemnity Claims and Payments	222

752	Registered Mail	222
752.1	Identification	222
752.11	Evidence of Registration.	222
752.12	List of Registry Endorsements	223
752.13	Treatment of Registered Items.	223
752.14	Treated as Ordinary Mail	223
752.2	Treatment by Office of Delivery.	223
752.21	Delivery.	223
752.22	Mail Unaccounted for After Assignment for Delivery	223
752.23	Indemnity Claims and Payments	223
753	Return Receipt	223
753.1	Completion of Return Receipt Form	223
753.2	Foreign Receipt Form Missing.	224
754	Restricted Delivery	224
754.1	Inbound Registered Mail	224
754.2	Failed Delivery Attempt	224
760	Forwarding	224
761	General Procedures	224
761.1	Items Addressed to Foreign Countries	224
761.2	Forwarding to a Third Country.	224
761.3	Endorsement Not to Forward	224
761.4	Scanning Procedures	224
762	Mail of Domestic Origin.	225
762.1	Addressee Moved to Another Country	225
762.11	Letters and Postcards	225
762.12	Mail Other Than Letters and Postcards	225
762.2	Undeliverable Domestic Mail Bearing U.S. Postage and a Foreign Return Address	225
763	Items Mailed Aboard Ships (Paquebot)	226
763.1	General	226
763.2	Mail Forwarded by Air	226
763.3	Mail Posted on a U.S. Ship	226
763.4	Forwarding Ship Passenger and Crew Mail	226
763.41	Items That Do Not Contain Merchandise.	226
763.42	Accepting Employee's Responsibility	227
764	Mail of Foreign Origin	227
764.1	Forwarding Within the United States.	227
764.11	Mail Other Than Periodicals and Parcels	227
764.12	Periodicals	227
764.13	Parcels	228
764.2	Forwarding to Another Country.	228
764.21	Mail Other than Periodicals and Parcels	228
764.22	Periodicals	228

Contents

764.23	Parcels	228
764.24	Customs Entry Forms	229
764.3	Backstamping	229
765	Directory Service	229
766	Retention Period	229
766.1	General Procedure	229
766.2	Exceptions	229
766.21	Refused, Undeliverable, or Unforwardable Item	229
766.22	Request for Return	230
766.23	Items Conditionally Refused by Addressee	230
766.24	Items Returned From Customs Custody	230
766.25	Request for Delivery to Alternate Addressee	230
770	Undeliverable Mail	230
771	Mail of Domestic Origin	230
771.1	General Procedure	230
771.2	Exceptions	230
771.3	Endorsements	231
771.4	Remailing of Returned Mail	231
771.5	Return Charges for Letter-post Items	231
771.51	General	231
771.52	Exceptions	232
771.6	Return Charges for Priority Mail International	232
771.7	Handling of Returned Parcels	232
771.71	Refused by Sender	232
771.72	Sender Has Moved to Another U.S. Address	232
771.73	Sender Has Moved to Another Country	232
772	Mail of Foreign Origin	233
772.1	Marking	233
772.11	Reason for Nondelivery	233
772.12	Postmarking	233
772.13	Address	233
772.14	Method of Return	233
772.15	Abandoned Parcel	233
772.2	Dutiable Mail	233
772.3	Disposal	233
772.31	General Procedure	233
772.32	Exceptions	233
780	Items Mailed Abroad by or on Behalf of Senders in the United States	234
781	Payment Required	234
781.1	Postage Payment Required	234
781.2	Handling Charges	234

782	Definition of Terms	234
782.1	Resident	234
782.2	By or on Behalf	234
782.3	Place of Business	235
782.4	Agent	235
783	Advance Payment Required	235
783.1	Sample Mailpiece	235
783.2	Headquarters Notification	235
784	Advance Payment Not Made	235
784.1	Return or Disposal of Items	235
784.2	Mailings Without Advance Payment	236
785	Report of Mailings	236
8	(Reserved)	237
9	Inquiries, Indemnities, and Refunds	239
910	Reports Encouraged	239
920	Inquiries and Claims	239
921	Inquiries	239
921.1	Definition	239
921.2	Initiating an Inquiry	239
921.3	How to Initiate	240
921.4	Inquiry Process	240
921.5	General Procedures	240
921.51	Nondelivery	240
921.52	Return Receipts Improperly Completed or Not Received	241
921.53	Priority Mail Express International Items, Registered Mail Items, and Insured and Ordinary Parcels With Damaged or Missing Contents	241
921.54	Wrapper Found Without Contents	241
922	Claims	241
922.1	General Description	241
922.2	Filing a Claim	241
922.3	Claims Process	242
922.31	Evidence of Indemnity Coverage	242
922.32	Evidence of Value	242
922.4	Processing Claims for Damaged or Missing Contents	243
922.41	Postal Service	243
923	Disposition of Damaged Mail	243
930	Indemnity Payments	244
931	Adjudication and Approval	244
931.1	When to Be Instituted	244

Contents

931.2	International Claims	244
931.21	Indemnity Claims for International Registered Mail, Insured Parcels, and Ordinary Parcels of U.S. and Foreign Origin	244
931.22	Country of Origin Pays Indemnity.	244
931.3	Appeals	245
931.31	Appealing a Claims Decision	245
931.32	Final Postal Service Decision of Claims	245
932	General Exceptions To Payment — Registered Mail, Priority Mail International Insured Parcels, and Priority Mail International Ordinary Parcels.	245
933	Payments for Priority Mail International Insured Parcels and Priority Mail International Ordinary Parcels.	246
933.1	General Provisions.	246
933.11	Insured Parcels.	246
933.12	Indemnity Will Not Be Paid.	246
933.13	Ordinary Priority Mail International Parcels — Indemnity Limitations	247
933.14	Ordinary Priority Mail International Parcels — Exceptions to Indemnity	247
933.2	Special Provisions	248
934	Payments for Registered Mail.	248
934.1	General Provisions.	248
934.11	Indemnity Paid by Country of Origin	248
934.12	Parcels Erroneously Accepted as Registered Mail	248
934.13	Indemnity Will Not Be Paid.	248
934.14	Indemnity Paid by Country of Destination	248
934.2	Special Provisions	248
935	Payments for Priority Mail Express International	248
935.1	When Authorized	248
935.2	When Prohibited	249
940	Postage Refunds	249
941	Postage Refunds for First-Class Mail International, First-Class Package International Service, and Priority Mail International.	249
941.1	General	249
941.2	Applications by Senders	249
941.3	Processing Refund Applications	250
941.31	Items Originating in United States	250
941.32	Items Originating in a Country Other Than the United States	250
942	Postage Refunds for Priority Mail Express International Items.	250
942.1	Who May File.	250
942.2	Conditions	250
942.21	Priority Mail Express International Refunds	250
942.22	Priority Mail Express International With Guarantee Refunds	250
942.3	Applications by Senders	251
942.31	Priority Mail Express International	251
942.32	Priority Mail Express International With Guarantee	251
942.4	Processing of Refund	251

942.5	Unallowable Refunds — Priority Mail Express International With No Service Guarantee	252
942.51	Postage Refunds — Priority Mail Express International.	252
942.52	Unallowable Refunds — Priority Mail Express International With Guarantee Service	252
942.53	Consequential Damages	252
943	Processing Refund Applications	252
943.1	Items Originating in the United States.	252
943.2	Items Originating in a Country Other Than the United States.	253
	Index of Countries and Localities	255
	Country Price Groups and Weight Limits	261
	Individual Country Listings	267
	List of Exhibits	783
	Forms Index	787
	Index	789