

Contents

- 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

 - 116 Trademarks of the USPS 3

 - 116.1 USPS Trademarks in the IMM 3
 - 116.2 Common Law Marks or USPS Marks with Pending Trademark Applications in the IMM 4

- 120 Preparation for Mailing 5

- 121 General Information for Mail Preparation 5

 - 121.1 Packaging — Sender’s Responsibility 5
 - 121.2 Use of Postal Service Equipment 5

- 122 Addressing 6

 - 122.1 Destination Address 6
 - 122.2 Return Address 7

 - 122.21 General 7
 - 122.22 Elements of a Return Address 7
 - 122.23 Required Use of Return Address 7

- 123 Customs Forms and Online Shipping Labels 8

 - 123.1 USPS-Produced Customs Declaration Forms 8

123.11	General	8
123.12	Authorized Editions	8
123.2	Availability	8
123.3	Privately Printed Forms	8
123.31	Authorization	8
123.32	Required Electronic Transmission of Customs Declaration Information	9
123.4	Nonpostal Forms	9
123.41	Nonpostal Export Regulations	9
123.42	Commercial Invoices	9
123.5	Place of Mailing	10
123.6	Required Usage	10
123.61	Conditions	10
123.62	Known Mailers	13
123.63	Documents and Merchandise	15
123.64	Additional Security Controls	15
123.7	Completing Customs Forms	16
123.71	PS Form 2976, Customs Declaration CN 22 — Sender’s Declaration	16
123.72	PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72	17
123.73	PS Form 2976-B, Priority Mail Express International Shipping Label and Customs Form	19
123.74	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	22
131.31	Information Available	22
131.32	Prohibited and Restricted Articles	22
131.33	Return or Seizure of Mail	22
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	23
132	Written, Printed, and Graphic Matter	24
132.1	Domestic Limits	24
132.2	Reply Cards and Envelopes	24
133	Improperly Addressed Mail	24
134	Valuable Articles	24
134.1	Service Options	24
134.2	List of Articles	25
134.3	Export of Rough Diamonds	25
134.4	Prohibitions	25

Contents

135	Mailable Dangerous Goods	26
135.1	Infectious Substances	26
135.11	General Conditions	26
135.12	Type of Mail	26
135.13	Senders and Receivers	27
135.2	Authorization	27
135.21	Authorized Institutions	27
135.22	Request for Authorization	27
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	Lithium Metal or Lithium Alloy (Non-Rechargeable) Cells and Batteries	30
135.64	Lithium-ion or Lithium Polymer (Rechargeable) Cells and Batteries	30
136	Nonmailable Goods	31
136.1	Dangerous Goods	31
136.2	Inert and Replica Explosive Devices	31
136.3	Counterfeit and Pirated Items	31
136.4	Cigarettes and Smokeless Tobacco	31
137	Firearms, Knives, and Sharp Instruments	32
138	Perishable Matter	32
138.1	Animals	32
138.2	Plants	32
138.3	Eggs	32
138.31	Restrictions	32
138.32	Packaging	33
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	34
141	Definitions	34
141.1	General	34
141.2	Global Express Guaranteed	34
141.3	Priority Mail Express International	34

141.4	Priority Mail International	35
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	36
142.3	Mail of a Former President and Surviving Spouse of a Former President	36
142.4	General Secretariat of the Organization of American States (OAS)	36
142.5	Pan American Sanitary Bureau Mail	36
150	Postage	37
151	Postage Prices	37
152	Payment Methods	37
152.1	Prepayment	37
152.2	Computing Postage	37
152.21	Determining Single-Piece Weight	37
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	39
152.6	Permit Imprint	39
152.61	Conditions of Use	39
152.62	Place of Mailing	39
152.63	Usage Criteria	39
152.64	Required Format	41
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

Contents

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
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	54
213.61	Commercial Base Prices	54
213.62	Commercial Plus Prices	54
213.7	Online Methods	55
213.71	Online Prices — Commercial Base or Commercial Plus Prices.	55
213.72	Markings Requirements	55
213.73	Determining Online Prices	55
213.74	Notification	55
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	56
213.9	Official Mail	56
213.91	Mailings by Federal Agencies.	56
213.92	Postal Service Mailings	56
214	Mail Preparation	57
214.1	Preparation by the Sender.	57
214.2	Preparation by Acceptance Employee	57
215	Mail Entry and Deposit	57
215.1	Entry Service Areas — U.S. Origins.	57
215.2	Place of Mailing	59
215.21	Items Eligible for Deposit or Pickup	59
215.22	Items Not Eligible for Deposit or Pickup	59

215.23	Items Paid With a Permit Imprint	59
215.24	Acceptance of Shipments	59
215.3	Pickup On Demand Service.	60
215.4	Package Pickup Service	60
220	Priority Mail Express International	60
221	Description and Physical Characteristics	60
221.1	General	60
221.2	Priority Mail Express International With Money-Back Guarantee Service.	60
221.3	Priority Mail Express International Flat Rate Envelopes	61
221.4	Physical Characteristics	61
221.41	Weight Limits	61
221.42	Dimensions — Priority Mail Express International Parcels.	61
222	Eligibility	61
222.1	General — All Priority Mail Express International Shipments	61
222.2	Prohibited Items in All Priority Mail Express International Shipments.	61
222.3	Priority Mail Express International Flat Rate Envelopes	62
222.4	Customs Forms Required	62
222.5	Mail Sealed Against Inspection	62
222.6	Priority Mail Express International Insurance and Indemnity.	62
222.61	Merchandise Insurance	62
222.62	Document Reconstruction Insurance.	63
222.63	Indemnity for Delivery Delays.	63
222.7	Extra Services — Merchandise Insurance.	63
223	Prices and Postage Payment Methods.	63
223.1	Prices.	63
223.11	Availability and Price Application — General.	63
223.12	Commercial Base Prices	63
223.13	Commercial Plus Prices	63
223.14	Priority Mail Express International Flat Rate Envelope Prices	64
223.2	Postage Payment Methods	64
223.21	General.	64
223.22	Permit Imprint.	64
223.23	USPS Corporate Account (USPSCA).	65
223.24	Online Methods	65
223.3	Official Mail	65
223.31	Mailings by Federal Agencies.	65
223.32	Postal Service Mailings	66
224	Mail Preparation	66
224.1	Preparation by Sender.	66
224.11	Using PS Form 2976-B	66
224.12	Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data	66
224.2	Preparation by Acceptance Employee	66

Contents

224.21	Using PS Form 2976-B	66
224.22	Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data	66
225	Mail Entry and Deposit	67
225.1	Place of Mailing	67
225.11	Items Eligible for Deposit or Pickup	67
225.12	Items Not Eligible for Deposit or Pickup	67
225.13	Items Paid With a Permit Imprint	67
225.2	Pickup On Demand Service	68
225.3	Package Pickup Service	68
230	Priority Mail International	68
231	Description and Physical Characteristics	68
231.1	General	68
231.2	Physical Characteristics	68
231.21	Weight Limits	68
231.22	Dimensions — Priority Mail International Parcels	69
231.23	Measuring Parcel Dimensions	69
232	Eligibility	70
232.1	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	70
232.11	General	70
232.12	Electronic USPS Delivery Confirmation International	71
232.2	Eligible Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	73
232.3	Priority Mail International Medium and Large Flat Rate Boxes	73
232.4	Eligible Priority Mail International Medium and Large Flat Rate Boxes	74
232.5	Priority Mail International Parcels	74
232.51	General	74
232.52	Priority Mail International Regional Rate Boxes	74
232.6	Customs Forms Required	75
232.61	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	75
232.62	Priority Mail International Medium and Large Flat Rate Boxes	75
232.63	Priority Mail International Parcels	75
232.7	Mail Sealed Against Inspection	75
232.8	Priority Mail International Insurance and Indemnity	75
232.81	Indemnity	75
232.82	Exclusions	76
232.9	Extra Services	76
232.91	Certificate of Mailing	76
232.92	Merchandise Insurance	76
232.93	Registered Mail Service	76
232.94	Return Receipt Service	76

233	Prices and Postage Payment Methods	77
233.1	Prices	77
233.11	Availability and Price Application — General	77
233.12	Commercial Base Prices	77
233.13	Commercial Plus Prices	77
233.14	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	77
233.15	Priority Mail International Medium and Large Flat Rate Boxes	78
233.16	Priority Mail International Parcels	78
233.2	Postage Payment Methods	78
233.21	General	78
233.22	Permit Imprint	78
233.23	Online Methods	78
233.3	Official Mail	79
233.31	Mailings by Federal Agencies	79
233.32	Postal Service Mailings	79
234	Mail Preparation	79
234.1	Addressing	79
234.2	Marking	79
234.3	Customs Documentation	80
234.4	Sealing	80
234.5	Packaging	80
234.51	Packaging Requirements — General	80
234.52	Types of Containers	80
234.53	Closure Options for Wooden Boxes or Bags	80
235	Mail Entry and Deposit	80
235.1	Place of Mailing	80
235.11	Items Eligible for Deposit or Pickup	80
235.12	Items Not Eligible for Deposit or Pickup	81
235.13	Items Paid With a Permit Imprint	81
235.2	Pickup On Demand Service	81
235.3	Package Pickup Service	82
240	First-Class Mail International	82
241	Description and Physical Characteristics	82
241.1	General	82
241.2	Physical Characteristics	82
241.21	Physical Standards — Letters	82
241.22	Physical Standards — Cards	83
241.23	Physical Standards — Large Envelopes (Flats)	84
242	Eligibility	88
242.1	Content Eligibility	88
242.2	Customs Forms Required	88
242.21	Dutiable Merchandise	88

Contents

242.22	Nondutiable Merchandise	88
242.3	Mail Sealed Against Inspection	88
242.4	Extra Services	88
242.41	Certificate of Mailing	88
242.42	Registered Mail Service	89
242.43	Return Receipt Service	89
243	Prices and Postage Payment Methods	89
243.1	Prices	89
243.11	Prices and Price Application — General	89
243.12	Price Computation	89
243.13	Destinating Countries and Price Groups	89
243.2	Postage Payment Methods — General	89
243.3	Permit Imprint — General	89
243.4	Official Mail	90
243.41	Mailings by Federal Agencies	90
243.42	Postal Service Mailings	90
244	Mail Preparation	90
244.1	Addressing	90
244.2	Markings	90
244.3	Sealing	90
244.4	Packaging	91
245	Mail Entry and Deposit	91
245.1	Place of Mailing	91
245.11	Items Eligible for Deposit or Pickup	91
245.12	Items Not Eligible for Deposit or Pickup	91
245.2	Items Paid With a Permit Imprint	92
250	First-Class Package International Service	92
251	Description and Physical Characteristics	92
251.1	General	92
251.2	Physical Characteristics and Standards — Packages (Small Packets)	92
251.21	Weight Limit	92
251.22	Dimensions — Other Than Rolls	92
251.23	Dimensions — Rolls	92
251.24	Quality	92
252	Eligibility	93
252.1	Content	93
252.2	Electronic USPS Delivery Confirmation International	93
252.21	Description	93
252.22	Availability	93
252.23	Customs Label and Marking	94
252.24	Additional Standards	94
252.25	Postage Payment Methods	94
252.26	Price Eligibility	94

252.3	Customs Forms Required	94
252.4	Mail Sealed Against Inspection	95
252.5	Extra Services	95
252.51	Certificate of Mailing.	95
252.52	Registered Mail Service	95
252.53	Return Receipt Service.	95
253	Prices and Postage Payment Methods.	95
253.1	Prices	95
253.11	Prices and Price Application — General	95
253.12	Price Computation	95
253.13	Destinating Countries and Price Groups	95
253.14	Commercial Base Prices	95
253.15	Commercial Plus Prices	95
253.2	Postage Payment Methods	96
253.21	General	96
253.22	Permit Imprint.	96
253.23	Online Methods	97
253.3	Official Mail	97
253.31	Mailings by Federal Agencies.	97
253.32	Postal Service Mailings	97
254	Mail Preparation	98
254.1	Addressing.	98
254.2	Markings	98
254.3	Sealing	98
254.4	Packaging	98
255	Mail Entry and Deposit	98
255.1	Place of Mailing	98
255.11	Items Eligible for Deposit or Pickup	98
255.12	Items Not Eligible for Deposit or Pickup	99
255.2	Items Paid With a Permit Imprint.	99
255.3	Pickup on Demand Service	99
255.4	Package Pickup Service	100
260	Direct Sacks of Printed Matter to One Addressee (M-bags)	100
261	Description	100
261.1	General	100
261.2	Eligibility.	100
261.21	Printed Matter.	100
261.22	Other Articles	101
261.23	Mail Not Sealed Against Inspection	101
262	Postage Prices and Fees	101
262.1	Airmail M-bags	101
262.2	International Priority Airmail (IPA) M-bags.	101
262.3	International Surface Air Lift (ISAL) M-bags	102

Contents

262.4	Postage Calculation	102
262.5	Stamps, Postage Evidencing Systems, PVI Labels, or Permit Imprint	102
263	Weight and Size Limits	102
263.1	Weight Limits	102
263.2	Size Limits	102
264	Mail Preparation	103
264.1	Marking	103
264.2	Sacking and Labeling	103
264.21	Equipment	103
264.22	Tagging	103
264.23	Multiple Sacks to One Addressee	103
264.24	Country Destination Name	103
264.3	Customs Forms Required	103
265	Extra Services	103
270	Free Matter for the Blind	104
271	Description and Physical Characteristics	104
271.1	General	104
271.2	Weight Limits	104
272	Eligibility	104
272.1	Eligible Participants	104
272.2	Eligible Matter	104
272.3	Ineligible Matter	105
272.4	Customs Forms Required	105
272.5	Mail Not Sealed Against Inspection	105
272.6	Extra Services	105
273	Postage Prices and Fees	105
274	Mail Preparation	106
274.1	Addressing	106
274.2	Markings	106
275	Mail Entry and Deposit	106
275.1	Items Eligible for Deposit or Pickup	106
275.2	Items Not Eligible for Deposit or Pickup	107
280	(Reserved)	107
290	Commercial Services	107
291	(Reserved)	107
292	International Priority Airmail (IPA) Service	107
292.1	Description	107
292.11	General	107
292.12	Mail Sealed Against Inspection	108
292.13	IPA M-bags	108
292.2	Eligibility	108
292.21	Qualifying Mailpieces	108
292.22	Availability	108

292.23	Minimum Quantity Requirements	108
292.24	Maximum Weight Limits	109
292.25	Dutiable Items	109
292.26	Customs Forms Requirements	109
292.27	Extra Services	109
292.3	Prices and Postage Payment Methods	109
292.31	Prices	109
292.32	Computation of Postage	110
292.33	Postage Payment Methods	110
292.4	Mail Preparation	111
292.41	Addressing and Return Address	111
292.42	Marking	112
292.43	Sealing and Packaging	112
292.44	Physical Characteristics and Requirements for All Bundles	112
292.45	IPA Foreign Office of Exchange Codes and Price Groups	113
292.46	Presort Mailings: Direct Country — Price Groups 1 through 14	119
292.47	Presort Mailings: Mixed Country — Price Groups 9 through 14	121
292.48	Presort Mailings — Price Groups 15 through 19	122
292.49	Worldwide Nonpresort Preparation	125
292.5	Mail Entry and Deposit	126
292.51	Separation by Price Group	126
292.52	Full Service	126
292.53	Drop Shipment	126
293	International Surface Air Lift (ISAL) Service	127
293.1	Description	127
293.11	General	127
293.12	Mail Sealed Against Inspection	128
293.13	ISAL M-bags	128
293.2	Eligibility	128
293.21	Qualifying Mailpieces	128
293.22	Availability	128
293.23	Minimum Quantity Requirements	128
293.24	Maximum Weight Limits	129
293.25	Dutiable Items	129
293.26	Customs Forms Requirements	129
293.27	Extra Services	129
293.3	Prices and Postage Payment Methods	129
293.31	Prices	129
293.32	Computation of Postage	130
293.33	Postage Payment Methods	130
293.4	Mail Preparation	131
293.41	Addressing and Return Address	131
293.42	Marking	132

Contents

293.43	Sealing and Packaging	132
293.44	Physical Characteristics and Requirements for All Bundles	132
293.45	ISAL Foreign Office of Exchange Codes and Price Groups	133
293.46	Presort Mailings: Direct Country — Price Groups 1 through 14	136
293.47	Presort Mailings: Mixed Country — Price Groups 9 through 14	138
293.48	Presort Mailings — Price Groups 15 through 19	139
293.49	Worldwide Nonpresort Preparation	142
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	156
322.4	Return Receipt Service	156
323	Priority Mail International Insurance	157
323.1	Description.	157
323.2	Availability	157
323.3	Coverage and Fees	157
323.4	Return Receipt.	157
323.5	Insured Value and Indemnity Claims	157
323.51	Insured Value and Declared Value	157
323.52	Indemnity Claims and Payments	158
323.6	Preparation of Insured Priority Mail International Parcels	158
323.61	Mailing Receipt and Insurance Number	158
323.62	Accepting Clerk's Responsibility	158
323.63	Postmarking	158
323.7	Sender's Responsibility	158
323.71	Mailing Receipt.	158
323.72	Marking.	158
323.73	Sealing	158
330	Registered Mail.	159
331	Description	159
332	Availability	159
333	Fees and Indemnity Limits	159
333.1	Registration Fees.	159
333.2	Indemnity Limit	159
334	Processing Requests	159
334.1	Mailing Receipt and Registration Number.	159
334.11	General Use	159
334.12	Sender's Responsibility	160
334.13	Accepting Clerk's Responsibility	160
334.14	Preparation.	160
334.2	Marking	160
334.3	Postmarking.	161
334.31	Placement.	161
334.32	Registered Free Matter for the Blind	161

Contents

334.4	Sealing	161
334.41	Sender's Responsibility	161
334.42	Registered Mail Service With Free Matter for the Blind	161
334.5	Return Receipt	161
335	Indemnity Claims and Payments	161
340	Return Receipt	161
341	Description	161
342	Availability	162
343	Fee	162
344	Processing Requests	162
344.1	Form	162
344.11	Sender's Responsibility	162
344.12	Accepting Clerk's Responsibility	162
344.2	Marking	162
344.3	Return Receipt Improperly Completed or Not Received	162
350	Restricted Delivery	162
360	(Reserved)	163
370	International Money Transfer Services	163
371	International Money Orders	163
371.1	Description	163
371.11	General	163
371.12	Maximum Amount	163
371.2	Availability	163
371.3	Fees	164
371.4	Processing Requirements	164
371.41	Form Required — International Postal Money Order (Form MP1)	164
371.42	Preparation by Purchaser	164
371.43	Preparation by Postal Service Employee	164
371.5	Procedures for Cashing Money Orders Issued by Foreign Countries	164
371.51	Valid Postal Money Orders	164
371.52	Canadian Money Orders	164
371.53	Japanese Money Orders	164
371.6	Lost Reissued Money Orders	165
371.7	Inquiries	165
371.71	Who May Receive Information	165
371.72	Inquiries Regarding Payment	165
372	Sure Money (DineroSeguro)	165
372.1	Description	165
372.2	Options and Restrictions	166
372.3	Fees	166
372.4	Participating Post Offices	166
372.5	Availability	166

372.6	Currencies by Country	166
372.7	Service Guarantee	167
380	Supplemental Services	167
381	International Reply Coupons	167
381.1	Description	167
381.2	Previously Sold Coupons and Exchange Value	167
381.3	Processing Requests	167
382	International Business Reply Service	168
382.1	Description	168
382.2	Availability	168
382.3	Who May Distribute IBRS Mail	169
382.4	Postage and Fees	169
382.5	Size and Weight Requirements	169
382.51	Cards	169
382.52	Envelopes	169
382.6	Formatting Requirements	169
382.61	General	169
382.62	Air Mail Endorsement	170
382.63	FIM	170
382.64	No Postage Necessary Endorsement	170
382.65	Horizontal Bars	170
382.66	Business Reply Legend	170
382.67	Delivery Address	171
382.68	Barcode	171
382.7	Foreign International Business Reply Service	173
4	Treatment of Outbound Mail	175
410	Postmarking	175
420	Unpaid and Shortpaid Mail	175
421	Check for Sufficient Postage	175
422	Unpaid Mail	175
422.1	Unpaid Mail With a Return Address	175
422.2	Unpaid Mail Without a Return Address	175
423	Shortpaid Mail	175
423.1	General Procedures at the Originating Mailing Office	175
423.2	Disposition	175
423.21	Global Express Guaranteed (GXG) Shipments	176
423.22	Priority Mail Express International Shipments	176
423.23	Priority Mail International Parcel Items (Other Than Priority Mail International Flat Rate Envelopes and Small Flat Rate Boxes)	176
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	177

Contents

423.3	Credit for Postage Paid	177
423.4	Parcels at Other Than Mailing Offices	178
430	Improperly Prepared Mail	178
431	Insufficient Address.	178
432	Oversized or Undersized Items	178
433	Oversized Cards	178
434	Reply-Paid Cards	178
435	Detached Customs Declaration Forms.	178
440	Mailpiece Refused by an Air Carrier	179
441	Item Containing Nonmailable, Hazardous, or Perishable Material	179
442	Mailable Item.	179
450	Extra Services Mail — Registered Mail.	179
451	Recording and Dispatching.	179
452	Registered Mail Found With Ordinary Mail	179
452.1	Disposition.	179
452.2	Complete the Registration Process.	180
452.3	Shortpaid Mail	180
5	Nonpostal Export Regulations	181
510	Office of Foreign Assets Control (OFAC) Regulations — U.S. Department of the Treasury	181
511	General	181
512	Prohibited Destinations, Specially Designated Nationals, and Blocked Persons.	181
513	Additional Standards.	181
514	Exceptions.	181
515	Mailer Compliance	182
516	Additional Information.	182
520	Foreign Trade Regulations — U.S. Census Bureau	182
521	General	182
522	Additional Assistance	182
523	Mailpieces Sent to APOs, FPOs, and DPOs	182
524	Internal Transaction Number (ITN)	183
524.1	General	183
524.2	Filing Requirements.	183
524.21	Mandatory Filing.	183
524.22	How to File Electronic Export Information and Obtain an Internal Transaction Number (ITN)	184
525	AES Downtime Citation.	185
526	AES Exemption	185
526.1	General	185
526.2	When Applicable	185
527	Placement of ITN, AES Downtime Citation, or AES Exemption	186

530	Commodities and Technical Data	187
531	Scope and Applicability of Export Licensing Requirements	187
531.1	U.S. Department of Commerce — Bureau of Industry and Security; Export Controls	187
531.2	Export Enforcement	187
532	Export Licenses	188
532.1	General	188
532.2	Export — Definition	188
532.3	How to Determine If an Export License Is Needed	188
532.4	Additional Information	189
533	Additional Standards	189
533.1	Shipper's Export Declaration	189
533.2	Shipper's Electronic Export Filing Required	189
533.3	Mailer and USPS Responsibilities for Completing and Processing Forms	189
533.31	Mailer Responsibilities	189
533.32	USPS Responsibilities	190
540	Munitions (Defense Articles) and Related Technical Data	190
541	Licensing Requirements	190
541.1	Individual Licenses	190
541.11	Exporting Defense Articles	190
541.12	Exporting Technical Data	190
541.2	Prohibited Countries	191
541.3	Exporting of Government Shipments	192
541.4	Obtaining Additional Information	192
542	Mailing Under Individual Licenses	192
542.1	Marking by Sender	192
542.2	Processing at Post Office Facilities	192
542.21	Examination of List of Contents	192
542.22	Amount of Mailing Authorized by License	192
550	Dried Whole Eggs	193
551	Description	193
552	Charges	193
553	How to Mail	193
553.1	Preparation by Sender	193
553.11	Marking	193
553.12	Certificate of Mailing Dried Whole Eggs	193
553.2	Processing in Office of Mailing	194
553.21	Postage	194
553.22	Signature of Postmaster	194
560	Export of Rough Diamonds	194
561	General	194
562	Mailing	195
563	Additional Information	195

Contents

570	Consular and Commercial Invoices	196
580	Drawback Arrangement	196
581	Description	196
582	Processing Drawback Claims	196
582.1	Forms Required	196
582.11	List of Forms	196
582.12	Where to Obtain the Forms	196
582.2	Preparation by Senders	196
582.21	Claiming Drawback	196
582.22	Waiver of the Right to Withdraw the Package	196
582.3	Processing by Postmaster	197
582.31	Postmaster's Certification	197
582.32	Disposal of Forms	197
590	Exporting Wildlife and Protected Plants	197
591	Special Requirements for Wildlife and Certain Plant Exports	197
592	Declaration Requirements	198
592.1	Declaration of Wildlife Exports	198
592.2	Declaration of Scientific Specimens or Parts	198
592.3	Declaration of Plant Exports	198
593	Export Licenses and Inspection Requirements for Commercial Wildlife Exports	199
594	Marking Requirements for Wildlife Exports	199
595	Permit Requirements for Wildlife and Plant Exports	199
596	Obtaining and Using Permits for Wildlife and Protected Plant Exports	199
596.1	Export Permits	199
596.2	CITES Permit	200
596.3	Export of Migratory Birds	200
597	How to Obtain Additional Information	200
598	Wildlife Inspection Offices	200
6	Special Programs	201
610	Postal Qualified Wholesaler Program	201
611	Description	201
612	Pricing	201
613	Qualifying as a Wholesaler	201
613.1	Letter of Request	201
613.2	Criteria	202
613.3	Disqualification	203
614	Benefits	203
614.1	Qualified List	203
614.2	Preapproved Advertising	203
614.3	Right of First Refusal	203

615	Length of Qualification	204
615.1	Approval Period	204
615.2	Disqualification	204
620	Global Direct Entry Wholesaler Program	204
621	Description	204
622	Qualifying as a GDE Wholesaler	204
622.1	Eligibility Criteria	204
622.2	Letter of Request	206
622.3	Length of Qualification — Approval Period	206
623	Disqualification as a GDE Wholesaler	206
623.1	Determining Factors	206
623.2	Notification of Disqualification and Appeal	207
624	List of Qualified GDE Wholesalers	207
625	Preapproved Advertising	207
7	Treatment of Inbound Mail	209
710	U.S. Customs Information	209
711	Customs Examination of Mail Believed to Contain Dutiable or Prohibited Articles	209
711.1	What Is Subject to Examination	209
711.2	Treatment of Mail Believed to Contain Dutiable or Prohibited Articles	209
711.21	Treatment at Exchange Offices	209
711.22	Treatment at Distribution Offices	210
711.23	Priority Treatment of Airmail	210
711.3	Examination of Registered Mail and Sealed Letters	210
711.4	Extraction of Samples for Advisory Information	210
711.5	Treatment of Mail Following Customs Examination	211
711.51	Repacking After Customs Examination	211
711.52	Identification of Dutiable/Nondutiable Articles	211
711.6	Handling Subsequent to Customs Inspection	211
711.61	Postal Service Handling Procedures	211
711.62	U.S. Customs Service Locations	211
712	Customs Clearance and Delivery Fee	212
712.1	Description	212
712.11	Collecting Postal Service Fees	212
712.12	Collecting Postal Service Fee for Each Package	212
712.13	Accounting for the Postal Service Fee	213
712.2	Articles Exempted From Postal Service Fee	213
712.3	Amount of Postal Service Fee	213
712.4	Postal Service Fee Not Refundable	213
712.5	Customs Duties and Customs Fee Not Exempt	213
713	Treatment of Dutiable Mail at Delivery Office	213
713.1	Detection and Dispatch of Dutiable Mail	213
713.11	Detecting Dutiable Items	213

Contents

713.12	Dispatch to Delivery Units	213
713.2	Delivery of Dutiable Mail	213
713.21	Delivery Methods	213
713.22	Delivery Procedures	214
713.23	Addressee Protests Duty Charged.	215
713.3	Forwarding or Returning Dutiable Mail	216
713.31	Forwarding Dutiable Mail Within the U.S..	216
713.32	Forwarding Dutiable Mail to Another Country	217
713.33	Returning Dutiable Mail to Sender	217
713.34	Forwarding or Returning Dutiable Mail by Stations and Branches	217
713.4	Payment of Duty	217
713.41	Duty Rate Information	217
713.42	Prepayment of Customs Duty Abroad	217
713.43	Registration of Items to Be Returned to the United States	217
713.44	Return of Audio-Visual Materials	218
713.45	Assessment of Duty in Foreign Countries	219
713.46	Recording and Reporting Collections	219
713.5	Treatment of Uncollected Items	219
713.51	Disposal of Uncollected Items	219
713.52	Reporting of Uncollected Items	219
713.53	Past-Due Entries.	220
713.54	Detached Customs Mail Entries	220
713.6	Refund of Customs Duty	220
713.61	Action by Postmaster	220
713.62	Refunds by Customs Service.	221
720	Plant and Animal Quarantine Inspection	221
721	What Is Subject to Inspection	221
722	Segregation and Handling.	222
722.1	Treatment of Packages Labeled for Inspection.	222
722.11	Dispatch of Packages	222
722.12	Marking.	222
722.2	Treatment of Packages Exempt From Inspection.	222
722.3	Treatment of Unauthorized Importations.	222
722.4	Packages Containing Prohibited Material	222
723	Agriculture Inspection Stations and Offices	223
730	Shortpaid Mail to the United States	224
731	Computation of Postage Due	224
732	Shortpaid Letters and Cards From Canada	224
733	Shortpaid Items Bearing U.S. Postage	224
740	Irregular Mail	224
741	Invalid Foreign Postage.	224
742	Stamps Not Affixed.	225
742.1	Marking	225

742.2	Parcels Without Postage Stamps	225
743	Parcels Addressed Through Banks or Other Organizations	225
743.1	Notification of Arrival	225
743.2	Filing Authorization	225
744	Foreign Dispatch Notes.	226
744.1	Delivery Instructions	226
744.2	Undeliverable Parcels	226
744.3	Dispatch Notes Not Associated With Parcels	226
750	Extra Services.	226
751	Insured Parcels	226
751.1	Identification	226
751.11	Evidence of Insurance	226
751.12	List of Insurance Endorsements.	226
751.2	Delivery	226
751.3	Indemnity Claims and Payments.	226
752	Registered Mail	227
752.1	Identification	227
752.11	Evidence of Registration.	227
752.12	List of Registry Endorsements	227
752.13	Treatment of Registered Items.	227
752.14	Treated as Ordinary Mail	227
752.2	Treatment by Office of Delivery.	227
752.21	Delivery.	227
752.22	Mail Unaccounted for After Assignment for Delivery	227
752.23	Indemnity Claims and Payments	227
753	Return Receipt	228
753.1	Completion of Return Receipt Form	228
753.2	Foreign Receipt Form Missing.	228
754	Restricted Delivery	228
754.1	Inbound Registered Mail	228
754.2	Failed Delivery Attempt	228
760	Forwarding	228
761	General Procedures	228
761.1	Items Addressed to Foreign Countries	228
761.2	Forwarding to a Third Country.	229
761.3	Endorsement Not to Forward	229
761.4	Scanning Procedures	229
762	Mail of Domestic Origin.	229
762.1	Addressee Moved to Another Country	229
762.11	Letters and Postcards	229
762.12	Mail Other Than Letters and Postcards	229
762.2	Undeliverable Domestic Mail Bearing U.S. Postage and a Foreign Return Address	229

Contents

763	Items Mailed Aboard Ships (Paquebot)	230
763.1	General	230
763.2	Mail Forwarded by Air	230
763.3	Mail Posted on a U.S. Ship	231
763.4	Forwarding Ship Passenger and Crew Mail	231
763.41	Items That Do Not Contain Merchandise	231
763.42	Accepting Employee's Responsibility	231
764	Mail of Foreign Origin	232
764.1	Forwarding Within the United States	232
764.11	Mail Other Than Periodicals and Parcels	232
764.12	Periodicals	232
764.13	Parcels	232
764.2	Forwarding to Another Country	232
764.21	Mail Other than Periodicals and Parcels	232
764.22	Periodicals	233
764.23	Parcels	233
764.24	Customs Entry Forms	233
764.3	Backstamping	233
765	Directory Service	234
766	Retention Period	234
766.1	General Procedure	234
766.2	Exceptions	234
766.21	Refused, Undeliverable, or Unforwardable Item	234
766.22	Request for Return	234
766.23	Items Conditionally Refused by Addressee	234
766.24	Items Returned From Customs Custody	234
766.25	Request for Delivery to Alternate Addressee	234
770	Undeliverable Mail	235
771	Mail of Domestic Origin	235
771.1	General Procedure	235
771.2	Exceptions	235
771.3	Endorsements	235
771.4	Remailing of Returned Mail	235
771.5	Return Charges for Letter-post Items	236
771.51	General	236
771.52	Exceptions	236
771.6	Return Charges for Priority Mail International	236
771.7	Handling of Returned Parcels	236
771.71	Refused by Sender	236
771.72	Sender Has Moved to Another U.S. Address	236
771.73	Sender Has Moved to Another Country	237

772	Mail of Foreign Origin	237
772.1	Marking	237
772.11	Reason for Nondelivery	237
772.12	Postmarking	237
772.13	Address	237
772.14	Method of Return	237
772.15	Abandoned Parcel	237
772.2	Dutiable Mail	237
772.3	Disposal	238
772.31	General Procedure	238
772.32	Exceptions	238
780	Items Mailed Abroad by or on Behalf of Senders in the United States	238
781	Payment Required	238
781.1	Postage Payment Required	238
781.2	Handling Charges	239
782	Definition of Terms	239
782.1	Resident	239
782.2	By or on Behalf	239
782.3	Place of Business	239
782.4	Agent	239
783	Advance Payment Required	239
783.1	Sample Mailpiece	239
783.2	Headquarters Notification	240
784	Advance Payment Not Made	240
784.1	Return or Disposal of Items	240
784.2	Mailings Without Advance Payment	240
785	Report of Mailings	240
8	(Reserved)	241
9	Inquiries, Indemnities, and Refunds	243
910	Reports Encouraged	243
920	Inquiries and Claims	243
921	Inquiries	243
921.1	Definition	243
921.2	Initiating an Inquiry	243
921.3	How to Initiate an Inquiry	244
921.31	Inquiry by Telephone	244
921.32	Online Inquiry	244
921.4	Inquiry Process	245
921.5	General Procedures	245
921.51	Nondelivery	245
921.52	Return Receipts Improperly Completed or Not Received	245

Contents

921.53	Priority Mail Express International Items, Registered Mail Items, and Insured and Ordinary Parcels With Damaged or Missing Contents	245
921.54	Wrapper Found Without Contents	245
922	Claims	246
922.1	General Description	246
922.2	Filing a Claim	246
922.3	Claims Process	246
922.31	Determination of Claim.	246
922.32	Evidence of Indemnity Coverage	247
922.33	Evidence of Value.	247
922.4	Processing Claims for Damaged or Missing Contents	248
922.41	Customer	248
922.42	Postal Service.	248
923	Disposition of Damaged Mail	248
930	Indemnity Payments	249
931	Adjudication and Approval	249
931.1	When to Be Instituted	249
931.2	International Claims	249
931.21	Indemnity Claims for International Registered Mail, Insured Parcels, and Ordinary Parcels of U.S. and Foreign Origin	249
931.22	Country of Origin Pays Indemnity.	249
931.3	Appeals	249
931.31	Appealing a Claims Decision	249
931.32	Final Postal Service Decision of Claims	250
932	General Exceptions to Payment — Registered Mail and Priority Mail International Parcels.	250
933	Payments for Priority Mail International Parcels	251
933.1	General Provisions.	251
933.11	Payment of Indemnity.	251
933.12	Indemnity Will Not Be Paid.	251
933.13	Priority Mail International Parcels — Indemnity Limitations.	252
933.14	Priority Mail International Parcels — Exceptions to Indemnity	252
933.2	Special Provisions	252
934	Payments for Registered Mail	253
934.1	General Provisions.	253
934.11	Indemnity Paid by Country of Origin	253
934.12	Parcels Erroneously Accepted as Registered Mail	253
934.13	Limitations to Indemnity Payment	253
934.14	Indemnity Paid by Country of Destination	253
934.2	Special Provisions	253
935	Payments for Priority Mail Express International	253
935.1	When Authorized	253
935.2	When Prohibited	253

940 Postage Refunds	254
941 Postage Refunds for First-Class Mail International, First-Class Package International Service, and Priority Mail International.....	254
941.1 General	254
941.2 Applications by Senders	254
941.3 Processing Refund Applications	254
941.31 Items Originating in United States	254
941.32 Items Originating in a Country Other Than the United States	254
942 Postage Refunds for Priority Mail Express International Items.....	255
942.1 Who May File.....	255
942.2 Conditions	255
942.21 Priority Mail Express International Refunds	255
942.22 Priority Mail Express International With Money-Back Guarantee Refunds ...	255
942.3 Applications by Senders	256
942.31 Priority Mail Express International Refunds	256
942.32 Priority Mail Express International With Money-Back Guarantee Refunds ...	256
942.4 Processing of Refund	256
942.5 Unallowable Refunds — Priority Mail Express International With No Service Guarantee	256
942.51 Postage Refunds — Priority Mail Express International.....	256
942.52 Unallowable Refunds — Priority Mail Express International With Money-Back Guarantee Service	257
942.53 Consequential Damages	257
943 Processing Refund Applications.....	257
943.1 Items Originating in the United States.....	257
943.2 Items Originating in a Country Other Than the United States.....	257
 Index of Countries and Localities	 259
 Country Price Groups and Weight Limits	 265
 Individual Country Listings	 273
 List of Exhibits	 793
 Index	 797