

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	2
114 Availability	2
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	4
116 Trademarks of the USPS	4
116.1 USPS Trademarks in the IMM	4
116.2 Common Law Marks or USPS Marks with Pending Trademark Applications in the IMM	5
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	8

123	Customs Forms and Online Shipping Labels	8
123.1	Types of Customs Forms	8
123.11	General	8
123.12	Authorized Editions	9
123.2	Availability	9
123.3	Privately Printed Forms	10
123.31	Authorization	10
123.32	Required Electronic Transmission of Customs Declaration Information	10
123.4	Nonpostal Forms	10
123.41	Nonpostal Export Regulations	10
123.42	Commercial Invoices	10
123.5	Place of Mailing	11
123.6	Required Usage	11
123.61	Conditions	11
123.62	Known Mailers	13
123.63	Separation of Documents and Merchandise	15
123.64	Additional Security Controls	16
123.7	Completing Customs Forms	16
123.71	Preparation and Acceptance of Electronically Generated Customs Forms	16
123.72	Preparation and Acceptance of PS Form 2976-R	18
123.73	PS Form 2976-E, Customs Declaration Envelope — CP 91, and PS Form 2976-ES, Small Customs Form Envelope	20
130	Mailability	20
131	General	20
131.1	Domestic Limits	20
131.2	International Limits	20
131.3	Individual Country Prohibitions and Restrictions	20
131.31	Information Available	20
131.32	Prohibited and Restricted Articles	21
131.33	Return or Seizure of Mail	21
131.34	Foreign Customs Information	21
131.4	Mailer Responsibility	21
131.5	Preparation for Mailing	21
131.51	General Packaging Requirements	21
131.52	Special Packaging Requirements	21
132	Written, Printed, and Graphic Matter	22
132.1	Domestic Limits	22
132.2	Reply Cards and Envelopes	22
133	Improperly Addressed Mail	22
134	Valuable Articles	23
134.1	Service Options	23
134.2	List of Articles	23

Contents

134.3	Export of Rough Diamonds	23
134.4	Prohibitions	23
135	Mailable Dangerous Goods.	24
135.1	Infectious Substances	24
135.11	General Conditions.	24
135.12	Type of Mail	24
135.13	Senders and Receivers.	25
135.2	Authorization	25
135.21	Authorized Institutions	25
135.22	Request for Authorization.	25
135.3	Packaging, Marking, Labeling	25
135.31	Category B Infectious Substances.	25
135.32	Nonregulated Materials (Noninfectious Biological Substances)	26
135.33	Exempt Human or Animal Specimens	26
135.4	Handling and Dispatch of Infectious Substances	26
135.41	Biological Substances	26
135.42	Infectious Substances	26
135.5	Radioactive Materials	27
135.6	Batteries.	27
135.61	Availability — Mail Classes.	27
135.62	General.	27
135.63	Lithium Metal or Lithium Alloy (Non-Rechargeable) Cells and Batteries	28
135.64	Lithium-ion or Lithium Polymer (Rechargeable) Cells and Batteries	28
136	Nonmailable Goods.	29
136.1	Dangerous Goods	29
136.2	Inert and Replica Explosive Devices	29
136.3	Counterfeit and Pirated Items	29
136.4	Cigarettes, Smokeless Tobacco, and Electronic Nicotine Delivery Systems	30
137	Firearms, Knives, and Sharp Instruments	30
138	Perishable Matter	30
138.1	Animals	30
138.2	Plants	30
138.3	Eggs.	31
138.31	Restrictions.	31
138.32	Packaging.	31
138.4	Food and Other Perishable Articles.	31
139	Cremated Remains	31
139.1	Eligibility.	31
139.2	Packaging	31
139.3	Markings	31
140	International Mail Categories	32
141	Definitions	32
141.1	General	32

141.2	Global Express Guaranteed	32
141.3	Priority Mail Express International	32
141.4	Priority Mail International	32
141.5	First-Class Mail International	33
141.6	First-Class Package International Service	33
142	Official Mail	33
142.1	Mailings by Federal Agencies	33
142.2	Postal Service Mailings	34
142.3	Mail of a Former President and Surviving Spouse of a Former President	34
142.4	General Secretariat of the Organization of American States (OAS)	34
142.5	Pan American Sanitary Bureau Mail	34
150	Postage	35
151	Postage Prices	35
152	Payment Methods	35
152.1	Prepayment	35
152.2	Computing Postage	35
152.21	Determining Single-Piece Weight	35
152.22	Rounding Numerical Values	35
152.3	Stamps	35
152.31	Types of Stamps	35
152.32	Additional Postage for Nondenominated Postage Stamps, Forever Stamps, or Forever Print-on-Demand Indicias	36
152.33	Precanceled Stamps	36
152.4	Postage Meters, Postage Validation Imprints (PVI), Forever Print-on-Demand Indicia, and PC Postage	36
152.5	Additional Standards for Forever Print-on-Demand Indicia Labels	37
152.6	Permit Imprint	37
152.61	Conditions of Use	37
152.62	Place of Mailing	37
152.63	Usage Criteria	37
152.64	Required Format	38
153	Placement of Postage	42
154	Remailed Items	42
2	Conditions for Mailing	43
210	Global Express Guaranteed	43
211	Description and Physical Characteristics	43
211.1	General	43
211.2	Physical Characteristics	43
211.21	Weight Limits	43
211.22	Dimensions	43
212	Eligibility	44
212.1	General — All Global Express Guaranteed Shipments	44
212.2	Customs Forms Required	44

Contents

212.3	Mail Sealed Against Inspection	44
212.4	Inquiries, Service Guarantees, Postage Refunds, and Indemnity	44
212.41	Service Guarantee	44
212.42	Transit Days for Shipments	44
212.43	Inquiries	45
212.44	Postage Refunds	45
212.45	Global Express Guaranteed Insurance and Indemnity	45
212.46	Indemnity Claims	45
212.47	Liability for Lost or Damaged Contents	46
212.5	Extra Services — Insurance.	46
213	Prices and Postage Payment Methods.	46
213.1	Availability and Price Application — General	46
213.2	Postage Payment Methods — General	46
213.3	Determining Postage for Global Express Guaranteed Service	46
213.31	USPS-Produced Global Express Guaranteed Envelopes	46
213.32	Mailer-Supplied Packaging	46
213.4	Dimensional Weight.	47
213.41	Determining Dimensional Weight for a Rectangular-Shaped Parcel	47
213.42	Determining Dimensional Weight for a Nonrectangular-Shaped Parcel	47
213.5	Destinating Countries and Price Groups	47
213.6	Commercial Prices	53
213.61	Commercial Base Prices	53
213.62	Commercial Plus Prices	53
213.7	Online Methods	53
213.71	Online Prices — Commercial Base or Commercial Plus Prices.	53
213.72	Markings Requirements	54
213.73	Determining Online Prices	54
213.74	Notification	54
213.75	Postage Adjustments of Online Shipments	54
213.76	Deposit of Online Shipments within 24 Hours	54
213.8	Permit Imprint	54
213.81	Permit Imprint — General.	54
213.82	Permit Imprint — Commercial Base or Commercial Plus Prices	54
213.9	Official Mail	55
213.91	Mailings by Federal Agencies.	55
213.92	Postal Service Mailings	55
214	Mail Preparation	55
214.1	Preparation by the Sender.	55
214.2	Preparation by Acceptance Employee	56
215	Mail Entry and Deposit	56
215.1	Entry Service Areas — U.S. Origins.	56
215.2	Place of Mailing	58
215.21	Items Eligible for Deposit or Pickup	58

215.22	Items Not Eligible for Deposit or Pickup	58
215.23	Items Paid With a Permit Imprint	58
215.24	Acceptance of Shipments	58
215.3	Pickup On Demand Service	59
215.4	Package Pickup Service	59
220	Priority Mail Express International	59
221	Description and Physical Characteristics	59
221.1	General	59
221.2	Priority Mail Express International With Money-Back Guarantee Service	59
221.3	Priority Mail Express International Flat Rate Envelopes	60
221.4	Physical Characteristics	60
221.41	Weight Limits	60
221.42	Dimensions — Priority Mail Express International Parcels	60
222	Eligibility	60
222.1	General — All Priority Mail Express International Shipments	60
222.2	Prohibited Items in All Priority Mail Express International Shipments	60
222.3	Priority Mail Express International Flat Rate Envelopes	61
222.4	Customs Forms Required	61
222.5	Mail Sealed Against Inspection	61
222.6	Priority Mail Express International Insurance and Indemnity	62
222.61	Merchandise Insurance	62
222.62	Document Reconstruction Insurance	62
222.63	Indemnity for Delivery Delays	62
222.7	Extra Services	62
222.71	Merchandise Insurance	62
222.72	Tracking Plus	62
223	Prices and Postage Payment Methods	62
223.1	Prices	62
223.11	Availability and Price Application — General	62
223.12	Commercial Base Prices	63
223.13	Commercial Plus Prices	63
223.14	Priority Mail Express International Flat Rate Envelope Prices	63
223.2	Postage Payment Methods	63
223.21	General	63
223.22	Permit Imprint	64
223.23	USPS Corporate Account (USPSCA)	64
223.24	Online Methods	64
223.3	Official Mail	65
223.31	Mailings by Federal Agencies	65
223.32	Postal Service Mailings	65
224	Mail Preparation	65
224.1	Preparation by Sender	65
224.11	Using PS Form 2976-B	65

Contents

224.12	Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data	65
224.2	Preparation by Acceptance Employee	65
224.21	Using PS Form 2976-R	65
224.22	Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data	66
225	Mail Entry and Deposit	66
225.1	Place of Mailing	66
225.11	Items Eligible for Deposit or Pickup	66
225.12	Items Not Eligible for Deposit or Pickup	66
225.13	Items Paid With a Permit Imprint	67
225.2	Pickup On Demand Service.	67
225.3	Package Pickup Service	67
230	Priority Mail International	67
231	Description and Physical Characteristics	67
231.1	General	67
231.2	Physical Characteristics	67
231.21	Weight Limits	67
231.22	Dimensions — Priority Mail International Parcels.	68
231.23	Measuring Parcel Dimensions	68
232	Eligibility	70
232.1	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes — General	70
232.2	Eligible Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	70
232.3	Priority Mail International Medium and Large Flat Rate Boxes	71
232.4	Eligible Priority Mail International Medium and Large Flat Rate Boxes.	71
232.5	Priority Mail International Parcels	72
232.6	Customs Forms Required	72
232.61	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	72
232.62	Priority Mail International Medium and Large Flat Rate Boxes	72
232.63	Priority Mail International Parcels	72
232.7	Mail Sealed Against Inspection	72
232.8	Priority Mail International Insurance and Indemnity	72
232.81	Indemnity	72
232.82	Exclusions	73
232.9	Extra Services	73
232.91	Merchandise Insurance	73
232.92	Return Receipt Service.	73
232.93	Tracking Plus	73
233	Prices and Postage Payment Methods.	73
233.1	Prices.	73
233.11	Availability and Price Application — General.	73

233.12	Commercial Base Prices	74
233.13	Commercial Plus Prices	74
233.14	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	74
233.15	Priority Mail International Medium and Large Flat Rate Boxes	74
233.16	Priority Mail International Parcels	74
233.2	Postage Payment Methods	75
233.21	General	75
233.22	Permit Imprint	75
233.23	Online Methods	75
233.3	Official Mail	76
233.31	Mailings by Federal Agencies	76
233.32	Postal Service Mailings	76
234	Mail Preparation	76
234.1	Addressing	76
234.2	Marking	76
234.3	Customs Documentation	76
234.4	Sealing	76
234.5	Packaging	77
234.51	Packaging Requirements — General	77
234.52	Types of Containers	77
234.53	Closure Options for Wooden Boxes or Bags	77
235	Mail Entry and Deposit	77
235.1	Place of Mailing	77
235.11	Items Eligible for Deposit or Pickup	77
235.12	Items Not Eligible for Deposit or Pickup	78
235.13	Items Paid With a Permit Imprint	78
235.2	Pickup On Demand Service	78
235.3	Package Pickup Service	78
240	First-Class Mail International	79
241	Description and Physical Characteristics	79
241.1	General	79
241.2	Physical Characteristics	79
241.21	Physical Standards — Letters	79
241.22	Physical Standards — Cards	80
241.23	Physical Standards — Large Envelopes (Flats)	81
242	Eligibility	85
242.1	Content Eligibility	85
242.2	Merchandise	85
242.3	Mail Sealed Against Inspection	85
242.4	Extra Services	85
242.41	Certificate of Mailing	85
242.42	Registered Mail Service	85
242.43	Return Receipt Service	85

Contents

243	Prices and Postage Payment Methods	85
243.1	Prices	85
243.11	Prices and Price Application — General	85
243.12	Price Computation	85
243.13	Destinating Countries and Price Groups	86
243.2	Postage Payment Methods — General	86
243.3	Permit Imprint — General	86
243.4	Official Mail	86
243.41	Mailings by Federal Agencies.	86
243.42	Postal Service Mailings	86
244	Mail Preparation	86
244.1	Addressing.	86
244.2	Markings	87
244.3	Sealing	87
244.4	Packaging	87
245	Mail Entry and Deposit	87
245.1	Place of Mailing	87
245.11	Items Eligible for Deposit or Pickup	87
245.12	Items Not Eligible for Deposit or Pickup	88
245.2	Items Paid With a Permit Imprint.	88
250	First-Class Package International Service	89
251	Description and Physical Characteristics	89
251.1	General	89
251.2	Physical Characteristics and Standards — Packages (Small Packets).	89
251.21	Weight Limit	89
251.22	Dimensions — Other Than Rolls	89
251.23	Dimensions — Rolls	89
251.24	Quality	89
252	Eligibility	89
252.1	Content	89
252.2	Electronic USPS Delivery Confirmation International Service (E-USPS DELCON INTL)	90
252.21	Description	90
252.22	Availability.	90
252.23	Customs Label and Marking	90
252.24	Additional Standards	91
252.25	Price Eligibility	91
252.3	Customs Forms Required	91
252.4	Mail Sealed Against Inspection	91
252.5	Extra Services	91
252.51	Certificate of Mailing.	91
252.52	Registered Mail Service	91
252.53	Return Receipt Service.	91

252.54	Tracking Plus	92
253	Prices and Postage Payment Methods.	92
253.1	Prices.	92
253.11	Prices and Price Application — General	92
253.12	Price Computation	92
253.13	Destinating Countries and Price Groups	92
253.14	Commercial Base Prices	92
253.15	Commercial Plus Prices	92
253.2	Postage Payment Methods	93
253.21	General	93
253.22	Permit Imprint	93
253.23	Online Methods	93
253.3	Official Mail	94
253.31	Mailings by Federal Agencies.	94
253.32	Postal Service Mailings	94
254	Mail Preparation	94
254.1	Addressing.	94
254.2	Markings	94
254.3	Sealing	95
254.4	Packaging	95
255	Mail Entry and Deposit	95
255.1	Place of Mailing	95
255.11	Items Eligible for Deposit or Pickup	95
255.12	Items Not Eligible for Deposit or Pickup	96
255.2	Items Paid With a Permit Imprint.	96
255.3	Pickup on Demand Service	96
255.4	Package Pickup Service	96
260	Direct Sacks of Printed Matter to One Addressee (M-bags)	97
261	Description	97
261.1	General	97
261.2	Eligibility.	97
261.21	Printed Matter.	97
261.22	Other Articles	97
261.23	Mail Not Sealed Against Inspection	98
262	Postage Prices and Fees	98
262.1	Airmail M-bags	98
262.2	International Priority Airmail (IPA) M-bags.	98
262.3	International Surface Air Lift (ISAL) M-bags	98
262.4	Postage Calculation.	99
262.5	Stamps, Postage Evidencing Systems, PVI Labels, or Permit Imprint	99
263	Weight and Size Limits	99
263.1	Weight Limits.	99
263.2	Size Limits	99

Contents

264	Mail Preparation	99
264.1	Marking	99
264.2	Sacking and Labeling	99
264.21	Equipment	99
264.22	Tagging	100
264.23	Multiple Sacks to One Addressee	100
264.24	Country Destination Name	100
264.3	Customs Forms Required	100
265	Extra Services	100
270	Free Matter for the Blind	100
271	Description and Physical Characteristics	100
271.1	General	100
271.2	Weight Limits	101
272	Eligibility	101
272.1	Eligible Participants	101
272.2	Eligible Matter	101
272.3	Ineligible Matter	101
272.4	Customs Forms Required	102
272.5	Mail Not Sealed Against Inspection	102
272.6	Extra Services	102
273	Postage Prices and Fees	102
274	Mail Preparation	102
274.1	Addressing	102
274.2	Markings	102
275	Mail Entry and Deposit	103
275.1	Items Eligible for Deposit or Pickup	103
275.2	Items Not Eligible for Deposit or Pickup	103
280	(Reserved)	104
290	Commercial Services	104
291	(Reserved)	104
292	International Priority Airmail (IPA) Service	104
292.1	Description	104
292.11	General	104
292.12	Mail Sealed Against Inspection	104
292.13	IPA M-bags	104
292.2	Eligibility	105
292.21	Qualifying Mailpieces	105
292.22	Availability	105
292.23	Minimum Quantity Requirements	105
292.24	Maximum Weight Limits	106
292.25	Dutiable Items	106
292.26	Customs Forms Requirements	106
292.27	Extra Services	106

292.3	Prices and Postage Payment Methods	106
292.31	Prices	106
292.32	Computation of Postage	106
292.33	Postage Payment Methods	107
292.4	Mail Preparation.	108
292.41	Addressing and Return Address	108
292.42	Marking.	109
292.43	Sealing and Packaging.	109
292.44	Physical Characteristics and Requirements for All Bundles	109
292.45	IPA Foreign Office of Exchange Codes and Price Groups.	110
292.46	Presort Mailings: Direct Country — Price Groups 1, 2, and 7–20	115
292.47	Presort Mailings: Mixed Country — Price Groups 7–11.	117
292.48	Presort Mailings — Price Groups 3–6	118
292.49	Worldwide Nonpresort Preparation	121
292.5	Mail Entry and Deposit	122
292.51	Separation by Price Group.	122
292.52	Full Service.	122
292.53	Drop Shipment	122
293	International Surface Air Lift (ISAL) Service	123
293.1	Description.	123
293.11	General.	123
293.12	Mail Sealed Against Inspection	124
293.13	ISAL M-bags.	124
293.2	Eligibility.	124
293.21	Qualifying Mailpieces	124
293.22	Availability.	124
293.23	Minimum Quantity Requirements.	124
293.24	Maximum Weight Limits.	125
293.25	Dutiable Items.	125
293.26	Customs Forms Requirements.	125
293.27	Extra Services.	125
293.3	Prices and Postage Payment Methods	125
293.31	Prices	125
293.32	Computation of Postage	126
293.33	Postage Payment Methods	126
293.4	Mail Preparation.	127
293.41	Addressing and Return Address	127
293.42	Marking.	128
293.43	Sealing and Packaging.	128
293.44	Physical Characteristics and Requirements for All Bundles	128
293.45	ISAL Foreign Office of Exchange Codes and Price Groups.	129
293.46	Presort Mailings: Direct Country — Price Groups 1, 2 and 7–20.	132
293.47	Presort Mailings: Mixed Country — Price Groups 7–11.	134

Contents

293.48	Presort Mailings — Price Groups 3–6	135
293.49	Worldwide Nonpresort Preparation	138
293.5	Mail Entry and Deposit	139
293.51	Separation by Price Group	139
293.52	Full Service	139
293.53	Drop Shipment	139
294	(Reserved)	140
295	(Reserved)	140
296	(Reserved)	140
297	Customized Agreements	140
297.1	Description	140
297.2	Qualifying Mailers	141
297.3	Criteria	141
3	Extra Services	143
310	Certificate of Mailing	143
311	Individual Pieces	143
311.1	Description	143
311.2	Availability	143
311.21	At Time of Purchase	143
311.22	After Mailing (Duplicate Copies)	143
311.3	Fees	144
311.31	Individual Pieces	144
311.32	Three or More Individual Pieces	144
311.4	Mailer Preparation	144
311.41	Individual Pieces	144
311.42	Three or More Individual Pieces	144
312	Bulk Quantities — Certificate of Mailing	144
312.1	Description	144
312.2	Availability	145
312.21	At Time of Entry	145
312.22	After Mailing (Duplicate Copies)	145
312.3	Fees	145
312.4	Mailer Preparation	145
313	Forms	146
313.1	Postal Service Forms	146
313.2	Treasury Department Forms	146
313.3	Accepting Clerk’s Responsibility for Treasury Department Forms	146
313.4	Agriculture Department Forms	146
320	Insurance	146
321	Global Express Guaranteed Insurance	146
321.1	Description	146
321.2	Availability	147

321.3	Additional Coverage and Fees	147
322	Priority Mail Express International Insurance	147
322.1	Description.	147
322.2	Availability	147
322.3	Additional Coverage and Fees	152
322.4	Return Receipt Service	152
323	Priority Mail International Insurance	153
323.1	Description.	153
323.2	Availability	153
323.3	Coverage and Fees	153
323.4	Return Receipt.	153
323.5	Insured Value and Declared Value.	153
323.6	Preparation of Insured Priority Mail International Parcels	153
323.61	Mailing Receipt and Insurance Number	153
323.62	Accepting Clerk's Responsibility	154
323.63	Postmarking	154
323.7	Sender's Responsibility	154
323.71	Mailing Receipt.	154
323.72	Marking.	154
323.73	Sealing	154
330	Registered Mail.	154
331	Description	154
332	Availability	155
333	Fees and Indemnity Limits	155
333.1	Registration Fees.	155
333.2	Indemnity Limit	155
334	Processing Requests	155
334.1	Mailing Receipt and Registration Number.	155
334.11	General Use	155
334.12	Sender's Responsibility	155
334.13	Accepting Clerk's Responsibility	156
334.14	Preparation.	156
334.2	Marking	156
334.3	Postmarking.	156
334.31	Placement.	156
334.32	Registered Free Matter for the Blind	156
334.4	Sealing	156
334.41	Sender's Responsibility	156
334.42	Registered Mail Service With Free Matter for the Blind	157
334.5	Return Receipt.	157
335	Indemnity Claims and Payments.	157
340	Return Receipt	157
341	Description	157
342	Availability	157

Contents

343	Fee	158
344	Processing Requests	158
344.1	Form	158
344.11	Sender's Responsibility	158
344.12	Accepting Clerk's Responsibility	158
344.2	Marking	158
344.3	Return Receipt Improperly Completed or Not Received	158
350	Restricted Delivery	158
360	(Reserved)	158
370	International Money Transfer Services	159
371	International Money Orders	159
371.1	Description	159
371.11	General	159
371.12	Maximum Amount	159
371.2	Availability	159
371.3	Fees	159
371.4	Processing Requirements	159
371.41	Form Required — International Postal Money Order (Form MP1)	159
371.42	Preparation by Purchaser	159
371.43	Preparation by Postal Service Employee	160
371.5	Procedures for Cashing Valid Money Orders Issued by Foreign Countries	160
371.6	Lost Reissued Money Orders	160
371.7	Inquiries	160
371.71	Who May Receive Information	160
371.72	Inquiries Regarding Payment	160
372	Sure Money (DineroSeguro)	161
372.1	Description	161
372.2	Options and Restrictions	161
372.3	Fees	161
372.4	Participating Post Offices	161
372.5	Availability	161
372.6	Currencies by Country	162
372.7	Service Guarantee	162
380	Supplemental Services	162
381	International Reply Coupons	162
381.1	Description	162
381.2	Previously Sold Coupons and Exchange Value	162
381.3	Processing Requests	163
382	International Business Reply Service	163
382.1	Description	163
382.2	Availability	164
382.3	Who May Distribute IBRS Mail	164
382.4	Postage and Fees	164

382.5	Size and Weight Requirements	164
382.51	Cards	164
382.52	Envelopes	165
382.6	Formatting Requirements	165
382.61	General	165
382.62	Air Mail Endorsement	165
382.63	FIM	165
382.64	No Postage Necessary Endorsement	165
382.65	Horizontal Bars	165
382.66	Business Reply Legend	166
382.67	Delivery Address	166
382.68	Barcode	166
382.7	Foreign International Business Reply Service	168
390	Tracking Plus	168
4	Treatment of Outbound Mail	169
410	Postmarking	169
420	Unpaid and Shortpaid Mail	169
421	Check for Sufficient Postage	169
422	Unpaid Mail	169
422.1	Unpaid Mail With a Return Address	169
422.2	Unpaid Mail Without a Return Address	169
423	Shortpaid Mail	169
423.1	General Procedures at the Originating Mailing Office	169
423.2	Disposition	169
423.21	Global Express Guaranteed (GXG) Shipments	170
423.22	Priority Mail Express International Shipments	170
423.23	Priority Mail International Items	170
423.24	First-Class Mail International Items (including Postcards), First-Class Package International Service Items, and Airmail M-bags	171
423.3	Credit for Postage Paid	171
423.4	Parcels at Other Than Mailing Offices	172
430	Improperly Prepared Mail	172
431	Insufficient Address	172
432	Oversized or Undersized Items	172
433	Oversized Cards	172
434	Reply-Paid Cards	172
435	Detached Customs Declaration Forms	172
440	Mailpiece Refused by an Air Carrier	173
441	Item Containing Nonmailable, Hazardous, or Perishable Material	173
442	Mailable Item	173
450	Extra Services Mail — Registered Mail	173
451	Recording and Dispatching	173

Contents

452	Registered Mail Found With Ordinary Mail	173
452.1	Disposition	173
452.2	Complete the Registration Process	174
452.3	Shortpaid Mail	174
5	Nonpostal Export Regulations	175
510	Office of Foreign Assets Control (OFAC) Regulations — U.S. Department of the Treasury	175
511	General	175
512	Prohibited Destinations, Specially Designated Nationals, and Blocked Persons	175
512.1	Restricted Destinations	175
512.2	Blocked Persons	175
513	Additional Standards	176
514	Exceptions	176
515	Mailer Compliance	176
516	Additional Information	176
520	Foreign Trade Regulations — U.S. Census Bureau	176
521	General	176
522	Additional Assistance	177
523	Mailpieces Sent to APOs, FPOs, and DPOs	177
524	Internal Transaction Number (ITN)	177
524.1	General	177
524.2	Filing Requirements	177
524.21	Mandatory Filing	177
524.22	How to File EEI	179
525	AES Downtime Citation	180
526	AES Exemption	180
526.1	General	180
526.2	When Applicable	180
527	Placement of ITN, AES Downtime Citation, or AES Exemption	181
530	Commodities and Technical Data	182
531	Scope and Applicability of Export Licensing Requirements	182
531.1	U.S. Department of Commerce — Bureau of Industry and Security; Export Controls	182
531.2	Export Enforcement	182
532	Export Licenses	183
532.1	General	183
532.2	Export — Definition	183
532.3	How to Determine If an Export License Is Needed	184
532.4	Additional Information	184
533	Luxury Goods to Belarus and Russia	184
534	Schedule B Number Requirement for Belarus and Russia	186
535	Additional Standards	187

535.1	Shipper's Electronic Export Information Filing Required	187
535.2	Mailer and USPS Responsibilities for Completing and Processing Forms	187
535.21	Mailer Responsibilities	187
535.22	USPS Responsibilities	187
536	Mailer Compliance	187
537	Harmonized System Codes and Other Classification Codes	187
537.1	Definition	187
537.2	Code Assignments	187
537.21	World Customs Organization Harmonized System	187
537.22	U.S. Census Bureau Schedule B Number	188
537.23	U.S. International Trade Commission Harmonized Tariff Schedule of the United States	188
537.3	Obtaining a Harmonized System Code	188
537.31	Code Search Tools	188
537.32	U.S. Schedule B and HTS Lists	189
537.4	Mailer Responsibility for HS Code Classification	189
540	Munitions (Defense Articles) and Related Technical Data	189
541	Licensing Requirements	189
541.1	Individual Licenses	189
541.11	Exporting Defense Articles	189
541.12	Exporting Technical Data	190
541.2	Prohibited Countries	190
541.3	Restricted Countries	190
541.4	Exporting of Government Shipments	191
541.5	Obtaining Additional Information	191
542	Mailing Under Individual Licenses	191
542.1	Marking by Sender	191
542.2	Processing at Post Office Facilities	191
542.21	Examination of List of Contents	191
542.22	Amount of Mailing Authorized by License	192
543	Mailer Compliance	192
550	Dried Whole Eggs	192
551	Description	192
552	Charges	192
553	How to Mail	192
553.1	Preparation by Sender	192
553.11	Marking	192
553.12	Certificate of Mailing Dried Whole Eggs	193
553.2	Processing in Office of Mailing	193
553.21	Postage	193
553.22	Signature of Postmaster	193
560	Export of Rough Diamonds	193
561	General	193
562	Mailing	194

Contents

563	Additional Information	194
570	Consular and Commercial Invoices	195
580	Drawback Arrangement	195
581	Description	195
582	Processing Drawback Claims	195
582.1	Forms Required	195
582.11	List of Forms.	195
582.12	Where to Obtain the Forms	195
582.2	Preparation by Senders.	195
582.21	Claiming Drawback	195
582.22	Waiver of the Right to Withdraw the Package	195
582.3	Processing by Postmaster.	196
582.31	Postmaster’s Certification	196
582.32	Disposal of Forms	196
590	Exporting Wildlife and Protected Plants.	196
591	Special Requirements for Wildlife and Certain Plant Exports	196
592	Declaration Requirements.	197
592.1	Declaration of Wildlife Exports	197
592.2	Declaration of Scientific Specimens or Parts	197
592.3	Declaration of Plant Exports	197
593	Export Licenses and Inspection Requirements for Commercial Wildlife Exports.	197
594	Marking Requirements for Wildlife Exports.	198
595	Permit Requirements for Wildlife and Plant Exports.	198
596	Obtaining and Using Permits for Wildlife and Protected Plant Exports	198
596.1	Export Permits.	198
596.2	CITES Permit	198
596.3	Export of Migratory Birds	199
597	How to Obtain Additional Information.	199
598	Wildlife Inspection Offices.	199
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
713.12	Dispatch to Delivery Units	213

Contents

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	236
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
790	International Inbound Mail Entry	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	Online Inquiry	244
921.32	Telephone Inquiry	244
921.4	Inquiry Process	245
921.41	Online Inquiry Process	245
921.42	Telephone Inquiry Process	245

Contents

921.5	General Procedures	246
921.51	Nondelivery	246
921.52	Return Receipts Improperly Completed or Not Received	246
921.53	Priority Mail Express International Items, Registered Mail Items, and Insured and Ordinary Parcels With Damaged or Missing Contents	246
921.54	Wrapper Found Without Contents	246
922	Claims	247
922.1	General Description	247
922.2	Filing a Claim	247
922.3	Claims Process	247
922.31	Determination of Claim	247
922.32	Evidence of Indemnity Coverage	248
922.33	Evidence of Value	248
922.4	Processing Claims for Damaged or Missing Contents	249
922.41	Customer	249
922.42	Postal Service	249
923	Disposition of Damaged Mail	249
930	Indemnity Payments	250
931	Adjudication and Approval	250
931.1	When to Be Instituted	250
931.2	International Claims	250
931.21	Indemnity Claims for International Registered Mail, Insured Parcels, and Ordinary Parcels of U.S. and Foreign Origin	250
931.22	Country of Origin Pays Indemnity	250
931.3	Appeals	251
931.31	Appealing a Claims Decision	251
931.32	Final Postal Service Decision of Claims	251
932	General Exceptions to Payment — Registered Mail and Priority Mail International Parcels	251
933	Payments for Priority Mail International Parcels	252
933.1	General Provisions	252
933.11	Payment of Indemnity	252
933.12	Indemnity Will Not Be Paid	252
933.13	Priority Mail International Parcels — Indemnity Limitations	253
933.14	Priority Mail International Parcels — Exceptions to Indemnity	253
933.2	Special Provisions	253
934	Payments for Registered Mail	254
934.1	General Provisions	254
934.11	Indemnity Paid by Country of Origin	254
934.12	Parcels Erroneously Accepted as Registered Mail	254
934.13	Limitations to Indemnity Payment	254
934.14	Indemnity Paid by Country of Destination	254
934.2	Special Provisions	254

935	Payments for Priority Mail Express International	254
935.1	When Authorized	254
935.2	When Prohibited	254
940	Postage Refunds	255
941	Postage Refunds for First-Class Mail International, First-Class Package International Service, and Priority Mail International.	255
941.1	General	255
941.2	Applications by Senders	255
941.3	Processing Refund Applications	255
941.31	Items Originating in United States	255
941.32	Items Originating in a Country Other Than the United States	255
942	Postage Refunds for Priority Mail Express International Items.	256
942.1	Who May File.	256
942.2	Conditions	256
942.21	Priority Mail Express International Refunds	256
942.22	Priority Mail Express International With Money-Back Guarantee Refunds	256
942.3	Applications by Senders	257
942.31	Priority Mail Express International Refunds	257
942.32	Priority Mail Express International With Money-Back Guarantee Refunds	257
942.4	Processing of Refund	257
942.5	Unallowable Refunds — Priority Mail Express International With No Service Guarantee	257
942.51	Postage Refunds — Priority Mail Express International.	257
942.52	Unallowable Refunds — Priority Mail Express International With Money-Back Guarantee Service	258
942.53	Consequential Damages	258
943	Processing Refund Applications.	258
943.1	Items Originating in the United States.	258
943.2	Items Originating in a Country Other Than the United States.	258
	Index of Countries and Localities	259
	Country Price Groups and Weight Limits	265
	Individual Country Listings	271
	List of Exhibits	769
	Index	771