

# Contents

- Summary of Changes** ..... **1**
- 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 Packaging — Sender’s Responsibility ..... 4
    - 122 Addressing ..... 4
      - 122.1 Destination Address ..... 4
      - 122.2 Return Address ..... 5
        - 122.21 General ..... 5
        - 122.22 Required Use of Return Address ..... 5
        - 122.23 Return Address Elements and Placement ..... 5
    - 123 Customs Forms and Online Shipping Labels ..... 6
      - 123.1 General ..... 6
      - 123.2 Availability ..... 6
      - 123.3 Privately Printed Forms ..... 6

123.4	Nonpostal Forms . . . . .	7
123.41	Nonpostal Export Regulations . . . . .	7
123.42	Commercial Invoices . . . . .	7
123.5	Place of Mailing . . . . .	7
123.6	Required Usage . . . . .	7
123.61	Conditions . . . . .	7
123.62	Known Mailers . . . . .	10
123.63	Documents and Merchandise . . . . .	11
123.64	Additional Security Controls . . . . .	12
123.7	Completing Customs Forms . . . . .	12
123.71	PS Form 2976, Customs Declaration CN 22 — Sender’s Declaration . . . . .	12
123.72	PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72 . . . . .	15
123.73	PS Form 2976-E, Customs Declaration Envelope — CP 91 . . . . .	20
130	Mailability . . . . .	20
131	General . . . . .	20
131.1	Domestic Limits . . . . .	20
131.2	International Limits . . . . .	20
131.3	Individual Country Prohibitions and Restrictions . . . . .	21
131.31	Information Available . . . . .	21
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 . . . . .	22
132	Written, Printed, and Graphic Matter . . . . .	22
132.1	Domestic Limits . . . . .	22
132.2	Reply Cards and Envelopes . . . . .	22
133	Improperly Addressed Mail . . . . .	23
134	Valuable Articles . . . . .	23
134.1	Service Options . . . . .	23
134.2	List of Articles . . . . .	23
134.3	Prohibitions . . . . .	24
135	Mailable Dangerous Goods . . . . .	24
135.1	Infectious Substances . . . . .	24
135.11	General Conditions . . . . .	24
135.12	Type of Mail . . . . .	25
135.13	Senders and Receivers . . . . .	25
135.2	Authorization . . . . .	25
135.21	Authorized Institutions . . . . .	25
135.22	Request for Authorization . . . . .	25

Contents

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
136	Nonmailable Goods. . . . .	27
136.1	Dangerous Goods . . . . .	27
136.2	Inert Replica and Explosive Devices . . . . .	28
136.3	Counterfeit and Pirated Items . . . . .	28
136.4	Cigarettes and Smokeless Tobacco . . . . .	28
137	Firearms, Knives, and Sharp Instruments . . . . .	28
138	Perishable Matter . . . . .	28
138.1	Animals . . . . .	28
138.2	Plants. . . . .	29
138.3	Eggs. . . . .	29
138.31	Restrictions. . . . .	29
138.32	Packaging. . . . .	29
138.4	Food and Other Perishable Articles. . . . .	29
140	International Mail Categories . . . . .	29
141	Definitions . . . . .	29
141.1	General . . . . .	29
141.2	Global Express Guaranteed. . . . .	30
141.3	Express Mail International . . . . .	30
141.4	Priority Mail International. . . . .	30
141.5	First-Class Mail International. . . . .	31
142	Official Mail . . . . .	31
142.1	Mailings by Federal Agencies . . . . .	31
142.2	Postal Service Mailings . . . . .	31
142.3	Mail of a Former President and Surviving Spouse of a Former President . . . . .	31
142.4	General Secretariat of the Organization of American States (OAS) . . . . .	32
142.5	Pan American Sanitary Bureau Mail . . . . .	32
150	Postage. . . . .	33
151	Postage Prices . . . . .	33
152	Payment Methods. . . . .	33
152.1	Prepayment . . . . .	33
152.2	Stamps . . . . .	33
152.3	Computing Postage. . . . .	33
152.31	Determining Single-Piece Weight. . . . .	33
152.32	Rounding Numerical Values. . . . .	34

152.4	Permit Imprint .....	34
152.41	Conditions of Use .....	34
152.42	Place of Mailing .....	34
152.43	Usage Criteria .....	34
152.44	Required Format .....	35
153	Placement of Postage .....	37
154	Remailed Items .....	37
<b>2</b>	<b>Conditions for Mailing .....</b>	<b>39</b>
210	Global Express Guaranteed .....	39
211	Description and Physical Characteristics .....	39
211.1	General .....	39
211.2	Physical Characteristics .....	39
211.21	Weight Limits .....	39
211.22	Dimensions .....	39
212	Eligibility .....	40
212.1	General — All Global Express Guaranteed Shipments .....	40
212.2	Customs Forms Required .....	40
212.3	Mail Sealed Against Inspection .....	40
212.4	Inquiries, Service Guarantees, Postage Refunds, and Indemnity .....	40
212.41	Service Guarantee .....	40
212.42	Transit Days for Shipments .....	40
212.43	Inquiries .....	41
212.44	Postage Refunds .....	41
212.45	Global Express Guaranteed Insurance and Indemnity .....	41
212.46	Indemnity Claims .....	41
212.47	Liability for Lost or Damaged Contents .....	42
212.5	Extra Services — Insurance .....	42
213	Prices and Postage Payment Methods .....	42
213.1	Availability and Price Application — General .....	42
213.2	Postage Payment Methods — General .....	42
213.3	Determining Postage for Global Express Guaranteed Service .....	42
213.31	USPS-Produced Global Express Guaranteed Envelopes .....	42
213.32	Mailer-Supplied Packaging .....	42
213.4	Dimensional Weight .....	43
213.41	Determining Dimensional Weight for a Rectangular-Shaped Parcel .....	43
213.42	Determining Dimensional Weight for a Nonrectangular-Shaped Parcel .....	43
213.5	Destinating Countries and Price Groups .....	43
213.6	Commercial Prices .....	49
213.61	Commercial Base Prices .....	49
213.62	Commercial Plus Prices .....	49

## Contents

213.7	Online Postage Payment Method	49
213.71	Online Prices	49
213.72	Markings Requirements	50
213.73	Determining Online Prices	50
213.74	Notification	50
213.75	Postage Adjustments of Online Shipments	50
213.76	Deposit of Online Shipments within 24 Hours	50
213.8	Permit Imprint	50
213.81	Permit Imprint — General	50
213.82	Permit Imprint — Commercial Base or Commercial Plus Prices	50
213.9	Official Mail	51
213.91	Mailings by Federal Agencies	51
213.92	Postal Service Mailings	51
214	Mail Preparation	51
214.1	Preparation by the Sender	51
214.2	Preparation by Acceptance Employee	52
215	Mail Entry and Deposit	52
215.1	Entry Service Areas — U.S. Origins	52
215.2	Place of Mailing	54
215.21	Items Paid With Methods Other Than Postage Stamps	54
215.22	Items Weighing 13 Ounces or Less and Paid With Postage Stamps	54
215.23	Items Weighing More Than 13 Ounces and Paid With Postage Stamps	54
215.24	Acceptance of Shipments	54
215.3	Pickup On Demand Service	55
215.4	Carrier Pickup Service	55
220	Express Mail International	55
221	Description and Physical Characteristics	55
221.1	General	55
221.2	Express Mail International With Guarantee Service	55
221.3	Express Mail International Flat Rate Envelopes	56
221.4	Express Mail International Flat Rate Boxes	56
221.5	Physical Characteristics	56
221.51	Weight Limits	56
221.52	Dimensions — Express Mail International Parcels	56
222	Eligibility	56
222.1	General — All Express Mail International Shipments	56
222.2	Prohibited Items in All Express Mail International Shipments	56
222.3	Express Mail International Flat Rate Envelopes	57
222.4	Express Mail International Flat Rate Boxes	57
222.5	Customs Forms Required	58
222.6	Mail Sealed Against Inspection	58

222.7	Express Mail International Insurance and Indemnity . . . . .	58
222.71	Merchandise Insurance . . . . .	58
222.72	Document Reconstruction Insurance . . . . .	58
222.73	Indemnity for Delivery Delays . . . . .	58
222.8	Extra Services — Merchandise Insurance . . . . .	58
223	Prices and Postage Payment Methods . . . . .	58
223.1	Prices . . . . .	58
223.11	Availability and Price Application — General . . . . .	58
223.12	Commercial Base Prices . . . . .	59
223.13	Commercial Plus Prices . . . . .	59
223.14	Express Mail International Flat Rate Envelope Prices . . . . .	59
223.15	Express Mail International Flat Rate Boxes Prices . . . . .	59
223.2	Postage Payment Methods . . . . .	59
223.21	General . . . . .	59
223.22	Permit Imprint . . . . .	59
223.23	Express Mail Corporate Account . . . . .	60
223.24	Online Postage Payment Method . . . . .	60
223.3	Official Mail . . . . .	61
223.31	Mailings by Federal Agencies . . . . .	61
223.32	Postal Service Mailings . . . . .	61
224	Mail Preparation . . . . .	61
224.1	Preparation by Sender . . . . .	61
224.2	Preparation by Acceptance Employee . . . . .	61
225	Mail Entry and Deposit . . . . .	62
225.1	Place of Mailing . . . . .	62
225.11	Items Requiring a Completed Customs Declaration . . . . .	62
225.12	Exceptional Items Requiring a Completed Customs Declaration . . . . .	62
225.13	Items Not Requiring a Customs Declaration . . . . .	62
225.2	Pickup On Demand Service . . . . .	63
225.3	Carrier Pickup Service . . . . .	63
230	Priority Mail International . . . . .	64
231	Description and Physical Characteristics . . . . .	64
231.1	General . . . . .	64
231.2	Physical Characteristics . . . . .	64
231.21	Weight Limits . . . . .	64
231.22	Dimensions — Priority Mail International Parcels . . . . .	64
231.23	Measuring Parcel Dimensions . . . . .	64
232	Eligibility . . . . .	66
232.1	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes . . . . .	66
232.2	Eligible Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes . . . . .	66
232.3	Priority Mail International Medium and Large Flat Rate Boxes . . . . .	67

## Contents

232.4	Eligible Priority Mail International Medium and Large Flat Rate Boxes . . . . .	67
232.5	Priority Mail International Parcels . . . . .	68
232.6	Customs Forms Required . . . . .	68
232.61	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes . . . . .	68
232.62	Priority Mail International Medium and Large Flat Rate Boxes . . . . .	68
232.63	Priority Mail International Ordinary and Insured Parcels . . . . .	69
232.7	Mail Sealed Against Inspection . . . . .	69
232.8	Priority Mail International Insurance and Indemnity . . . . .	69
232.81	Indemnity . . . . .	69
232.82	Exclusions . . . . .	69
232.83	Ordinary Priority Mail International Weight and Indemnity Limits . . . . .	70
232.9	Extra Services . . . . .	70
232.91	Certificate of Mailing . . . . .	70
232.92	Merchandise Insurance . . . . .	70
232.93	Registered Mail Service . . . . .	71
232.94	Return Receipt Service . . . . .	71
232.95	Restricted Delivery . . . . .	71
233	Prices and Postage Payment Methods . . . . .	71
233.1	Prices . . . . .	71
233.11	Availability and Price Application — General . . . . .	71
233.12	Commercial Base Prices . . . . .	71
233.13	Commercial Plus Prices . . . . .	71
233.14	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes . . . . .	72
233.15	Priority Mail International Medium and Large Flat Rate Boxes . . . . .	72
233.16	Priority Mail International Parcels . . . . .	72
233.2	Postage Payment Methods . . . . .	72
233.21	General . . . . .	72
233.22	Permit Imprint . . . . .	72
233.23	Online Postage Payment Method . . . . .	73
233.3	Official Mail . . . . .	74
233.31	Mailings by Federal Agencies . . . . .	74
233.32	Postal Service Mailings . . . . .	74
234	Mail Preparation . . . . .	74
234.1	Addressing . . . . .	74
234.2	Marking . . . . .	74
234.3	Customs Documentation . . . . .	74
234.4	Sealing . . . . .	74
234.5	Packaging . . . . .	74
234.51	Packaging Requirements — General . . . . .	74
234.52	Types of Containers . . . . .	75
234.53	Closure Options for Wooden Boxes or Bags . . . . .	75

235	Mail Entry and Deposit	75
235.1	Place of Mailing	75
235.11	Items Requiring a Completed Customs Declaration	75
235.12	Items Bearing a Completed Customs Declaration With an Electronic Round Date	75
235.13	Priority Mail International Flat Rate Envelopes Not Requiring a Customs Declaration	76
235.2	Pickup On Demand Service	77
235.3	Carrier Pickup Service	77
240	First-Class Mail International	77
241	Description and Physical Characteristics	77
241.1	General	77
241.2	Physical Characteristics	77
241.21	Physical Standards — Letters	77
241.22	Physical Standards — Cards	79
241.23	Physical Standards — Large Envelopes (Flats)	80
241.24	Physical Standards — Packages (Small Packets)	83
242	Eligibility	83
242.1	Content Eligibility	83
242.2	Customs Forms Required	84
242.21	Dutiable Merchandise	84
242.22	Nondutiable Merchandise	84
242.3	Mail Sealed Against Inspection	84
242.4	Extra Services	84
242.41	Certificate of Mailing	84
242.42	Registered Mail Service	84
242.43	Return Receipt Service	84
242.44	Restricted Delivery	85
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	85
243.2	Postage Payment Methods — General	89
243.3	Permit Imprint — General	90
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	Marking	90
244.3	Sealing	90
244.4	Packaging	91

Contents

245	Mail Entry and Deposit — Place of Mailing . . . . .	91
245.1	Items Requiring a Completed Customs Declaration . . . . .	91
245.2	Items Bearing a Completed Customs Declaration With an Electronic Round Date . . . . .	91
245.3	Items Not Requiring a Customs Declaration . . . . .	92
245.31	Items Weighing 13 Ounces or Less and Paid With Postage Stamps . . . . .	92
245.32	Items Weighing More Than 13 Ounces and Paid With Postage Stamps . . . . .	92
245.4	Items Paid With Methods Other Than Postage Stamps . . . . .	92
250	(Reserved) . . . . .	92
260	Direct Sacks of Printed Matter to One Addressee (M-bags) . . . . .	93
261	Description . . . . .	93
261.1	General . . . . .	93
261.2	Eligibility . . . . .	93
261.21	Printed Matter . . . . .	93
261.22	Other Articles . . . . .	93
261.23	Mail Not Sealed Against Inspection . . . . .	94
262	Postage Prices and Fees . . . . .	94
262.1	Airmail M-bags . . . . .	94
262.2	International Priority Airmail (IPA) M-bags . . . . .	94
262.3	International Surface Air Lift (ISAL) M-bags . . . . .	94
262.4	Postage Calculation . . . . .	95
262.5	Stamps, Postage Evidencing Systems, PVI Labels, or Permit Imprint . . . . .	95
263	Weight and Size Limits . . . . .	95
263.1	Weight Limits . . . . .	95
263.2	Size Limits . . . . .	95
264	Mail Preparation . . . . .	95
264.1	Marking . . . . .	95
264.2	Sacking and Labeling . . . . .	96
264.21	Equipment . . . . .	96
264.22	Tagging . . . . .	96
264.23	Multiple Sacks to One Addressee . . . . .	96
264.24	Country Destination Name . . . . .	96
264.3	Customs Forms Required . . . . .	96
265	Extra Services . . . . .	96
270	Free Matter for the Blind or Other Physically Handicapped Persons . . . . .	96
271	Description . . . . .	96
271.1	General . . . . .	96
271.2	Eligibility . . . . .	97
271.3	Matter Sent to or by Blind or Other Physically Handicapped Persons . . . . .	97
272	Postage Prices . . . . .	97
273	Weight and Size Limits . . . . .	97
273.1	Weight Limit . . . . .	97
273.2	Size Limits . . . . .	97

274	Mail Preparation .....	98
274.1	Addressing.....	98
274.2	Marking .....	98
274.3	Sealing.....	98
274.4	Packaging .....	98
274.41	Mail Not Sealed Against Inspection .....	98
274.42	Types of Containers .....	98
275	Extra Services .....	98
276	Customs Forms Required .....	98
280	(Reserved).....	98
290	Commercial Services .....	99
291	(Reserved).....	99
292	International Priority Airmail (IPA) Service .....	99
292.1	Description.....	99
292.11	General.....	99
292.12	Mail Sealed Against Inspection .....	99
292.13	IPA M-bags.....	99
292.2	Eligibility.....	99
292.21	Qualifying Mailpieces .....	99
292.22	Availability.....	99
292.23	Minimum Quantity Requirements.....	99
292.24	Dutiable Items.....	100
292.25	Customs Forms Requirements.....	100
292.26	Extra Services.....	100
292.3	Prices and Postage Payment Methods .....	100
292.31	Prices .....	100
292.32	Computation of Postage .....	100
292.33	Postage Payment Methods .....	101
292.4	Mail Preparation.....	102
292.41	Addressing and Return Address .....	102
292.42	Marking.....	102
292.43	Sealing and Packaging.....	103
292.44	Physical Characteristics and Requirements for All Bundles .....	103
292.45	Sortation.....	103
292.46	Sacking Requirements .....	109
292.47	Mail Preparation for Canada.....	111
292.5	Mail Entry and Deposit .....	113
292.51	Separation by Price Group.....	113
292.52	Full Service.....	113
292.53	Drop Shipment .....	113
293	International Surface Air Lift (ISAL) Service .....	114
293.1	Description.....	114
293.11	General.....	114

## Contents

293.12	Mail Sealed Against Inspection	114
293.13	ISAL M-bags	115
293.2	Eligibility	115
293.21	Qualifying Mailpieces	115
293.22	Availability	115
293.23	Minimum Quantity Requirements	115
293.24	Dutiable Items	115
293.25	Customs Forms Requirements	115
293.26	Extra Services	115
293.3	Prices and Postage Payment Methods	116
293.31	Prices	116
293.32	Computation of Postage	116
293.33	Postage Payment Methods	116
293.4	Mail Preparation	118
293.41	Addressing and Return Address	118
293.42	Marking	118
293.43	Sealing and Packaging	118
293.44	Physical Characteristics and Requirements for All Bundles	119
293.45	Sortation	119
293.46	Sacking Requirements	122
293.47	Canadian Sack Labeling Information	124
293.5	Mail Entry and Deposit	125
293.51	Separation by Price Group	125
293.52	Full Service	125
293.53	Drop Shipment	125
294	(Reserved)	126
295	(Reserved)	126
296	(Reserved)	126
297	Customized Agreements	127
297.1	Description	127
297.2	Qualifying Mailers	127
297.3	Criteria	127
<b>3</b>	<b>Extra Services</b>	<b>129</b>
310	Certificate of Mailing	129
311	Description	129
312	Availability	129
312.1	At Time of Purchase	129
312.2	After Mailing (Additional Criteria)	129
313	Fees	129
313.1	Individual Pieces	129
313.2	Three or More Pieces	130
313.3	Bulk Pieces	130

314	Processing Requests	130
314.1	Forms	130
314.11	Postal Service Forms	130
314.12	Treasury Department Forms	130
314.13	Agriculture Department Forms	130
314.2	Preparation	131
314.21	Sender's Responsibility	131
314.22	Accepting Clerk's Responsibility	131
320	Insurance	131
321	Global Express Guaranteed Insurance	131
321.1	Description	131
321.2	Availability	131
321.3	Additional Coverage and Fees	132
322	Express Mail International Insurance	132
322.1	Description	132
322.2	Availability	132
322.3	Additional Coverage and Fees	132
322.4	Return Receipt Service	132
323	Priority Mail International Insurance	132
323.1	Description	132
323.2	Availability	133
323.3	Coverage and Fees	133
323.4	Return Receipt	133
323.5	Insured Value and Indemnity Claims	133
323.51	Insured Value and Declared Value	133
323.52	Indemnity Claims and Payments	133
323.6	Preparation of Insured Priority Mail International Parcels	133
323.61	Mailing Receipt and Insurance Number	133
323.62	Accepting Clerk's Responsibility	134
323.63	Postmarking	137
323.7	Sender's Responsibility	137
323.71	Mailing Receipt	137
323.72	Marking	137
323.73	Sealing	137
330	Registered Mail	137
331	Description	137
332	Availability	137
333	Fees and Indemnity Limits	138
333.1	Registration Fees	138
333.2	Indemnity Limit	138

Contents

334	Processing Requests	138
334.1	Mailing Receipt and Registration Number	138
334.11	General Use	138
334.12	Sender's Responsibility	138
334.13	Accepting Clerk's Responsibility	138
334.14	Preparation	139
334.2	Marking	139
334.3	Postmarking	139
334.31	Placement	139
334.32	Registered Matter for the Blind	139
334.4	Sealing	139
334.41	Sender's Responsibility	139
334.42	Registered Free Matter for the Blind or Other Physically Handicapped Persons	139
334.5	Return Receipt and Restricted Delivery	139
335	Indemnity Claims and Payments	140
340	Return Receipt	140
341	Description	140
342	Availability	140
343	Fee	140
344	Processing Requests	140
344.1	Form	140
344.11	Sender's Responsibility	140
344.12	Accepting Clerk's Responsibility	140
344.2	Marking	141
344.3	Return Receipt Improperly Completed or Not Received	141
350	Restricted Delivery	141
351	Description	141
351.1	General	141
351.2	Undeliverable Mail	141
352	Availability	141
353	Fee	141
354	Processing Requests	142
354.1	Marking	142
354.2	Postage	142
360	(Reserved)	142
370	International Money Transfer Services	142
371	International Money Orders	142
371.1	Description	142
371.11	General	142
371.12	Maximum Amount	142
371.2	Availability	142
371.3	Fees	143

371.4	Processing Requirements . . . . .	143
371.41	Form Required — International Postal Money Order (Form MP1) . . . . .	143
371.42	Preparation by Purchaser . . . . .	143
371.43	Preparation by Postal Service Employee . . . . .	143
371.5	Procedures for Cashing Money Orders Issued by Foreign Countries . . . . .	144
371.51	Valid Postal Money Orders . . . . .	144
371.52	Canadian Money Orders . . . . .	144
371.53	Japanese Money Orders . . . . .	144
371.6	Lost Reissued Money Orders . . . . .	144
371.7	Inquiries . . . . .	144
371.71	Who May Receive Information . . . . .	144
371.72	Inquiries Regarding Payment . . . . .	144
372	Sure Money (DineroSeguro) . . . . .	145
372.1	Description . . . . .	145
372.2	Options and Restrictions . . . . .	145
372.3	Fees . . . . .	145
372.4	Participating Post Offices . . . . .	145
372.5	Availability . . . . .	146
372.6	Currencies by Country . . . . .	146
372.7	Service Guarantee . . . . .	146
380	Supplemental Services . . . . .	146
381	International Reply Coupons . . . . .	146
381.1	Description . . . . .	146
381.2	Availability . . . . .	147
381.3	Selling Price and Exchange Value . . . . .	147
381.4	Processing Requests . . . . .	147
382	International Business Reply Service . . . . .	148
382.1	Description . . . . .	148
382.2	Availability . . . . .	148
382.3	Who May Distribute IBRS Mail . . . . .	148
382.4	Postage and Fees . . . . .	148
382.5	Size and Weight Requirements . . . . .	149
382.51	Cards . . . . .	149
382.52	Envelopes . . . . .	149
382.6	Formatting Requirements . . . . .	149
382.61	General . . . . .	149
382.62	Air Mail Endorsement . . . . .	149
382.63	FIM . . . . .	149
382.64	No Postage Necessary Endorsement . . . . .	150
382.65	Horizontal Bars . . . . .	150
382.66	Business Reply Legend . . . . .	150
382.67	Delivery Address . . . . .	150
382.68	Barcode . . . . .	151
382.7	Foreign International Business Reply Service . . . . .	153

<b>4 Treatment of Outbound Mail</b> .....	<b>155</b>
410 Postmarking .....	155
420 Unpaid and Shortpaid Mail .....	155
421 Check for Sufficient Postage .....	155
422 Unpaid Mail .....	155
422.1 Unpaid Mail With a Return Address .....	155
422.2 Unpaid Mail Without a Return Address .....	155
423 Shortpaid Mail .....	155
423.1 General Procedures at the Originating Mailing Office .....	155
423.2 Disposition .....	155
423.21 Global Express Guaranteed (GXG) Shipments .....	155
423.22 Express Mail International Shipments .....	156
423.23 Priority Mail International Parcel Items (Other Than Priority Mail International Flat Rate Envelopes and Small Flat Rate Boxes) .....	156
423.24 First-Class Mail International Items (including Postcards), Airmail M-bags, Priority Mail International Flat Rate Envelopes, and Priority Mail International Small Flat Rate Priced Boxes .....	157
423.3 Credit for Postage Paid .....	157
423.4 Parcels at Other Than Mailing Offices .....	157
430 Improperly Prepared Mail .....	158
431 Insufficient Address .....	158
432 Oversized or Undersized Items .....	158
433 Oversized Cards .....	158
434 Reply-Paid Cards .....	158
435 Detached Customs Declaration Forms .....	158
440 Extra Services Mail — Registered Mail .....	158
441 Recording and Dispatching .....	158
442 Registered Mail Found With Ordinary Mail .....	159
442.1 Disposition .....	159
442.2 Complete the Registration Process .....	159
442.3 Shortpaid Mail .....	159
<b>5 Nonpostal Export Regulations</b> .....	<b>161</b>
510 Office of Foreign Assets Control (OFAC) Regulations — U.S. Department of the Treasury .	161
511 General .....	161
512 Prohibited Destinations, Specially Designated Nationals, and Blocked Persons .....	161
513 Additional Standards .....	161
514 Exceptions .....	161
515 Mailer Compliance .....	162
516 Additional Information .....	162
520 Foreign Trade Regulations — U.S. Census Bureau .....	162
521 General .....	162
522 Additional Assistance .....	162

523	Mailpieces Sent to APOs, FPOs, and DPOs . . . . .	162
524	Proof of Filing Citation (PFC). . . . .	162
524.1	General . . . . .	162
524.2	Filing Requirements . . . . .	163
524.21	Mandatory Filing . . . . .	163
524.22	How to File Electronic Export Information and Obtain a Proof of Filing Citation . . . . .	164
525	AES Downtime Citation. . . . .	164
526	Exemption and Exclusion Legend. . . . .	164
526.1	General . . . . .	164
526.2	When Applicable . . . . .	165
527	Placement of PFC, AES Downtime Citation, or Exemption and Exclusion Legend . . . .	165
530	Commodities and Technical Data. . . . .	166
531	Scope and Applicability of Export Licensing Requirements . . . . .	166
531.1	U.S. Department of Commerce — Bureau of Industry and Security; Export Controls . . . . .	166
531.2	Export Enforcement. . . . .	167
532	Export Licenses. . . . .	167
532.1	General . . . . .	167
532.2	Export — Definition . . . . .	168
532.3	How to Determine If an Export License Is Needed . . . . .	168
532.4	Additional Information . . . . .	168
533	Additional Standards. . . . .	169
533.1	Shipper's Export Declaration. . . . .	169
533.2	Shipper's Electronic Export Filing Required . . . . .	169
533.3	Processing at Post Office Facilities . . . . .	169
540	Munitions (Defense Articles) and Related Technical Data . . . . .	169
541	Licensing Requirements . . . . .	169
541.1	Individual Licenses . . . . .	169
541.11	Exporting Defense Articles. . . . .	169
541.12	Exporting Technical Data . . . . .	169
541.2	Prohibited Countries . . . . .	170
541.3	Exporting of Government Shipments . . . . .	171
541.4	Obtaining Additional Information. . . . .	171
542	Mailing Under Individual Licenses. . . . .	171
542.1	Marking by Sender . . . . .	171
542.2	Processing at Post Office Facilities . . . . .	171
542.21	Examination of List of Contents . . . . .	171
542.22	Amount of Mailing Authorized by License . . . . .	172
550	Dried Whole Eggs . . . . .	172
551	Description . . . . .	172
552	Charges . . . . .	172

## Contents

553	How to Mail . . . . .	172
553.1	Preparation by Sender . . . . .	172
553.11	Marking . . . . .	172
553.12	Certificate of Mailing Dried Whole Eggs . . . . .	172
553.2	Processing in Office of Mailing . . . . .	173
553.21	Postage . . . . .	173
553.22	Signature of Postmaster . . . . .	173
560	(Reserved) . . . . .	173
570	Consular and Commercial Invoices . . . . .	173
580	Drawback Arrangement . . . . .	174
581	Description . . . . .	174
582	Processing Drawback Claims . . . . .	174
582.1	Forms Required . . . . .	174
582.11	List of Forms . . . . .	174
582.12	Where to Obtain the Forms . . . . .	174
582.2	Preparation by Senders . . . . .	174
582.21	Claiming Drawback . . . . .	174
582.22	Waiver of the Right to Withdraw the Package . . . . .	174
582.3	Processing by Postmaster . . . . .	175
582.31	Postmaster's Certification . . . . .	175
582.32	Disposal of Forms . . . . .	175
590	Exporting Wildlife and Protected Plants . . . . .	175
591	Special Requirements for Wildlife and Certain Plant Exports . . . . .	175
592	Declaration Requirements . . . . .	176
592.1	Declaration of Wildlife Exports . . . . .	176
592.2	Declaration of Scientific Specimens or Parts . . . . .	176
592.3	Declaration of Plant Exports . . . . .	176
593	Export Licenses and Inspection Requirements for Commercial Wildlife Exports . . . . .	177
594	Marking Requirements for Wildlife Exports . . . . .	177
595	Permit Requirements for Wildlife and Plant Exports . . . . .	177
596	Obtaining and Using Permits for Wildlife and Protected Plant Exports . . . . .	177
596.1	Export Permits . . . . .	177
596.2	CITES Permit . . . . .	178
596.3	Export of Migratory Birds . . . . .	178
597	How to Obtain Additional Information . . . . .	178
598	Wildlife Inspection Offices . . . . .	178
<b>6</b>	<b>Special Programs . . . . .</b>	<b>179</b>
610	Postal Qualified Wholesaler Program . . . . .	179
611	Description . . . . .	179
612	Pricing . . . . .	179
613	Qualifying as a Wholesaler . . . . .	179
613.1	Letter of Request . . . . .	179

613.2	Criteria . . . . .	180
613.3	Disqualification . . . . .	181
614	Benefits . . . . .	181
614.1	Qualified List . . . . .	181
614.2	Preapproved Advertising . . . . .	181
614.3	Right of First Refusal . . . . .	182
615	Length of Qualification . . . . .	182
615.1	Approval Period . . . . .	182
615.2	Disqualification . . . . .	182
<b>7</b>	<b>Treatment of Inbound Mail . . . . .</b>	<b>183</b>
710	U.S. Customs Information . . . . .	183
711	Customs Examination of Mail Believed to Contain Dutiable or Prohibited Articles . . . . .	183
711.1	What Is Subject to Examination. . . . .	183
711.2	Treatment of Mail Believed to Contain Dutiable or Prohibited Articles . . . . .	183
711.21	Treatment at Exchange Offices . . . . .	183
711.22	Treatment at Distribution Offices . . . . .	184
711.23	Priority Treatment of Airmail. . . . .	184
711.3	Examination of Registered Mail and Sealed Letters . . . . .	184
711.4	Extraction of Samples for Advisory Information . . . . .	184
711.5	Treatment of Mail Following Customs Examination . . . . .	185
711.51	Repacking After Customs Examination . . . . .	185
711.52	Identification of Dutiable/Nondutiable Articles. . . . .	185
711.6	Handling Subsequent to Customs Inspection. . . . .	185
711.61	Postal Service Handling Procedures . . . . .	185
711.62	U.S. Customs Service Locations . . . . .	185
712	Customs Clearance and Delivery Fee. . . . .	186
712.1	Description. . . . .	186
712.11	Collecting Postal Service Fees. . . . .	186
712.12	Collecting Postal Service Fee for Each Package . . . . .	186
712.13	Accounting for the Postal Service Fee . . . . .	187
712.2	Articles Exempted From Postal Service Fee . . . . .	187
712.3	Amount of Postal Service Fee . . . . .	187
712.4	Postal Service Fee Not Refundable. . . . .	187
712.5	Customs Duties and Customs Fee Not Exempt . . . . .	187
713	Treatment of Dutiable Mail at Delivery Office . . . . .	187
713.1	Detection and Dispatch of Dutiable Mail. . . . .	187
713.11	Detecting Dutiable Items . . . . .	187
713.12	Dispatch to Delivery Units . . . . .	187
713.2	Delivery of Dutiable Mail . . . . .	188
713.21	Delivery Methods . . . . .	188
713.22	Delivery Procedures . . . . .	188
713.23	Addressee Protests Duty Charged. . . . .	189

Contents

713.3	Forwarding or Returning Dutiable Mail . . . . .	190
713.31	Forwarding Dutiable Mail Within the U.S.. . . . .	190
713.32	Forwarding Dutiable Mail to Another Country . . . . .	191
713.33	Returning Dutiable Mail to Sender . . . . .	191
713.34	Forwarding or Returning Dutiable Mail by Stations and Branches . . . . .	191
713.4	Payment of Duty . . . . .	191
713.41	Duty Rate Information . . . . .	191
713.42	Prepayment of Customs Duty Abroad . . . . .	192
713.43	Registration of Items to Be Returned to the United States . . . . .	192
713.44	Return of Audio-Visual Materials . . . . .	193
713.45	Assessment of Duty in Foreign Countries . . . . .	193
713.46	Recording and Reporting Collections . . . . .	193
713.5	Treatment of Uncollected Items . . . . .	193
713.51	Disposal of Uncollected Items . . . . .	193
713.52	Reporting of Uncollected Items . . . . .	193
713.53	Past-Due Entries. . . . .	194
713.54	Detached Customs Mail Entries. . . . .	194
713.6	Refund of Customs Duty . . . . .	194
713.61	Action by Postmaster. . . . .	194
713.62	Refunds by Customs Service. . . . .	195
720	Plant and Animal Quarantine Inspection . . . . .	196
721	What Is Subject to Inspection . . . . .	196
722	Segregation and Handling. . . . .	196
722.1	Treatment of Packages Labeled for Inspection. . . . .	196
722.11	Dispatch of Packages . . . . .	196
722.12	Marking. . . . .	196
722.2	Treatment of Packages Exempt From Inspection . . . . .	196
722.3	Treatment of Unauthorized Importations. . . . .	196
722.4	Packages Containing Prohibited Material . . . . .	196
723	Agriculture Inspection Stations and Offices . . . . .	197
730	Shortpaid Mail to the United States . . . . .	197
731	Computation of Postage Due . . . . .	197
732	Shortpaid Letters and Cards From Canada . . . . .	198
733	Shortpaid Items Bearing U.S. Postage . . . . .	198
740	Irregular Mail . . . . .	198
741	Invalid Foreign Postage. . . . .	198
742	Stamps Not Affixed. . . . .	199
742.1	Marking . . . . .	199
742.2	Parcels Without Postage Stamps . . . . .	199
743	Parcels Addressed Through Banks or Other Organizations . . . . .	199
743.1	Notification of Arrival . . . . .	199
743.2	Filing Authorization . . . . .	199

744	Foreign Dispatch Notes . . . . .	199
744.1	Delivery Instructions . . . . .	199
744.2	Undeliverable Parcels . . . . .	200
744.3	Dispatch Notes Not Associated With Parcels . . . . .	200
750	Extra Services . . . . .	200
751	Insured Parcels . . . . .	200
751.1	Identification . . . . .	200
751.11	Evidence of Insurance . . . . .	200
751.12	List of Insurance Endorsements . . . . .	200
751.2	Delivery . . . . .	200
751.3	Indemnity Claims and Payments . . . . .	200
752	Registered Mail . . . . .	200
752.1	Identification . . . . .	200
752.11	Evidence of Registration . . . . .	200
752.12	List of Registry Endorsements . . . . .	201
752.13	Treatment of Registered Items . . . . .	201
752.14	Treated as Ordinary Mail . . . . .	201
752.2	Treatment by Office of Delivery . . . . .	201
752.21	Delivery . . . . .	201
752.22	Mail Unaccounted for After Assignment for Delivery . . . . .	201
752.23	Indemnity Claims and Payments . . . . .	201
753	Return Receipt . . . . .	201
753.1	Completion of Return Receipt Form . . . . .	201
753.2	Foreign Receipt Form Missing . . . . .	202
754	Restricted Delivery . . . . .	202
754.1	Inbound Registered Mail . . . . .	202
754.2	Failed Delivery Attempt . . . . .	202
760	Forwarding . . . . .	202
761	General Procedures . . . . .	202
761.1	Items Addressed to Foreign Countries . . . . .	202
761.2	Forwarding to a Third Country . . . . .	202
761.3	Endorsement Not to Forward . . . . .	202
761.4	Scanning Procedures . . . . .	202
762	Mail of Domestic Origin . . . . .	203
762.1	Addressee Moved to Another Country . . . . .	203
762.11	Letters and Postcards . . . . .	203
762.12	Mail Other Than Letters and Postcards . . . . .	203
762.2	Undeliverable Domestic Mail Bearing U.S. Postage and a Foreign Return Address . . . . .	203
763	Items Mailed Aboard Ships (Paquebot) . . . . .	204
763.1	General . . . . .	204
763.2	Mail Forwarded by Air . . . . .	204
763.3	Mail Posted on a U.S. Ship . . . . .	204

## Contents

763.4	Forwarding Ship Passenger and Crew Mail	204
763.41	Items That Do Not Contain Merchandise	204
763.42	Accepting Employee's Responsibility	205
764	Mail of Foreign Origin	205
764.1	Forwarding Within the United States	205
764.11	Mail Other Than Periodicals and Parcels	205
764.12	Periodicals	205
764.13	Parcels	206
764.2	Forwarding to Another Country	206
764.21	Mail Other than Periodicals and Parcels	206
764.22	Periodicals	206
764.23	Parcels	206
764.24	Customs Entry Forms	207
764.3	Backstamping	207
765	Directory Service	207
766	Retention Period	207
766.1	General Procedure	207
766.2	Exceptions	207
766.21	Refused, Undeliverable, or Unforwardable Item	207
766.22	Request for Return	208
766.23	Items Conditionally Refused by Addressee	208
766.24	Items Returned From Customs Custody	208
766.25	Request for Delivery to Alternate Addressee	208
770	Undeliverable Mail	208
771	Mail of Domestic Origin	208
771.1	General Procedure	208
771.2	Exceptions	208
771.3	Endorsements	209
771.4	Remailing of Returned Mail	209
771.5	Return Charges for First-Class Mail International	209
771.51	General Procedure	209
771.52	Exceptions	209
771.6	Return Charges for Priority Mail International	210
771.7	Handling of Returned Parcels	210
771.71	Refused by Sender	210
771.72	Sender Has Moved to Another U.S. Address	210
771.73	Sender Has Moved to Another Country	210
772	Mail of Foreign Origin	210
772.1	Marking	210
772.11	Reason for Nondelivery	210
772.12	Postmarking	211
772.13	Address	211

772.14	Method of Return . . . . .	211
772.15	Abandoned Parcel . . . . .	211
772.2	Dutiable Mail . . . . .	211
772.3	Disposal . . . . .	211
772.31	General Procedure . . . . .	211
772.32	Exceptions . . . . .	211
780	Items Mailed Abroad by or on Behalf of Senders in the United States . . . . .	212
781	Payment Required . . . . .	212
781.1	Postage Payment Required . . . . .	212
781.2	Handling Charges . . . . .	212
782	Definition of Terms . . . . .	212
782.1	Resident . . . . .	212
782.2	By or on Behalf . . . . .	212
782.3	Place of Business . . . . .	213
782.4	Agent . . . . .	213
783	Advance Payment Required . . . . .	213
783.1	Sample Mailpiece . . . . .	213
783.2	Headquarters Notification . . . . .	213
784	Advance Payment Not Made . . . . .	213
784.1	Return or Disposal of Items . . . . .	213
784.2	Mailings Without Advance Payment . . . . .	214
785	Report of Mailings . . . . .	214
<b>8</b>	<b>(Reserved) . . . . .</b>	<b>215</b>
<b>9</b>	<b>Inquiries, Indemnities, and Refunds . . . . .</b>	<b>217</b>
910	Reports Encouraged . . . . .	217
920	Inquiries and Claims . . . . .	217
921	Inquiries . . . . .	217
921.1	Definition . . . . .	217
921.2	Initiating an Inquiry . . . . .	217
921.3	How to Initiate . . . . .	218
921.4	Inquiry Process . . . . .	218
921.5	General Procedures . . . . .	218
921.51	Nondelivery . . . . .	218
921.52	Return Receipts Improperly Completed or Not Received . . . . .	219
921.53	Express Mail International Items, Registered Mail Items, and Insured and Ordinary Parcels With Damaged or Missing Contents . . . . .	219
921.54	Wrapper Found Without Contents . . . . .	219
922	Claims . . . . .	219
922.1	General Description . . . . .	219
922.2	Filing a Claim . . . . .	219

## Contents

922.3	Claims Process	220
922.31	Evidence of Indemnity Coverage	220
922.32	Evidence of Value	220
922.4	Processing Claims for Damaged or Missing Contents	221
922.41	Postal Service	221
923	Disposition of Damaged Mail	221
930	Indemnity Payments	222
931	Adjudication and Approval	222
931.1	When to Be Instituted	222
931.2	International Claims	222
931.21	Indemnity Claims for International Registered Mail, Insured Parcels, and Ordinary Parcels of U.S. and Foreign Origin	222
931.22	Country of Origin Pays Indemnity	222
931.3	Appeals	223
931.31	Appealing a Claims Decision	223
931.32	Final Postal Service Decision of Claims	223
932	General Exceptions To Payment — Registered Mail, Priority Mail International Insured Parcels, and Priority Mail International Ordinary Parcels	223
933	Payments for Priority Mail International Insured Parcels and Priority Mail International Ordinary Parcels	224
933.1	General Provisions	224
933.11	Insured Parcels	224
933.12	Indemnity Will Not Be Paid	224
933.13	Ordinary Priority Mail International Parcels — Indemnity Limitations	225
933.14	Ordinary Priority Mail International Parcels — Exceptions to Indemnity	225
933.2	Special Provisions	226
934	Payments for Registered Mail	226
934.1	General Provisions	226
934.11	Indemnity Paid by Country of Origin	226
934.12	Parcels Erroneously Accepted as Registered Mail	226
934.13	Indemnity Will Not Be Paid	226
934.14	Indemnity Paid by Country of Destination	226
934.2	Special Provisions	226
935	Payments for Express Mail International	226
935.1	When Authorized	226
935.2	When Prohibited	227
940	Postage Refunds	227
941	Postage Refunds for First-Class Mail International and Priority Mail International	227
941.1	General	227
941.2	Applications by Senders	227
941.3	Processing Refund Applications	227
941.31	Items Originating in United States	227
941.32	Items Originating in a Country Other Than the United States	228

942	Postage Refunds for Express Mail International Items . . . . .	228
942.1	Who May File . . . . .	228
942.2	Conditions . . . . .	228
942.21	Express Mail International Refunds . . . . .	228
942.22	Express Mail International With Guarantee Refunds . . . . .	228
942.3	Applications by Senders . . . . .	229
942.31	Express Mail International . . . . .	229
942.32	Express Mail International With Guarantee . . . . .	229
942.4	Processing of Refund . . . . .	229
942.5	Unallowable Refunds — Express Mail International With No Service Guarantee . . . . .	229
942.51	Postage Refunds — Express Mail International . . . . .	229
942.52	Unallowable Refunds — Express Mail International With Guarantee Service . . . . .	230
942.53	Consequential Damages . . . . .	230
943	Processing Refund Applications . . . . .	230
943.1	Items Originating in the United States . . . . .	230
943.2	Items Originating in a Country Other Than the United States . . . . .	230
	<b>Index of Countries and Localities . . . . .</b>	<b>231</b>
	<b>Country Price Groups and Weight Limits . . . . .</b>	<b>237</b>
	<b>Individual Country Listings . . . . .</b>	<b>243</b>
	<b>List of Exhibits . . . . .</b>	<b>697</b>
	<b>Forms Index . . . . .</b>	<b>699</b>
	<b>Index . . . . .</b>	<b>701</b>