

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	9
123.31	Authorization	9
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	Separation of Documents and Merchandise	13
123.63	Additional Security Controls	14
123.7	Completing Customs Forms	14
123.71	Preparation and Acceptance of Electronically Generated Customs Forms	14
123.72	Preparation and Acceptance of PS Form 2976-R	16
123.73	PS Form 2976-E, Customs Declaration Envelope — CP 91, and PS Form 2976-ES, Small Customs Form Envelope	18
130	Mailability	18
131	General	18
131.1	Domestic Limits	18
131.2	International Limits	18
131.3	Individual Country Prohibitions and Restrictions	19
131.31	Information Available	19
131.32	Prohibited and Restricted Articles	19
131.33	Return or Seizure of Mail	19
131.34	Foreign Customs Information	19
131.4	Mailer Responsibility	19
131.5	Preparation for Mailing	19
131.51	General Packaging Requirements	19
131.52	Special Packaging Requirements	20
132	Written, Printed, and Graphic Matter	20
132.1	Domestic Limits	20
132.2	Reply Cards and Envelopes	20
133	Improperly Addressed Mail	21
134	Valuable Articles	21
134.1	Service Options	21
134.2	List of Articles	21
134.3	Export of Rough Diamonds	21
134.4	Prohibitions	22

Contents

135	Mailable Dangerous Goods	22
135.1	Infectious Substances	22
135.11	General Conditions	22
135.12	Type of Mail	23
135.13	Senders and Receivers	23
135.2	Authorization	23
135.21	Authorized Institutions	23
135.22	Request for Authorization	23
135.3	Packaging, Marking, Labeling	23
135.31	Category B Infectious Substances	23
135.32	Nonregulated Materials (Noninfectious Biological Substances)	24
135.33	Exempt Human or Animal Specimens	24
135.4	Handling and Dispatch of Infectious Substances	24
135.41	Biological Substances	24
135.42	Infectious Substances	25
135.5	Radioactive Materials	25
135.6	Batteries	25
135.61	Availability — Mail Classes	25
135.62	General	25
135.63	Lithium Metal or Lithium Alloy (Non-Rechargeable) Cells and Batteries	26
135.64	Lithium-ion or Lithium Polymer (Rechargeable) Cells and Batteries	26
136	Nonmailable Goods	27
136.1	Dangerous Goods	27
136.2	Inert and Replica Explosive Devices	27
136.3	Counterfeit and Pirated Items	28
136.4	Cigarettes, Smokeless Tobacco, and Electronic Nicotine Delivery Systems	28
137	Firearms, Knives, and Sharp Instruments	28
138	Perishable Matter	28
138.1	Animals	28
138.2	Plants	28
138.3	Eggs	29
138.31	Restrictions	29
138.32	Packaging	29
138.4	Food and Other Perishable Articles	29
139	Cremated Remains	29
139.1	Eligibility	29
139.2	Packaging	29
139.3	Markings	29
140	International Mail Categories	30
141	Definitions	30
141.1	General	30
141.2	Global Express Guaranteed	30
141.3	Priority Mail Express International	30

141.4	Priority Mail International	31
141.5	First-Class Mail International	31
141.6	First-Class Package International Service	31
142	Official Mail	31
142.1	Mailings by Federal Agencies	31
142.2	Postal Service Mailings	32
142.3	Mail of a Former President and Surviving Spouse of a Former President	32
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	Computing Postage	33
152.21	Determining Single-Piece Weight	33
152.22	Rounding Numerical Values	33
152.3	Stamps	33
152.31	Types of Stamps	33
152.32	Additional Postage for Nondenominated Postage Stamps, Forever Stamps, or Forever Print-on-Demand Indicias	34
152.33	Precanceled Stamps	34
152.4	Postage Meters, Postage Validation Imprints (PVI), Forever Print-on-Demand Indicia, and PC Postage	34
152.5	Additional Standards for Forever Print-on-Demand Indicia Labels	35
152.6	Permit Imprint	35
152.61	Conditions of Use	35
152.62	Place of Mailing	35
152.63	Usage Criteria	35
152.64	Required Format	36
153	Placement of Postage	40
154	Remailed Items	40
2	Conditions for Mailing	41
210	Global Express Guaranteed	41
211	Description and Physical Characteristics	41
211.1	General	41
211.2	Physical Characteristics	41
211.21	Weight Limits	41
211.22	Dimensions	41
212	Eligibility	42
212.1	General — All Global Express Guaranteed Shipments	42
212.2	Customs Forms Required	42
212.3	Mail Sealed Against Inspection	42
212.4	Inquiries, Service Guarantees, Postage Refunds, and Indemnity	42

Contents

212.41	Service Guarantee	42
212.42	Transit Days for Shipments	42
212.43	Inquiries	43
212.44	Postage Refunds	43
212.45	Global Express Guaranteed Insurance and Indemnity.	43
212.46	Indemnity Claims	43
212.47	Liability for Lost or Damaged Contents	44
212.5	Extra Services — Insurance.	44
213	Prices and Postage Payment Methods.	44
213.1	Availability and Price Application — General	44
213.2	Postage Payment Methods — General	44
213.3	Determining Postage for Global Express Guaranteed Service	44
213.31	USPS-Produced Global Express Guaranteed Envelopes	44
213.32	Mailer-Supplied Packaging	44
213.4	Dimensional Weight.	45
213.41	Determining Dimensional Weight for a Rectangular-Shaped Parcel	45
213.42	Determining Dimensional Weight for a Nonrectangular-Shaped Parcel	45
213.5	Destinating Countries and Price Groups	45
213.6	Commercial Prices	51
213.61	Commercial Base Prices	51
213.62	Commercial Plus Prices	51
213.7	Online Methods	51
213.71	Online Prices — Commercial Base or Commercial Plus Prices.	51
213.72	Markings Requirements	52
213.73	Determining Online Prices	52
213.74	Notification	52
213.75	Postage Adjustments of Online Shipments	52
213.76	Deposit of Online Shipments within 24 Hours	52
213.8	Permit Imprint	52
213.81	Permit Imprint — General.	52
213.82	Permit Imprint — Commercial Base or Commercial Plus Prices	52
213.9	Official Mail	53
213.91	Mailings by Federal Agencies.	53
213.92	Postal Service Mailings	53
214	Mail Preparation	53
214.1	Preparation by the Sender.	53
214.2	Preparation by Acceptance Employee	54
215	Mail Entry and Deposit	54
215.1	Entry Service Areas — U.S. Origins.	54
215.2	Place of Mailing	55
215.21	Items Eligible for Deposit or Pickup	55
215.22	Items Not Eligible for Deposit or Pickup	56
215.23	Items Paid With a Permit Imprint	56

215.24	Acceptance of Shipments	56
215.3	Pickup On Demand Service	56
215.4	Package Pickup Service	57
220	Priority Mail Express International	57
221	Description and Physical Characteristics	57
221.1	General	57
221.2	Priority Mail Express International With Money-Back Guarantee Service	57
221.3	Priority Mail Express International Flat Rate Envelopes	57
221.4	Physical Characteristics	58
221.41	Weight Limits	58
221.42	Dimensions — Priority Mail Express International Parcels	58
222	Eligibility	58
222.1	General — All Priority Mail Express International Shipments	58
222.2	Prohibited Items in All Priority Mail Express International Shipments	58
222.3	Priority Mail Express International Flat Rate Envelopes	58
222.4	Customs Forms Required	59
222.5	Mail Sealed Against Inspection	59
222.6	Priority Mail Express International Insurance and Indemnity	59
222.61	Merchandise Insurance	59
222.62	Document Reconstruction Insurance	59
222.63	Indemnity for Delivery Delays	59
222.7	Extra Services	59
222.71	Merchandise Insurance	59
222.72	Tracking Plus	60
222.73	USPS Delivered Duty Paid (DDP)	60
223	Prices and Postage Payment Methods	60
223.1	Prices	60
223.11	Availability and Price Application — General	60
223.12	Commercial Base Prices	60
223.13	Commercial Plus Prices	60
223.14	Priority Mail Express International Flat Rate Envelope Prices	61
223.2	Postage Payment Methods	61
223.21	General	61
223.22	Permit Imprint	61
223.23	USPS Corporate Account (USPSCA)	62
223.24	Online Methods	62
223.3	Official Mail	62
223.31	Mailings by Federal Agencies	62
223.32	Postal Service Mailings	62
224	Mail Preparation	63
224.1	Preparation by Sender	63
224.11	Using PS Form 2976-B	63

Contents

224.12	Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data	63
224.2	Preparation by Acceptance Employee	63
224.21	Using PS Form 2976-R	63
224.22	Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data	63
225	Mail Entry and Deposit	63
225.1	Place of Mailing	63
225.11	Items Eligible for Deposit or Pickup	63
225.12	Items Not Eligible for Deposit or Pickup	64
225.13	Items Paid With a Permit Imprint	64
225.2	Pickup On Demand Service.	64
225.3	Package Pickup Service	65
230	Priority Mail International	65
231	Description and Physical Characteristics	65
231.1	General	65
231.2	Physical Characteristics	65
231.21	Weight Limits	65
231.22	Dimensions — Priority Mail International Parcels.	65
231.23	Measuring Parcel Dimensions	65
232	Eligibility	67
232.1	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes — General	67
232.2	Eligible Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	67
232.3	Priority Mail International Medium and Large Flat Rate Boxes	68
232.4	Eligible Priority Mail International Medium and Large Flat Rate Boxes.	68
232.5	Priority Mail International Parcels	69
232.6	Customs Forms Required	69
232.61	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	69
232.62	Priority Mail International Medium and Large Flat Rate Boxes	69
232.63	Priority Mail International 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	70
232.9	Extra Services	70
232.91	Merchandise Insurance	70
232.92	Tracking Plus	70
232.93	USPS Delivered Duty Paid (DDP)	70
233	Prices and Postage Payment Methods.	70
233.1	Prices	70
233.11	Availability and Price Application — General	70

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	71
233.15	Priority Mail International Medium and Large Flat Rate Boxes	71
233.16	Priority Mail International Parcels	71
233.2	Postage Payment Methods	72
233.21	General	72
233.22	Permit Imprint	72
233.23	Online Methods	72
233.3	Official Mail	73
233.31	Mailings by Federal Agencies	73
233.32	Postal Service Mailings	73
234	Mail Preparation	73
234.1	Addressing	73
234.2	Marking	73
234.3	Customs Documentation	73
234.4	Sealing	73
234.5	Packaging	74
234.51	Packaging Requirements — General	74
234.52	Types of Containers	74
234.53	Closure Options for Wooden Boxes or Bags	74
235	Mail Entry and Deposit	74
235.1	Place of Mailing	74
235.11	Items Eligible for Deposit or Pickup	74
235.12	Items Not Eligible for Deposit or Pickup	75
235.13	Items Paid With a Permit Imprint	75
235.2	Pickup On Demand Service	75
235.3	Package Pickup Service	75
240	First-Class Mail International	76
241	Description and Physical Characteristics	76
241.1	General	76
241.2	Physical Characteristics	76
241.21	Physical Standards — Letters	76
241.22	Physical Standards — Cards	77
241.23	Physical Standards — Large Envelopes (Flats)	78
242	Eligibility	81
242.1	Content Eligibility	81
242.2	Merchandise	81
242.3	Mail Sealed Against Inspection	81
242.4	Extra Services	82
242.41	Certificate of Mailing	82
242.42	Registered Mail Service	82
242.43	Return Receipt Service	82

Contents

243	Prices and Postage Payment Methods	82
243.1	Prices	82
243.11	Prices and Price Application — General	82
243.12	Price Computation	82
243.13	Destinating Countries and Price Groups	82
243.2	Postage Payment Methods — General	82
243.3	Permit Imprint — General	82
243.4	Official Mail	83
243.41	Mailings by Federal Agencies.	83
243.42	Postal Service Mailings	83
244	Mail Preparation	83
244.1	Addressing.	83
244.2	Markings	83
244.3	Sealing	83
244.4	Packaging	84
245	Mail Entry and Deposit	84
245.1	Place of Mailing	84
245.11	Items Eligible for Deposit or Pickup	84
245.12	Items Not Eligible for Deposit or Pickup	85
245.2	Items Paid With a Permit Imprint.	85
250	First-Class Package International Service	85
251	Description and Physical Characteristics	85
251.1	General	85
251.2	Physical Characteristics and Standards — Packages (Small Packets).	85
251.21	Weight Limit	85
251.22	Dimensions — Other Than Rolls	85
251.23	Dimensions — Rolls	86
251.24	Quality	86
252	Eligibility	86
252.1	Content	86
252.2	Electronic USPS Delivery Confirmation International Service (E-USPS DELCON INTL)	86
252.21	Description	86
252.22	Availability.	86
252.23	Customs Label	87
252.24	Additional Standards	87
252.25	Price Eligibility	87
252.3	Customs Forms Required	87
252.4	Mail Sealed Against Inspection	88
252.5	Extra Services	88
252.51	Certificate of Mailing.	88
252.52	Tracking Plus	88
252.53	USPS Delivered Duty Paid (DDP)	88

253	Prices and Postage Payment Methods	88
253.1	Prices	88
253.11	Prices and Price Application — General	88
253.12	Price Computation	88
253.13	Destinating Countries and Price Groups	88
253.14	Commercial Base Prices	88
253.15	Commercial Plus Prices	89
253.2	Postage Payment Methods	89
253.21	General	89
253.22	Permit Imprint	89
253.23	Online Methods	90
253.3	Official Mail	90
253.31	Mailings by Federal Agencies	90
253.32	Postal Service Mailings	90
254	Mail Preparation	91
254.1	Addressing	91
254.2	Markings	91
254.3	Sealing	91
254.4	Packaging	91
255	Mail Entry and Deposit	91
255.1	Place of Mailing	91
255.11	Items Eligible for Deposit or Pickup	91
255.12	Items Not Eligible for Deposit or Pickup	92
255.2	Items Paid With a Permit Imprint	92
255.3	Pickup on Demand Service	92
255.4	Package Pickup Service	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	Mail Not Sealed Against Inspection	94
261.3	Availability	94
262	Postage Prices and Fees	94
262.1	Airmail M-bags	94
262.2	International Priority Airmail (IPA) M-bags	94
262.3	Postage Calculation	95
262.4	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

Contents

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	96
271	Description and Physical Characteristics	96
271.1	General	96
271.2	Weight Limits	97
272	Eligibility	97
272.1	Eligible Participants	97
272.2	Eligible Matter	97
272.3	Ineligible Matter	97
272.4	Customs Forms Required	98
272.5	Mail Not Sealed Against Inspection	98
272.6	Extra Services	98
273	Postage Prices and Fees	98
274	Mail Preparation	98
274.1	Addressing	98
274.2	Markings	98
275	Mail Entry and Deposit	99
275.1	Items Eligible for Deposit or Pickup	99
275.2	Items Not Eligible for Deposit or Pickup	99
280	(Reserved)	100
290	Commercial Services	100
291	(Reserved)	100
292	International Priority Airmail (IPA) Service	100
292.1	Description	100
292.11	General	100
292.12	Mail Sealed Against Inspection	100
292.13	IPA M-bags	100
292.2	Eligibility	101
292.21	Qualifying Mailpieces	101
292.22	Availability	101
292.23	Minimum Quantity Requirements	101
292.24	Maximum Weight Limits	102
292.25	Dutiable Items	102
292.26	Customs Forms Requirements	102
292.27	Extra Services	102
292.3	Prices and Postage Payment Methods	102
292.31	Prices	102
292.32	Computation of Postage	102

292.33	Postage Payment Methods	103
292.4	Mail Preparation	104
292.41	Addressing and Return Address	104
292.42	Marking	104
292.43	Sealing and Packaging	105
292.44	Physical Characteristics and Requirements for All Bundles	105
292.45	IPA Foreign Office of Exchange Codes and Price Groups	105
292.46	Presort Mailings: Direct Country — Price Groups 1, 2, and 7–20	111
292.47	Presort Mailings: Mixed Country — Price Groups 7–11	113
292.48	Presort Mailings — Price Groups 3–6	114
292.49	Worldwide Nonpresort Preparation	117
292.5	Mail Entry and Deposit	118
292.51	Separation by Price Group	118
292.52	Full Service	118
292.53	Drop Shipment	118
293	(Reserved)	119
294	(Reserved)	119
295	(Reserved)	119
296	(Reserved)	119
297	Customized Agreements	119
297.1	Description	119
297.2	Qualifying Mailers	120
297.3	Criteria	120
3	Extra Services	121
310	Certificate of Mailing	121
311	Individual Pieces	121
311.1	Description	121
311.2	Availability	121
311.21	At Time of Purchase	121
311.22	After Mailing (Duplicate Copies)	121
311.3	Fees	122
311.31	Individual Pieces	122
311.32	Three or More Individual Pieces	122
311.4	Mailer Preparation	122
311.41	Individual Pieces	122
311.42	Three or More Individual Pieces	122
312	Bulk Quantities — Certificate of Mailing	122
312.1	Description	122
312.2	Availability	123
312.21	At Time of Entry	123
312.22	After Mailing (Duplicate Copies)	123
312.3	Fees	123

Contents

312.4	Mailer Preparation	123
313	Forms	124
313.1	Postal Service Forms	124
313.2	Treasury Department Forms	124
313.3	Accepting Clerk’s Responsibility for Treasury Department Forms	124
313.4	Agriculture Department Forms	124
320	Insurance	124
321	Global Express Guaranteed Insurance	124
321.1	Description	124
321.2	Availability	125
321.3	Additional Coverage and Fees	125
322	Priority Mail Express International Insurance	125
322.1	Description	125
322.2	Availability	125
322.3	Additional Coverage and Fees	130
323	Priority Mail International Insurance	130
323.1	Description	130
323.2	Availability	131
323.3	Coverage and Fees	131
323.4	Insured Value and Declared Value	131
323.5	Preparation of Insured Priority Mail International Parcels	131
323.51	Mailing Receipt and Insurance Number	131
323.52	Accepting Clerk’s Responsibility	131
323.53	Postmarking	131
323.6	Sender’s Responsibility	132
323.61	Mailing Receipt	132
323.62	Marking	132
323.63	Sealing	132
330	Registered Mail	132
331	Description	132
332	Availability	132
333	Fees and Indemnity Limits	132
333.1	Registration Fees	132
333.2	Indemnity Limit	133
334	Processing Requests	133
334.1	Mailing Receipt and Registration Number	133
334.11	General Use	133
334.12	Sender’s Responsibility	133
334.13	Accepting Clerk’s Responsibility	133
334.14	Preparation	134
334.2	Marking	134
334.3	Postmarking	134
334.31	Placement	134

334.32	Registered Free Matter for the Blind	134
334.4	Sealing	134
334.41	Sender's Responsibility	134
334.42	Registered Mail Service With Free Matter for the Blind	134
334.5	Return Receipt.	134
335	Indemnity Claims and Payments.	135
340	Return Receipt	135
341	Description	135
342	Availability	135
343	Fee.	135
344	Processing Requests	135
344.1	Form	135
344.11	Sender's Responsibility	135
344.12	Accepting Clerk's Responsibility	135
344.2	Marking	136
344.3	Return Receipt Improperly Completed or Not Received.	136
350	Restricted Delivery	136
360	USPS Delivered Duty Paid (DDP)	136
361	Description	136
361.1	Definitions	136
361.11	De Minimis	136
361.12	Import Duties	136
361.13	Import Fees	136
361.14	Import Taxes.	137
361.15	Low-Value Goods.	137
361.16	Service Provider	137
361.17	Service Provider Terms of Service	137
361.18	Total Import Amount Quote	137
362	Availability	137
363	Fees.	138
364	Processing Requests	138
364.1	General Use.	138
364.2	Sender's Responsibilities	138
364.21	Sender's Agreement with Service Provider Terms of Service	138
364.22	Use of Customs Declaration Information	138
364.23	Mailer Certification for VAT/GST Remittance on Low-Value Goods	139
364.24	Sender's Responsibility to Pay Balance Due	139
364.3	Service Provider Actions	139
364.31	Modifications to Customs Declaration Information	139
364.32	Landed Cost Guarantee	139
364.33	Differences in Monies Paid and Monies Owed for Import Duties, Taxes, and Fees	139

Contents

365	Inquiries and Refunds	140
365.1	Inquiries	140
365.2	Refunds	140
370	International Money Transfer Services	140
371	International Money Orders	140
371.1	Description	140
371.2	Inquiries Regarding Payment of International Postal Money Orders (Form MP1)	140
372	(Reserved)	141
380	Supplemental Services	141
381	International Reply Coupons	141
381.1	Description	141
381.2	Previously Sold Coupons and Exchange Value	141
381.3	Processing Requests	141
382	International Business Reply Service	142
382.1	Description	142
382.2	Availability	142
382.3	Who May Distribute IBRS Mail	143
382.4	Postage and Fees	143
382.5	Size and Weight Requirements	143
382.51	Cards	143
382.52	Envelopes	143
382.6	Formatting Requirements	143
382.61	General	143
382.62	Air Mail Endorsement	144
382.63	FIM	144
382.64	No Postage Necessary Endorsement	144
382.65	Horizontal Bars	144
382.66	Business Reply Legend	144
382.67	Delivery Address	145
382.68	Barcode	145
382.7	Foreign International Business Reply Service	146
390	Tracking Plus	147
4	Treatment of Outbound Mail	149
410	Postmarking	149
420	Unpaid and Shortpaid Mail	149
421	Check for Sufficient Postage	149
422	Unpaid Mail	149
422.1	Unpaid Mail With a Return Address	149
422.2	Unpaid Mail Without a Return Address	149
423	Shortpaid Mail	149
423.1	General Procedures at the Originating Mailing Office	149

423.2	Disposition	149
423.21	Global Express Guaranteed (GXG) Shipments	150
423.22	Priority Mail Express International Shipments	150
423.23	Priority Mail International Items	150
423.24	First-Class Mail International Items (including Postcards), First-Class Package International Service Items, and Airmail M-bags	151
423.3	Credit for Postage Paid	151
423.4	Parcels at Other Than Mailing Offices	152
430	Improperly Prepared Mail	152
431	Insufficient Address	152
432	Oversized or Undersized Items	152
433	Oversized Cards	152
434	Reply-Paid Cards	152
435	Detached Customs Declaration Forms	152
440	Mailpiece Refused by an Air Carrier	153
441	Item Containing Nonmailable, Hazardous, or Perishable Material	153
442	Mailable Item	153
450	Extra Services Mail — Registered Mail	153
451	Recording and Dispatching	153
452	Registered Mail Found With Ordinary Mail	153
452.1	Disposition	153
452.2	Complete the Registration Process	154
452.3	Shortpaid Mail	154
5	Nonpostal Export Regulations	155
510	Office of Foreign Assets Control (OFAC) Regulations — U.S. Department of the Treasury	155
511	General	155
512	Prohibited Destinations, Specially Designated Nationals, and Blocked Persons	155
512.1	Restricted Destinations	155
512.2	Blocked Persons	155
513	Additional Standards	156
514	Exceptions	156
515	Mailer Compliance	156
516	Additional Information	156
520	Foreign Trade Regulations — U.S. Census Bureau	156
521	General	156
522	Additional Assistance	157
523	Mailpieces Sent to APOs, FPOs, and DPOs	157
524	Internal Transaction Number (ITN)	157
524.1	General	157
524.2	Filing Requirements	157
524.21	Mandatory Filing	157
524.22	How to File EEI	159

Contents

525	AES Downtime Citation	160
526	AES Exemption	160
526.1	General	160
526.2	When Applicable	160
527	Placement of ITN, AES Downtime Citation, or AES Exemption	161
530	Commodities and Technical Data.	162
531	Scope and Applicability of Export Licensing Requirements	162
531.1	U.S. Department of Commerce — Bureau of Industry and Security; Export Controls	162
531.2	Export Enforcement.	162
532	Export Licenses.	163
532.1	General	163
532.2	Export — Definition	163
532.3	How to Determine If an Export License Is Needed	164
532.4	Additional Information	164
533	Luxury Goods to Belarus and Russia	164
534	Schedule B Number Requirement for Belarus and Russia	166
535	Additional Standards.	167
535.1	Shipper’s Electronic Export Information Filing Required.	167
535.2	Mailer and USPS Responsibilities for Completing and Processing Forms	167
535.21	Mailer Responsibilities	167
535.22	USPS Responsibilities	167
536	Mailer Compliance	167
537	Harmonized System Codes and Other Classification Codes	167
537.1	Definition	167
537.2	Code Assignments	167
537.21	World Customs Organization Harmonized System	167
537.22	U.S. Census Bureau Schedule B Number	168
537.23	U.S. International Trade Commission Harmonized Tariff Schedule of the United States	168
537.3	Obtaining a Harmonized System Code	168
537.31	Code Search Tools.	168
537.32	U.S. Schedule B and HTS Lists	169
537.4	Mailer Responsibility for HS Code Classification	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	170
541.2	Prohibited Countries	170
541.3	Restricted Countries	170
541.4	Exporting of Government Shipments	171
541.5	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
543	Mailer Compliance	172
550	Dried Whole Eggs	172
551	Description	172
552	Charges	172
553	How to Mail	172
553.1	Preparation by Sender	172
553.11	Marking	172
553.12	Certificate of Mailing Dried Whole Eggs	173
553.2	Processing in Office of Mailing	173
553.21	Postage	173
553.22	Signature of Postmaster	173
560	Export of Rough Diamonds	173
561	General	173
562	Mailing	174
563	Additional Information	174
570	Consular and Commercial Invoices	175
580	Drawback Arrangement	175
581	Description	175
582	Processing Drawback Claims	175
582.1	Forms Required	175
582.11	List of Forms	175
582.12	Where to Obtain the Forms	175
582.2	Preparation by Senders	175
582.21	Claiming Drawback	175
582.22	Waiver of the Right to Withdraw the Package	175
582.3	Processing by Postmaster	176
582.31	Postmaster's Certification	176
582.32	Disposal of Forms	176
590	Exporting Wildlife and Protected Plants	176
591	Special Requirements for Wildlife and Certain Plant Exports	176
592	Declaration Requirements	177
592.1	Declaration of Wildlife Exports	177
592.2	Declaration of Scientific Specimens or Parts	177
592.3	Declaration of Plant Exports	177
593	Export Licenses and Inspection Requirements for Commercial Wildlife Exports	177
594	Marking Requirements for Wildlife Exports	178
595	Permit Requirements for Wildlife and Plant Exports	178
596	Obtaining and Using Permits for Wildlife and Protected Plant Exports	178

Contents

596.1	Export Permits	178
596.2	CITES Permit	178
596.3	Export of Migratory Birds	179
597	How to Obtain Additional Information.	179
598	Wildlife Inspection Offices.	179
6	Special Programs	181
610	Postal Qualified Wholesaler Program	181
611	Description	181
612	Pricing	181
613	Qualifying as a Wholesaler	181
613.1	Letter of Request	181
613.2	Criteria	182
613.3	Disqualification	183
614	Benefits	183
614.1	Qualified List	183
614.2	Preapproved Advertising	183
614.3	Right of First Refusal	183
615	Length of Qualification	184
615.1	Approval Period	184
615.2	Disqualification	184
620	Global Direct Entry Wholesaler Program	184
621	Description	184
622	Qualifying as a GDE Wholesaler	184
622.1	Eligibility Criteria	184
622.2	Letter of Request	186
622.3	Length of Qualification — Approval Period	186
623	Disqualification as a GDE Wholesaler	186
623.1	Determining Factors	186
623.2	Notification of Disqualification and Appeal	187
624	List of Qualified GDE Wholesalers	187
625	Preapproved Advertising	187
7	Treatment of Inbound Mail	189
710	U.S. Customs Information	189
711	Customs Examination of Mail Believed to Contain Dutiable or Prohibited Articles	189
711.1	What Is Subject to Examination.	189
711.2	Treatment of Mail Believed to Contain Dutiable or Prohibited Articles	189
711.21	Treatment at Exchange Offices	189
711.22	Treatment at Distribution Offices	190
711.23	Priority Treatment of Airmail.	190
711.3	Examination of Registered Mail and Sealed Letters	190
711.4	Extraction of Samples for Advisory Information	190

711.5	Treatment of Mail Following Customs Examination	191
711.51	Repacking After Customs Examination	191
711.52	Identification of Dutiable/Nondutiable Articles	191
711.6	Handling Subsequent to Customs Inspection	191
711.61	Postal Service Handling Procedures	191
711.62	U.S. Customs Service Locations	191
712	Customs Clearance and Delivery Fee	192
712.1	Description	192
712.11	Collecting Postal Service Fees	192
712.12	Collecting Postal Service Fee for Each Package	192
712.13	Accounting for the Postal Service Fee	193
712.2	Articles Exempted From Postal Service Fee	193
712.3	Amount of Postal Service Fee	193
712.4	Postal Service Fee Not Refundable	193
712.5	Customs Duties and Customs Fee Not Exempt	193
713	Treatment of Dutiable Mail at Delivery Office	193
713.1	Detection and Dispatch of Dutiable Mail	193
713.11	Detecting Dutiable Items	193
713.12	Dispatch to Delivery Units	193
713.2	Delivery of Dutiable Mail	193
713.21	Delivery Methods	193
713.22	Delivery Procedures	194
713.23	Addressee Protests Duty Charged	195
713.3	Forwarding or Returning Dutiable Mail	196
713.31	Forwarding Dutiable Mail Within the U.S.	196
713.32	Forwarding Dutiable Mail to Another Country	197
713.33	Returning Dutiable Mail to Sender	197
713.34	Forwarding or Returning Dutiable Mail by Stations and Branches	197
713.4	Payment of Duty	197
713.41	Duty Rate Information	197
713.42	Prepayment of Customs Duty Abroad	197
713.43	Registration of Items to Be Returned to the United States	197
713.44	Return of Audio-Visual Materials	198
713.45	Assessment of Duty in Foreign Countries	199
713.46	Recording and Reporting Collections	199
713.5	Treatment of Uncollected Items	199
713.51	Disposal of Uncollected Items	199
713.52	Reporting of Uncollected Items	199
713.53	Past-Due Entries	200
713.54	Detached Customs Mail Entries	200
713.6	Refund of Customs Duty	200
713.61	Action by Postmaster	200
713.62	Refunds by Customs Service	201

Contents

720	Plant and Animal Quarantine Inspection	201
721	What Is Subject to Inspection	201
722	Segregation and Handling.	202
722.1	Treatment of Packages Labeled for Inspection.	202
722.11	Dispatch of Packages	202
722.12	Marking.	202
722.2	Treatment of Packages Exempt From Inspection.	202
722.3	Treatment of Unauthorized Importations.	202
722.4	Packages Containing Prohibited Material.	202
723	Agriculture Inspection Stations and Offices	203
730	Shortpaid Mail to the United States	204
731	Computation of Postage Due	204
732	Shortpaid Letters and Cards From Canada	204
733	Shortpaid Items Bearing U.S. Postage	204
740	Irregular Mail	204
741	Invalid Foreign Postage.	204
742	Stamps Not Affixed.	205
742.1	Marking	205
742.2	Parcels Without Postage Stamps	205
743	Parcels Addressed Through Banks or Other Organizations	205
743.1	Notification of Arrival	205
743.2	Filing Authorization	205
744	Foreign Dispatch Notes.	206
744.1	Delivery Instructions	206
744.2	Undeliverable Parcels	206
744.3	Dispatch Notes Not Associated With Parcels	206
750	Extra Services.	206
751	Insured Parcels	206
751.1	Identification	206
751.11	Evidence of Insurance	206
751.12	List of Insurance Endorsements.	206
751.2	Delivery	206
751.3	Indemnity Claims and Payments.	206
752	Registered Mail	207
752.1	Identification	207
752.11	Evidence of Registration.	207
752.12	List of Registry Endorsements	207
752.13	Treatment of Registered Items.	207
752.14	Treated as Ordinary Mail	207
752.2	Treatment by Office of Delivery.	207
752.21	Delivery.	207
752.22	Mail Unaccounted for After Assignment for Delivery	207
752.23	Indemnity Claims and Payments	207

753	Return Receipt	208
753.1	Completion of Return Receipt Form	208
753.2	Foreign Receipt Form Missing	208
754	Restricted Delivery	208
754.1	Inbound Registered Mail	208
754.2	Failed Delivery Attempt	208
760	Forwarding	208
761	General Procedures	208
761.1	Items Addressed to Foreign Countries	208
761.2	Forwarding to a Third Country	209
761.3	Endorsement Not to Forward	209
761.4	Scanning Procedures	209
762	Mail of Domestic Origin	209
762.1	Addressee Moved to Another Country	209
762.11	Letters and Postcards	209
762.12	Mail Other Than Letters and Postcards	209
762.2	Undeliverable Domestic Mail Bearing U.S. Postage and a Foreign Return Address	209
763	Items Mailed Aboard Ships (Paquebot)	210
763.1	General	210
763.2	Mail Forwarded by Air	210
763.3	Mail Posted on a U.S. Ship	211
763.4	Forwarding Ship Passenger and Crew Mail	211
763.41	Items That Do Not Contain Merchandise	211
763.42	Accepting Employee's Responsibility	211
764	Mail of Foreign Origin	212
764.1	Forwarding Within the United States	212
764.11	Mail Other Than Periodicals and Parcels	212
764.12	Periodicals	212
764.13	Parcels	212
764.2	Forwarding to Another Country	212
764.21	Mail Other than Periodicals and Parcels	212
764.22	Periodicals	213
764.23	Parcels	213
764.24	Customs Entry Forms	213
764.3	Backstamping	213
765	Directory Service	214
766	Retention Period	214
766.1	General Procedure	214
766.2	Exceptions	214
766.21	Refused, Undeliverable, or Unforwardable Item	214
766.22	Request for Return	214
766.23	Items Conditionally Refused by Addressee	214

Contents

766.24	Items Returned From Customs Custody	214
766.25	Request for Delivery to Alternate Addressee	214
770	Undeliverable Mail	215
771	Mail of Domestic Origin	215
771.1	General Procedure	215
771.2	Exceptions	215
771.3	Endorsements	215
771.4	Remailing of Returned Mail	216
771.5	Return Charges for Letter-post Items	216
771.51	General	216
771.52	Exceptions	216
771.6	Return Charges for Priority Mail International	216
771.7	Handling of Returned Parcels	216
771.71	Refused by Sender	216
771.72	Sender Has Moved to Another U.S. Address	216
771.73	Sender Has Moved to Another Country	217
772	Mail of Foreign Origin	217
772.1	Marking	217
772.11	Reason for Nondelivery	217
772.12	Postmarking	217
772.13	Address	217
772.14	Method of Return	217
772.15	Abandoned Parcel	217
772.2	Dutiable Mail	217
772.3	Disposal	218
772.31	General Procedure	218
772.32	Exceptions	218
780	Items Mailed Abroad by or on Behalf of Senders in the United States	218
781	Payment Required	218
781.1	Postage Payment Required	218
781.2	Handling Charges	219
782	Definition of Terms	219
782.1	Resident	219
782.2	By or on Behalf	219
782.3	Place of Business	219
782.4	Agent	219
783	Advance Payment Required	219
783.1	Sample Mailpiece	219
783.2	Headquarters Notification	220
784	Advance Payment Not Made	220
784.1	Return or Disposal of Items	220
784.2	Mailings Without Advance Payment	220
785	Report of Mailings	220
790	International Inbound Mail Entry	220

8 (Reserved)	221
9 Inquiries, Indemnities, and Refunds	223
910 Reports Encouraged	223
920 Inquiries and Claims	223
921 Inquiries	223
921.1 Definition	223
921.2 Initiating an Inquiry	223
921.3 How to Initiate an Inquiry	224
921.31 Online Inquiry	224
921.32 Telephone Inquiry	224
921.4 Inquiry Process	225
921.41 Online Inquiry Process	225
921.42 Telephone Inquiry Process	225
921.5 General Procedures	226
921.51 Nondelivery	226
921.52 Return Receipts Improperly Completed or Not Received	226
921.53 Priority Mail Express International Items, Registered Mail Items, and Insured and Ordinary Parcels With Damaged or Missing Contents	226
921.54 Wrapper Found Without Contents	226
922 Claims	227
922.1 General Description	227
922.2 Filing a Claim	227
922.3 Claims Process	227
922.31 Determination of Claim	227
922.32 Evidence of Indemnity Coverage	228
922.33 Evidence of Value	228
922.4 Processing Claims for Damaged or Missing Contents	229
922.41 Customer	229
922.42 Postal Service	229
923 Disposition of Damaged Mail	229
930 Indemnity Payments	230
931 Adjudication and Approval	230
931.1 When to Be Instituted	230
931.2 International Claims	230
931.21 Indemnity Claims for International Registered Mail, Insured Parcels, and Ordinary Parcels of U.S. and Foreign Origin	230
931.22 Country of Origin Pays Indemnity	230
931.3 Appeals	231
931.31 Appealing a Claims Decision	231
931.32 Final Postal Service Decision of Claims	231
932 General Exceptions to Payment — Registered Mail and Priority Mail International Parcels	231

Contents

933	Payments for Priority Mail International Parcels	232
933.1	General Provisions.	232
933.11	Payment of Indemnity.	232
933.12	Indemnity Will Not Be Paid.	232
933.13	Priority Mail International Parcels — Indemnity Limitations.	233
933.14	Priority Mail International Parcels — Exceptions to Indemnity	233
933.2	Special Provisions	233
934	Payments for Registered Mail	234
934.1	General Provisions.	234
934.11	Indemnity Paid by Country of Origin	234
934.12	Items Erroneously Accepted as Registered Mail	234
934.13	Limitations to Indemnity Payment	234
934.14	Indemnity Paid by Country of Destination	234
934.2	Special Provisions	234
935	Payments for Priority Mail Express International	234
935.1	When Authorized	234
935.2	When Prohibited	234
940	Postage Refunds	235
941	Postage Refunds for First-Class Mail International, First-Class Package International Service, and Priority Mail International.	235
941.1	General	235
941.2	Applications by Senders	235
941.3	Processing Refund Applications	235
941.31	Items Originating in United States	235
941.32	Items Originating in a Country Other Than the United States	235
942	Postage Refunds for Priority Mail Express International Items.	236
942.1	Who May File.	236
942.2	Conditions	236
942.21	Priority Mail Express International Refunds	236
942.22	Priority Mail Express International With Money-Back Guarantee Refunds . . .	236
942.3	Applications by Senders	237
942.31	Priority Mail Express International Refunds	237
942.32	Priority Mail Express International With Money-Back Guarantee Refunds . . .	237
942.4	Processing of Refund	237
942.5	Unallowable Refunds — Priority Mail Express International With No Service Guarantee	237
942.51	Postage Refunds — Priority Mail Express International.	237
942.52	Unallowable Refunds — Priority Mail Express International With Money-Back Guarantee Service	238
942.53	Consequential Damages	238
943	Processing Refund Applications.	238
943.1	Items Originating in the United States.	238
943.2	Items Originating in a Country Other Than the United States.	238

Index of Countries and Localities	239
Country Price Groups and Weight Limits	245
Individual Country Listings	251
List of Exhibits	761
Index	763