

3 Extra Services

310 Certificate of Mailing

311 Individual Pieces

311.1 Description

Certificate of mailing service is available only at the time of mailing and provides evidence that mail has been presented to the Postal Service for mailing. Certificate of mailing service does not provide a record of delivery, and the Postal Service does not retain copies of PS Form 3817, *Certificate of Mailing*, or PS Form 3665, *Certificate of Mailing — Firm*, or USPS-approved facsimiles. The fee paid for certificates of mailing does not insure the item against loss or damage. The Postal Service postmarks (round-dates) each form or firm sheet at the time of mailing and then returns it to the mailer as the mailer’s receipt.

311.2 Availability

311.21 At Time of Purchase

A customer may purchase a certificate of mailing (individual pieces) when sending the following:

- a. Postcards.
- b. Unregistered First-Class Mail International items.
- c. Unregistered First-Class Package International Service items.
- d. Airmail M-bags.

A certificate of mailing (individual pieces) cannot be obtained in combination with Registered Mail items, insured parcels, Free Matter for the Blind, or items paid with a permit imprint.

311.22 After Mailing (Duplicate Copies)

To obtain a duplicate copy of the certificate of mailing, the mailer must present the original form or firm sheet and an additional certificate endorsed “Duplicate” or a copy indicating the original dates of mailing. The Postal Service postmarks (round-dates) the additional certificate to indicate the current date.

311.3 Fees**311.31 Individual Pieces**

In addition to the correct postage, the mailer must pay the certificate of mailing fee for each article on PS Form 3817 at a Post Office facility. For a separate fee, the mailer may request a duplicate copy of PS Form 3817 after mailing (see [311.22](#)). See [Notice 123](#), *Price List*.

311.32 Three or More Individual Pieces

When mailing three or more pieces, the mailer may optionally use PS Form 3665. In addition to the correct postage, the mailer must pay the certificate of mailing fee for each article on PS Form 3665 by affixing ordinary (uncanceled) stamps, meter imprints, or PC Postage imprints to PS Form 3665. Mailers paying for the postage with a permit imprint may also pay the fee at the time of mailing using the same permit imprint account. For a separate fee, the mailer may request a duplicate copy of PS Form 3665 after mailing (see [311.22](#)). See [Notice 123](#), *Price List*.

311.4 Mailer Preparation**311.41 Individual Pieces**

To obtain a certificate of mailing service for individual pieces, the mailer must present an eligible item for mailing (see [311.21](#)) to a Post Office facility. For customers served by rural carrier service, the carrier obtains the certificate at the Post Office, attaches the stamps, obtains the postmark (round-date) on the certificate on the day of mailing, and delivers the certificate to the customer on the next trip.

311.42 Three or More Individual Pieces

To obtain a certificate of mailing service for three or more pieces of eligible items (see [311.21](#)), the mailer may use PS Form 3665 or a USPS-approved facsimile. All entries on firm sheets must be typed or printed in ink. The mailer may also use USPS-approved computer-generated firm sheets that contain the same information as PS Form 3665. The mailer must obliterate all unused portions of the addressee column by drawing a diagonal line through them. The mailer must pay the certificate of mailing fee by affixing ordinary (uncanceled) stamps, precanceled stamps, meter stamps, or PC Postage stamps to the items. The mailer and accepting employee must initial any alterations to the firm sheets. The postmarked (round-dated) sheets of the books become the mailer's receipts.

312 Bulk Quantities – Certificate of Mailing**312.1 Description**

For bulk mailings of identical-weight pieces paid with ordinary stamps, meter stamps, PC Postage, or permit imprint, mailers may optionally use PS Form 3606, *Certificate of Bulk Mailing*. This form is used only at the time of mailing, to verify the number of identical-weight pieces mailed. The form must not be used as an itemized list, and it does not provide evidence that a piece was mailed to a particular address. The fee paid for a certificate of

mailing does not insure the item against loss or damage, and the Postal Service does not retain copies of PS Form 3606. The Postal Service certifies each PS Form 3606 by postmark (round-date) at the time of mailing and then returns it to the mailer as the mailer's receipt.

312.2 **Availability**

312.21 **At Time of Entry**

A customer may purchase a certificate of bulk mailing when sending the following identical-weight items:

- a. Postcards.
- b. Unregistered First-Class Mail International items.
- c. Unregistered First-Class Package International Service items.
- d. Airmail M-bags.

A certificate of bulk mailing cannot be obtained in combination with Registered Mail items, insured parcels, or Free Matter for the Blind.

312.22 **After Mailing (Duplicate Copies)**

To obtain a duplicate copy of PS Form 3606 after mailing, the mailer must present the original postmarked certificate and an additional certificate endorsed "Duplicate" or a copy indicating the original dates of mailing. The Postal Service postmarks (round-dates) the additional certificate to indicate the current date.

312.3 **Fees**

In addition to the correct postage, the mailer must pay the applicable certificate of bulk mailing fee for mailings of identical-weight pieces reported on PS Form 3606 by affixing ordinary (uncanceled) stamps, meter imprints, or PC Postage imprints to PS Form 3606. Mailers paying for the postage with a permit imprint may also pay the fee at the time of mailing using the same permit imprint account. For a separate fee, the mailer may request a duplicate copy of PS Form 3606 after mailing (see [312.22](#)). See [Notice 123](#), *Price List*, for all applicable fees.

312.4 **Mailer Preparation**

The mailer may present requests for certificate of bulk mailing to a Post Office facility, business mail entry unit (for items paid with a permit imprint), or other location authorized by the Postal Service. The mailer may pay the fee by ordinary (uncanceled) stamps, meter stamps, or PC Postage stamps by affixing the postage to PS Form 3606. The Postal Service certifies each PS Form 3606 by postmark (round-date) at the time of mailing and then returns it to the mailer as the mailer's receipt.

313 Forms

313.1 Postal Service Forms

The forms used for domestic mail are also used for international mail (see DMM 503).

313.2 Treasury Department Forms

- a. The sender may receive a certificate of mailing on Treasury Department (Internal Revenue) Forms P.T. 26, 27-A, or 550 certifying that the sender has waived the right to withdraw the item from the mail. The individual certificate of mailing fee applies to each completed form.
- b. Post Office facilities may also certify on Customs Form 4455, *Certificate of Registration*, the exportation by mail of items sent abroad for alteration, repair, or replacement (see [713.43](#)). The individual certificate of mailing fee applies to each completed form.

313.3 Accepting Clerk's Responsibility for Treasury Department Forms

The accepting clerk must do the following for each Treasury Department form described in [313.2](#):

- a. Make sure that the form has been properly completed and that the correct amount of postage has been affixed.
- b. Cancel the stamps with a postmark indicating the current date.
- c. Sign the form.
- d. Return the form to the sender.

313.4 Agriculture Department Forms

Certain certificates or permits are required for the exportation of dried whole eggs. For procedures and fees, see [550](#).

320 Insurance

321 Global Express Guaranteed Insurance

Note: Global Express Guaranteed service is suspended as of September 29, 2024.

321.1 Description

Insurance is provided for lost or damaged Global Express Guaranteed shipments up to \$100 unless additional insurance is purchased. The insurance limit varies by country (see the Individual Country Listings) but may never exceed \$2,499. Unless additional insurance is purchased, liability for a lost or damaged Global Express Guaranteed shipment is limited to the lowest of the following:

- a. \$100.
- b. The actual amount of the loss or damage.
- c. The actual value of the contents.

321.2 Availability

Insurance availability varies by country, content, and value. Coverage, terms, and limitations are subject to change. See the Individual Country Listings for insurance limits.

321.3 Additional Coverage and Fees

Additional insurance coverage above \$100 — up to the maximum amount allowed by the country (see the Individual Country Listings) but never to exceed \$2,499 — may be purchased at the sender's option. The insurance fee is in addition to postage and other applicable fees. See [Notice 123](#), *Price List*, for the fee schedule for optional Global Express Guaranteed document reconstruction insurance or non-document insurance coverage.

322 Priority Mail Express International Insurance**322.1 Description**

Priority Mail Express International shipments containing merchandise are insured against loss, damage, or missing contents up to \$200 at no additional charge. Priority Mail Express International shipments containing only nonnegotiable documents are insured against loss, damage, or missing contents up to \$100 at no additional charge. Indemnity is paid by the U.S. Postal Service as provided in [935](#) and in DMM 503 and 609.

322.2 Availability

Insurance availability varies by country, content, and value. See [Exhibit 322.2](#) for availability and insurance limits.

Exhibit 322.2 (p. 1)

**Priority Mail Express International and Priority Mail International
Merchandise Insurance Limits (in U.S. Dollars)**

Country	PMEI	PMI
Afghanistan	n/a	n/a
Albania	5,000	n/a
Algeria	5,000	n/a
Andorra	5,000	5,000
Angola	5,000	n/a
Anguilla	5,000	415
Antigua and Barbuda	n/a	60
Argentina	5,000	5,000
Armenia	5,000	875
Aruba	5,000	830
Ascension	n/a	n/a
Australia	5,000	3,644
Austria	5,000	5,000
Azerbaijan	5,000	2,915
Bahamas	5,000	1,458 to Nassau or Freeport; 560 to other locations
Bahrain	5,000	n/a
Bangladesh	5,000	5,000
Barbados	5,000	238
Belarus	5,000	1,312
Belgium	n/a	600
Belize	5,000	1,600
Benin	5,000	n/a
Bermuda	5,000	440
Bhutan	5,000	22
Bolivia	5,000	n/a
Bonaire, Sint Eustatius, and Saba	5,000	5,000
Bosnia-Herzegovina	5,000	5,000
Botswana	5,000	73
Brazil	5,000	2,915
British Virgin Islands	n/a	500
Brunei Darussalam	5,000	n/a
Bulgaria	5,000	1,115
Burkina Faso	5,000	969
Burma (Myanmar)	5,000	n/a
Burundi	5,000	5,000
Cambodia	5,000	n/a
Cameroon	5,000	n/a
Canada	5,000	675
Cape Verde	5,000	n/a
Cayman Islands	5,000	n/a
Central African Republic	5,000	n/a
Chad	5,000	185
Chile	5,000	n/a
China	5,000	1,222

Exhibit 322.2 (p. 2)

**Priority Mail Express International and Priority Mail International
Merchandise Insurance Limits (in U.S. Dollars)**

Country	PMEI	PMI
Colombia	5,000	999
Comoros	n/a	690
Congo, Democratic Republic of the	5,000	n/a
Congo, Republic of the	5,000	1,685
Costa Rica	5,000	n/a
Cote d'Ivoire	5,000	5,000
Croatia	5,000	5,000
Cuba	n/a	n/a
Curacao	5,000	5,000
Cyprus	5,000	5,000
Czech Republic	5,000	5,000
Denmark	650	650
Djibouti	5,000	880
Dominica	5,000	n/a
Dominican Republic	5,000	n/a
Ecuador	5,000	n/a
Egypt	5,000	1,685
El Salvador	5,000	n/a
Equatorial Guinea	n/a	n/a
Eritrea	5,000	n/a
Estonia	5,000	2,187
Eswatini	5,000	560
Ethiopia	5,000	n/a
Falkland Islands	n/a	n/a
Faroe Islands	5,000	5,000
Fiji	5,000	n/a
Finland	650	650
France	650	650
French Guiana	5,000	5,000
French Polynesia	5,000	4,519
Gabon	5,000	523
Gambia	n/a	n/a
Georgia, Republic of	5,000	1,458
Germany	500	500
Ghana	5,000	n/a
Gibraltar	n/a	n/a
Greece	650	650
Greenland	n/a	5,000
Grenada	5,000	350
Guadeloupe	5,000	5,000
Guatemala	n/a	n/a
Guinea	5,000	948
Guinea-Bissau	5,000	2,915
Guyana	5,000	10
Haiti	5,000	n/a
Honduras	n/a	n/a
Hong Kong	5,000	5,000
Hungary	5,000	5,000
Iceland	650	650

Exhibit 322.2 (p. 3)

**Priority Mail Express International and Priority Mail International
Merchandise Insurance Limits (in U.S. Dollars)**

Country	PMEI	PMI
India	5,000	2,189
Indonesia	5,000	n/a
Iran	n/a	n/a
Iraq	5,000	n/a
Ireland	650	650
Israel	5,000	n/a
Italy	650	650
Ivory Coast (Cote d'Ivoire)	5,000	5,000
Jamaica	5,000	n/a
Japan	5,000	5,000
Jordan	n/a	n/a
Kazakhstan	5,000	5,000
Kenya	5,000	131
Kiribati	5,000	n/a
Korea, Democratic People's Republic of (North Korea)	n/a	n/a
Korea, Republic of (South Korea)	5,000	5,000
Kosovo, Republic of	n/a	n/a
Kuwait	5,000	2,000
Kyrgyzstan	5,000	5,000
Laos	5,000	n/a
Latvia	5,000	1,458
Lebanon	5,000	n/a
Lesotho	5,000	440
Liberia	5,000	440
Libya	n/a	n/a
Liechtenstein	5,000	5,000
Lithuania	5,000	5,000
Luxembourg	650	650
Macao	5,000	4,227
Madagascar	5,000	199
Malawi	n/a	n/a
Malaysia	5,000	1,429
Maldives	5,000	n/a
Mali	5,000	n/a
Malta	5,000	n/a
Martinique	5,000	5,000
Mauritania	5,000	635
Mauritius	5,000	165
Mexico	5,000	n/a
Moldova	5,000	2,915
Mongolia	5,000	n/a
Montenegro	n/a	5,000
Montserrat	n/a	2,200
Morocco	5,000	5,000
Mozambique	5,000	n/a
Namibia	5,000	4,405
Nauru	5,000	220
Nepal	5,000	n/a

Exhibit 322.2 (p. 4)

**Priority Mail Express International and Priority Mail International
Merchandise Insurance Limits (in U.S. Dollars)**

Country	PMEI	PMI
Netherlands	650	650
New Caledonia	5,000	1,775
New Zealand	5,000	1,025
Nicaragua	5,000	n/a
Niger	5,000	n/a
Nigeria	5,000	n/a
North Macedonia, Republic of	5,000	2,380
Norway	650	650
Oman	5,000	575
Pakistan	5,000	867
Panama	5,000	n/a
Papua New Guinea	5,000	445
Paraguay	5,000	n/a
Peru	5,000	n/a
Philippines	5,000	n/a
Pitcairn Island	n/a	n/a
Poland	5,000	5,000
Portugal	650	650
Qatar	5,000	n/a
Reunion	n/a	5,000
Romania	5,000	5,000
Russia	5,000	5,000
Rwanda	5,000	n/a
Saint Helena	n/a	170
Saint Kitts and Nevis	5,000	242
Saint Lucia	5,000	n/a
Saint Pierre and Miquelon	n/a	5,000
Saint Vincent and the Grenadines	5,000	130
Samoa	n/a	295
San Marino	5,000	5,000
Sao Tome and Principe	5,000	440
Saudi Arabia	5,000	n/a
Senegal	5,000	936
Serbia, Republic of	5,000	5,000
Seychelles	5,000	n/a
Sierra Leone	5,000	n/a
Singapore	5,000	3,000
Sint Maarten	5,000	5,000
Slovak Republic (Slovakia)	650	650
Slovenia	650	650
Solomon Islands	5,000	n/a
Somalia	n/a	n/a
South Africa	5,000	n/a
Spain	650	650
Sri Lanka	5,000	35
Sudan	n/a	n/a
Suriname	n/a	535
Sweden	650	650
Switzerland	650	650

Exhibit 322.2 (p. 5)

**Priority Mail Express International and Priority Mail International
Merchandise Insurance Limits (in U.S. Dollars)**

Country	PMEI	PMI
Syrian Arab Republic (Syria)	5,000	n/a
Taiwan	5,000	1,350
Tajikistan	5,000	5,000
Tanzania	5,000	248
Thailand	5,000	1,458
Timor-Leste, Democratic Republic of	n/a	n/a
Togo	5,000	n/a
Tonga	5,000	515
Trinidad and Tobago	5,000	n/a
Tristan da Cunha	n/a	n/a
Tunisia	5,000	3,834
Turkiye, Republic of	5,000	952
Turkmenistan	5,000	729
Turks and Caicos Islands	650	n/a
Tuvalu	n/a	675
Uganda	5,000	n/a
Ukraine	5,000	5,000
United Arab Emirates	5,000	5,000
United Kingdom of Great Britain and Northern Ireland	650	n/a
Uruguay	5,000	n/a
Uzbekistan	5,000	5,000
Vanuatu	n/a	n/a
Vatican City	5,000	2,380
Venezuela	n/a	n/a
Vietnam	5,000	n/a
Wallis and Futuna Islands	n/a	1,615
Yemen	5,000	820
Zambia	5,000	n/a
Zimbabwe	5,000	n/a

322.3 Additional Coverage and Fees

Additional merchandise insurance coverage above \$200 — up to the maximum amount allowed by the country (see [Exhibit 322.2](#)) but never to exceed \$5,000 — may be purchased at the sender's option. The insurance fee is in addition to postage and other applicable fees. See [Notice 123](#), *Price List*, for the fee schedule for optional Priority Mail Express International merchandise insurance coverage.

323 Priority Mail International Insurance

323.1 Description

Priority Mail International shipments containing merchandise are insured against loss, damage, or missing contents up to \$200 at no additional charge. Priority Mail International shipments containing only nonnegotiable documents are insured against loss, damage, or missing contents up to \$100 for document reconstruction at no additional charge. Indemnity is paid by the U.S. Postal Service as provided in [933](#). For a fee, the sender may purchase additional insurance to protect against loss, damage, or missing contents for

Priority Mail International items containing merchandise, subject to individual country limitations. Additional document reconstruction insurance may not be purchased. If the item has been lost, or if it has been delivered to the addressee in damaged condition or with missing contents, payment is made to the sender unless the sender waives the right to payment, in writing, in favor of the addressee.

323.2 **Availability**

Merchandise insurance above the included \$200 amount is available for all Priority Mail International items to certain countries. See [Exhibit 322.2](#).

323.3 **Coverage and Fees**

Additional merchandise insurance coverage above the included \$200 — up to the maximum amount allowed by the country (see [Exhibit 322.2](#)) but never to exceed \$5,000 — may be purchased at the sender's option. The insurance fee is in addition to postage and other applicable fees and is based on the insured value. See [Notice 123](#), *Price List*, for the fee schedule for optional Priority Mail International merchandise insurance coverage.

323.4 **Insured Value and Declared Value**

The insured value (insurance coverage) of a parcel may not be more than the declared value or content value listed on PS Form 2855, *International Claim for Indemnity*. However, depending on the preference of the sender, the insured value may be less than the declared value or content value listed on PS Form 2855.

323.5 **Preparation of Insured Priority Mail International Parcels**

323.51 **Mailing Receipt and Insurance Number**

All Priority Mail International insured parcels must be numbered. The mailing receipt issued at the time of mailing, accompanied by either the hard copy PS Form 2976-R or an electronically generated PS Form 2976-A, will serve as proof of mailing and proof of insurance. Volume mailers may use PS Form 3877, *Firm Mailing Book for Accountable Mail*, as the sender's receipt.

323.52 **Accepting Clerk's Responsibility**

When a customer has purchased additional insurance, the accepting clerk must indicate on the hard copy PS Form 2976-R the amount for which the parcel is insured by writing the amount in U.S. dollars in ink in the "Insured Value (U.S. \$)" block. After using the information on PS Form 2976-R to electronically generate PS Form 2976-A, the accepting clerk must write a bold capital "V" in or near the boxes "Insured Amount (US \$)" and "Insurance Fees (US \$)" on PS Form 2976-A.

323.53 **Postmarking**

Postmark the item at the time of acceptance at all breaks (including any cut or torn edges) of any tape or tabs used in sealing the parcel.

323.6 Sender's Responsibility**323.61 Mailing Receipt**

The sender should enter the name and address of the addressee on the mailing receipt and retain the receipt.

323.62 Marking

The sender has the responsibility to do the following:

- a. Mark parcels containing fragile or perishable articles with the appropriate endorsement — e.g., “FRAGILE,” “PERISHABLE,” “GLASS,” etc.
- b. Enter the insured amount in U.S. currency (figures only) in the appropriate space on the customs declaration.

323.63 Sealing

The sender must seal all insured parcels.

330 Registered Mail

331 Description

Customers may use Registered Mail service for additional protection and security in dispatch and conveyance in the United States. For each registered item a mailing receipt is issued by the office of mailing and a record of delivery is maintained at the office of destination. Indemnity limits are much lower for Registered Mail items than for insured mail. In the United States, Registered Mail items are handled separately from all other mail and are kept in a secure area with restricted access. In destination countries, Registered Mail items are handled according to their own internal procedures.

332 Availability

Note: Global Express Guaranteed service is suspended as of September 29, 2024.

Customers may purchase Registered Mail service for First-Class Mail International items that contain documents only, including Free Matter for the Blind items. Registered Mail service is not available with Global Express Guaranteed, Priority Mail Express International, or Priority Mail International service, First-Class Package International Service items, or any type of M-bag service. See Individual Country Listings for additional country-specific prohibitions and restrictions.

333 Fees and Indemnity Limits**333.1 Registration Fees**

See [Notice 123](#), *Price List*, for the registry fee.

333.2 Indemnity Limit

Regardless of the declared value of a registered item, the maximum amount of indemnity payable for loss, damage, or missing contents is \$40.20. See [335](#).

334 Processing Requests**334.1 Mailing Receipt and Registration Number****334.11 General Use**

The Postal Service issues a receipt when it accepts a Registered Mail item. For individual transactions, use PS Form 3806, *Receipt for Registered Mail*. When presenting three or more items for registration at one time, the mailer may use PS Form 3877, *Firm Mailing Book for Accountable Mail* (see DMM 503).

For First-Class Mail International items containing documents that require a customs form, the registered number is determined by the barcode printed on the customs form, and the accepting clerk applies a nonbarcoded Label 200-N, *Registered Mail*, to the mailpiece.

For First-Class Mail International items containing documents that do not require a customs form, the accepting clerk applies Label 200, *Registered Mail*, a preprinted self-adhesive label with a 9-digit number series preceded by a Service Type Code of two alpha characters and followed by the two-character County Code "US." Only labels printed by the Postal Service may be used on International Registered Mail items.

334.12 Sender's Responsibility

The sender must:

- a. Enter the name and address of addressee on the mailing receipt before presenting the item for registration.
- b. Declare the full value of mail presented for registration. The value declared must be identical to the value stated on the hard copy PS Form 2976-R or on an electronically generated PS Form 2976. If the values declared are not identical, the Postal Service will refuse the items. (See [123.711](#).)
- c. The sender should retain the receipt and must submit it if he or she wishes to file a claim for the registered item (see chapter [9](#)).

334.13 Accepting Clerk's Responsibility

The accepting clerk must:

- a. Verify that the value declared on PS Form 3806 and the value declared on the hard copy PS Form 2976-R or an electronically generated PS Form 2976 are identical. Refuse items on which the declared values are not the same.
- b. For an item that requires a customs form, affix Label 200-N to the item on the address side — in the upper left, below the return address. For an item that does not require a customs form, similarly affix Label 200.
- c. If requested by the sender, show on the mailing receipt and on the Post Office record the time the item was accepted for mailing.

- d. On the receipt, the system will print the registration fee and postage plus the return receipt fee, if applicable.
- e. When federal government official mail is registered pursuant to [142.1](#), endorse the mailing receipt “OFFICIAL PAID” or “OFF. PD.”

334.14 **Preparation**

Items bearing an address in pencil or any other erasable format must not be accepted for Registered Mail service.

334.2 **Marking**

The accepting clerk must enter the following endorsements and special markings on each registered item:

- a. Affix Label 200-N or Label 200 as noted in [334.13b](#). All Registered Mail items of U.S. origin must bear Label 200-N or Label 200.
- b. Place airmail Label 19-A or Label 19-B or the words “PAR AVION” on registered items prepaid for air if the sender has failed to do this.
- c. Endorse the item for any other extra service that the sender requests.

334.3 **Postmarking**

334.31 **Placement**

Postmark registered items twice on the back on the crossing of the upper and lower flaps. If return receipts are used, postmark partially on the receipt and partially on the flaps of the letter. Items sealed on the address side must be postmarked on the address side.

334.32 **Registered Free Matter for the Blind**

Postmark registered Free Matter for the Blind on the address side.

334.4 **Sealing**

334.41 **Sender’s Responsibility**

Senders must securely seal all items presented for registration. Wax or paper seals on envelopes must bear a distinctive mark of the sender and must be affixed in such a way as to allow sufficient space at the intersections of the flaps for postmarking. Self-sealing envelopes and items that appear to have been opened and resealed may not be registered.

334.42 **Registered Mail Service With Free Matter for the Blind**

Registered Mail service is available when the mailer has paid all applicable Registered Mail service fees. Free Matter for the Blind items sent by Registered Mail service are not sealed against inspection.

334.5 **Return Receipt**

Return receipts can be purchased for First-Class Mail International items with international Registered Mail service to most countries. (See [330](#) and [340](#) and Individual Country Listings.)

335 **Indemnity Claims and Payments**

Indemnity is paid to the sender for a registered article that has been delivered with contents partially damaged or contents partially missing. Indemnity plus postage is paid to the sender for a registered article that has not been delivered or has been delivered with contents totally damaged or contents totally missing. The registration fee is not reimbursed under any circumstance. Payment is paid to the sender unless the sender waives the right to payment, in writing, in favor of the addressee.

340 **Return Receipt**

341 **Description**

PS Form 2865, *Return Receipt for International Mail (Avis de Reception)*, is a pink card that is attached to a First-Class Mail International item when used in conjunction with international Registered Mail service at the time of mailing and that is removed and signed at the point of delivery and returned to the sender. Return receipt service provides the sender with evidence of delivery. Return receipts are completed in the country of destination in accordance with its internal regulations, which may not require the addressee's signature except under special circumstances. These receipts are returned to the sender by airmail.

342 **Availability**

Return receipt service can be purchased only at the time of mailing and is available only for a First-Class Mail International item when used in conjunction with international Registered Mail service. Some countries do not admit return receipts. See Individual Country Listings.

343 **Fee**

See [Notice 123](#), *Price List*, for the return receipt fee. This fee must be paid in addition to postage and other applicable charges.

Note: Include the weight of the return receipt when determining the postage for mailing the item.

344 **Processing Requests**

344.1 **Form**

344.11 **Sender's Responsibility**

The sender must enter the return address on the return receipt.

344.12 **Accepting Clerk's Responsibility**

The accepting clerk must:

- a. Record the return receipt fee on the registered mailing receipt.
- b. Enter the address of the addressee on the return receipt.
- c. Attach the return receipt to the item.
- d. Affix and cancel postage equal to the sum of the return receipt fee, postage, and other applicable fees.

344.2 Marking

The accepting clerk must mark address side of item either “AVIS DE RECEPTION” or “A.”

344.3 Return Receipt Improperly Completed or Not Received

If the sender does not receive a return receipt for which a fee was paid, or if the sender receives an improperly completed return receipt, an inquiry may be filed. (See [920](#) for inquiry procedures.)

350 Restricted Delivery

Restricted delivery service is no longer available — it was discontinued effective January 27, 2013. (It was limited to First-Class Mail International items, Priority Mail International Flat Rate Envelopes, and Priority Mail International Small Flat Rate Priced Boxes when used in conjunction with Registered Mail service.)

360 USPS Delivered Duty Paid (DDP)

361 Description

USPS Delivered Duty Paid (DDP) allows the sender to prepay applicable import duties, taxes, and fees at the time of mailing. USPS DDP is intended to ensure delivery of merchandise to the recipient without any additional charges related to import duties, taxes, and fees due upon delivery under normal circumstances.

361.1 Definitions**361.11 De Minimis**

The term “de minimis” refers to a value threshold below which imported goods are exempt from import duties or taxes. This threshold varies significantly across countries.

361.12 Import Duties

Import duties are charges collected by the destination country on imported goods. The duty amount is calculated based on the value, country of origin, and classification of the goods. Import duties can also vary depending on free trade agreements, and the de minimis value set by the importing country.

361.13 Import Fees

Import fees may be applied by brokers, government agencies, customs, and other service providers. These fees can change based on many different factors and may apply even when duties and taxes are not applicable.

361.14 Import Taxes

Import taxes are taxes placed on international purchases and can vary by country, region, HS code, and de minimis value. Some countries apply a general consumption tax referred to as a value-added tax (VAT) or a goods and services tax (GST). The way these taxes are calculated varies by country.

361.15 Low-Value Goods

Low-value goods are imported goods for which the seller is required by the destination country to register for VAT/GST and collect and remit taxes. Only certain countries impose this requirement and the value threshold required to qualify as “low-value” varies across countries.

361.16 Service Provider

A third-party service provider used by USPS to facilitate payment of any applicable import duties, import taxes, and import fees in accordance with the Service Provider Terms of Service.

361.17 Service Provider Terms of Service

An agreement between the sender and the Service Provider that the sender must agree to during the USPS postage payment process when opting to use USPS Delivered Duty Paid (DDP). The Service Provider Terms of Service establish the sender’s rights and responsibilities vis-à-vis the Service Provider with respect to the sender’s use of USPS DDP. The current version of the Service Provider Terms of Service is available at <https://zonos.com/docs/legal/usps-terms-of-service>.

361.18 Total Import Amount Quote

The estimated amount of all import duties, import taxes, and import fees, as applicable, for a mailpiece being shipped through the USPS to an international destination that is quoted to the sender at the time of mailing.

362 Availability

USPS Delivered Duty Paid (DDP) can be obtained only at the time of mailing at a Post Office retail service counter, online using Click-N-Ship, through USPS APIs, or using USPS-produced Global Shipping Software (GSS). USPS DDP is not available with First-Class Mail International, International Priority Airmail, or any type of M-bag service. USPS DDP is available for the following types of mail:

- Priority Mail Express International.
- Priority Mail International.
- First-Class Package International Service.

USPS DDP is available only to select foreign countries. See Individual Country Listings for additional country-specific prohibitions and restrictions.

Exhibit 362

USPS Delivered Duty Paid Availability

Canada
Germany
United Kingdom

363 Fees

See Notice 123, *Price List*, for the applicable fee for USPS Delivered Duty Paid (DDP). The fee that the Postal Service will charge for facilitating payment does not include any applicable duties, taxes, and non-USPS fees, which are calculated and collected separately and passed through to the Service Provider. This fee must be paid in addition to postage and other applicable charges (e.g., charges for additional extra services).

364 Processing Requests

364.1 General Use

USPS has integrated the USPS DDP into the international transaction when the mailer uses Click-N-Ship, Global Shipping Software (GSS), USPS International APIs, or when the mailer takes their package to a Post Office retail service counter. The Service Provider will use customs form information provided by the mailer to calculate the Total Import Amount Quote.

364.2 Sender's Responsibilities

364.21 Sender's Agreement with Service Provider Terms of Service

For each USPS Delivered Duty Paid (DDP) transaction, the sender must consent to and comply with the Service Provider Terms of Service, as it may be updated by the Service Provider from time to time. Any USPS customer who offers USPS DDP to third-party senders, such as through a marketplace or shipping platform, consents to and must comply with the Service Provider Terms of Service and must require each third-party sender who opts to use USPS DDP to review and consent to be bound by the Service Provider Terms of Service in advance of using USPS DDP.

364.22 Use of Customs Declaration Information

The mailer must provide all mandatory and, where appropriate, any conditional customs form data as described in [123.711a](#) and [b](#). The accuracy of the Total Import Amount Quote is dependent upon the destination country-specific harmonized code, country of origin, and value of goods. Various tools are available, including but not limited to:

- a. **Harmonized Code:** USPS requires the mailer to provide an HS code with a minimum of 6 digits. However, this is typically not enough information to determine the applicable duty rate. Mailers may use the Harmonized System (HS) Code Lookup tool to determine the destination country-specific HS code. For more information, see <https://tools.usps.com/hscodel/?msocid=0d2d26cad1ee6ef70f723046d0786f1e>.
- b. **Country of origin.** The country of origin is generally determined based on where the goods are wholly grown, produced, or manufactured in a particular country, or the last country in which the item has been substantially transformed into a new and different article. More information about customs rules of origin can be found at <https://www.cbp.gov/document/publications/rules-origin>.

- c. **Value.** The primary basis for customs value is the transaction value, which is the price actually paid or payable for the goods when sold for export. More information about customs valuation can be found at <https://www.trade.gov/trade-guide-customs-valuation>.

364.23 **Mailer Certification for VAT/GST Remittance on Low-Value Goods**

Some countries require remote sellers of low-value goods to register, collect, and remit Value Added Tax (VAT) or Goods and Services Tax (GST) on sales to consumers within their customs territory. When USPS Delivered Duty Paid (DDP) is used to ship low-value goods to such countries, as determined by the Service Provider, the sender must certify that the mailpiece is being sent pursuant to a Business-to-Consumer (B2C) transaction. Any USPS customer who offers USPS DDP to third-party senders, such as through a marketplace or shipping platform, must inform each third-party who opts to use USPS DDP to ship a low-value good, as determined by the Service Provider, that the sender must certify that the mailpiece is being sent pursuant to a B2C transaction.

364.24 **Sender's Responsibility to Pay Balance Due**

In the event the actual import duties, import taxes, and import fees charged during customs clearance are more than the Total Import Amount Quote, and the amount owed is not covered by the Landed Cost Guarantee, as described in [364.32](#), the mailer agrees to pay the Service Provider any balance owed in accordance with the Service Provider Terms of Service.

364.3 **Service Provider Actions**

364.31 **Modifications to Customs Declaration Information**

The Service Provider may make changes, as necessary, to the shipping and customs information the mailer supplies to USPS (e.g., replacement of the U.S. Harmonized Tariff Schedule code with the destination country-specific Harmonized System (HS) code), for purposes of accuracy and/or compliance with applicable laws and regulations. This authorization does not release the mailer from their responsibility to provide complete and accurate information.

364.32 **Landed Cost Guarantee**

When a mailer opts to use USPS Delivered Duty Paid (DDP), the Service Provider guarantees the accuracy of the Total Import Amount Quote subject to the terms and limitations set forth in the Service Provider Terms of Service (Landed Cost Guarantee). Limitations may include, but may not be limited to, additional amounts charged by customs due to the mailer's failure to provide complete and accurate customs information (e.g., product description, accurate HS codes, accurate country of origin, etc.). See Service Provider Terms of Service for more information.

364.33 **Differences in Monies Paid and Monies Owed for Import Duties, Taxes, and Fees**

The actual import duties, import taxes, and import fees charged during customs clearance for an order which is covered by the Landed Cost Guarantee may be more or less than the Total Import Amount Quote. Except as provided in [364.24](#), in the event of a difference between the actual import duties, import taxes, and import fees, and the Total Import Amount Quote,

the mailer will not be asked to pay more money, nor will the mailer receive a refund. Any excess shall be deemed fully earned and payable to the Service Provider. However, in the event additional amounts are owed and not covered by the Landed Cost Guarantee, the mailer agrees to pay the Service Provider any balance owed in accordance with the Service Provider Terms of Service, as provided in [364.32](#).

365 **Inquiries and Refunds**

365.1 **Inquiries**

Mailers may make inquiries directly through the Service Provider at <https://zonos.com/contact-support> or by email at support@zonos.com.

365.2 **Refunds**

- a. **USPS DDP Fee:** Prior to acceptance, USPS DDP shipping labels can be cancelled with a full refund of postage and the USPS DDP fee, if applicable. The USPS DDP fee is non-refundable after the package has been accepted by USPS.
- b. **Service Provider Charges:** Import duties, taxes, and fees are ineligible for refund unless otherwise specified in the Service Provider's Terms of Service.

370 **International Money Transfer Services**

Note: Effective October 1, 2025, foreign postal operators stopped cashing international postal money orders issued by the U.S. Postal Service. Likewise, effective October 1, 2025, the Postal Service stopped cashing international postal money orders destined for the United States.

371 **International Money Orders**

371.1 **Description**

International postal money order service is a service used to transfer funds to individuals or firms in countries that have entered into agreements with the United States Postal Service for the exchange of international postal money orders. Effective October 1, 2024, the United States Postal Service no longer offered customers the ability to purchase international postal money orders. Effective October 1, 2025, foreign postal operators stopped cashing international postal money orders issued by the U.S. Postal Service. Likewise, effective October 1, 2025, the Postal Service stopped cashing international postal money orders destined for the United States.

371.2 **Inquiries Regarding Payment of International Postal Money Orders (Form MP1)**

Use PS Form 6401, *Money Order Inquiry*, in accordance with DMM 509.3 when filing inquiries concerning an International Postal Money Order (Form MP1). Only the purchaser may file and receive payment. Payments are issued 10 days after PS Form 6401 is processed by Accounting Services.

372 **(Reserved)**

380 Supplemental Services

381 International Reply Coupons

381.1 Description

As of January 27, 2013, the U.S. Postal Service no longer sells international reply coupons. Coupons previously sold by the U.S. Postal Service may no longer be used or exchanged (see [381.2](#)). The following standards apply to international reply coupons:

- a. The sender of a letter may prepay a reply by purchasing reply coupons that are sold and exchangeable for postage stamps by participating postal administrations in member countries of the Universal Postal Union.
- b. The front of international reply coupons (in French, *Coupons-Reponse Internationaux*) is printed in French. The reverse side, which has text relating to its use, is printed in German, English, Arabic, Chinese, Spanish, and Russian.

381.2 Previously Sold Coupons and Exchange Value

The following standards apply to the exchange of international reply coupons:

- a. International reply coupons sold by the United States Postal Service expired on December 31, 2013, or earlier, and may not be used or exchanged. Unused U.S. coupons (that is, those with the U.S. selling price stamped on them) may no longer be exchanged.
- b. International reply coupons purchased in foreign countries must be presented at U.S. Post Office facilities for exchange before their expiration date.
- c. With the exceptions noted in [381.3d](#), international reply coupons purchased in foreign countries are exchangeable at U.S. Post Office facilities toward the purchase of postage stamps and embossed stamped envelopes at the current maximum First-Class Mail International 1-ounce, letter-size price, per coupon, irrespective of the country where they were purchased. See [Notice 123](#), *Price List*.

381.3 Processing Requests

The following standards apply when processing international reply coupons:

- a. Under Universal Postal Union's regulations, participating member countries are *not* required to place a control stamp or postmark on the international reply coupons that they sell. Therefore, some foreign issue reply coupons that are tendered for redemption may bear the name of the issuing country (generally in French) rather than the optional control stamp or postmark. Such coupons are exchangeable for U.S. postage as specified in [381.2b](#).

- b. A Post Office facility exchanging a foreign reply coupon must postmark it. Post Office facilities must not accept foreign coupons that already bear a United States Postal Service postmark.
- c. The only valid version of the international reply coupon is printed by the Universal Postal Union with shades of green as the predominant color, bears the “Préserver l’écosystème – Protéger le climat” (Preserve the Ecosystem – Protect the Climate) design (a tree whose trunk and branches are shaped like two cupped hands holding the tree’s foliage and several birds, all positioned on top of a globe), measures approximately 3.75 inches by 6 inches, has a barcode on the reverse side, and bears an expiration date of December 31, 2025.
- d. Reply coupons formerly issued by the Postal Union of the Americas and Spain are no longer valid. These coupons are printed in green ink and bear the caption *Cupon Respuesta America-Espanol*. Customers possessing any of these coupons should return them to their correspondents in the country of issue for redemption through the selling post office.
- e. Postmasters must process exchanged foreign international reply coupons as prescribed in Handbook F-101, *Field Accounting Procedures*, in section 11-6.6, “International Reply Coupons.”

Note: Only foreign international reply coupons are eligible for redemption — all USPS-issued international reply coupons expired December 31, 2013, or earlier.

382 International Business Reply Service

382.1 Description

International Business Reply Service (IBRS) (in French, “Correspondance Commerciale-Réponse Internationale,” abbreviated “CCRI”) is similar to domestic business reply mail service. It allows envelopes and cards to be distributed to and deposited in certain foreign countries for return to the addressee in the United States without prepayment of postage. Postage and service fees are collected from the U.S. addressee at delivery. Extra services cannot be used with IBRS.

382.2 Availability

IBRS is available to every country and territorial possession in the world that is a destination point for U.S.-originating international mail. To be admissible in the international mails IBRS envelopes and cards must conform to the size, weight, and format requirements that are specified in [382.5](#) and [382.6](#) respectively. Qualifying mailpieces receive airmail treatment upon being returned by the foreign postal administrations to United States addressees. See [382.4](#) for the IBRS price that applies to each envelope or card that is returned to the holder of a business reply mail (BRM) permit.

Note: Domestic business reply items are not mailable outside the United States. If deposited in a foreign postal system they will be treated in accordance with that country’s internal postal regulations and may not be returned to the U.S. addressee.

382.3 **Who May Distribute IBRS Mail**

In order to initiate IBRS mail the U.S. sender must be a business reply mail (BRM) permit holder who has paid the prescribed accounting fee to participate in the Qualified Business Reply Mail (QBRM) program (see DMM 505). Prior to producing IBRS mail the mailers must advise in writing the postmaster of the Post Office facility where their permit is held that they intend to distribute IBRS mail. IBRS mail must meet all specifications of QBRM including using unique ZIP+4 codes identification of the price category and using the corresponding barcode. The postmaster must assign the unique ZIP+4 codes as part of the application process. Participating mailers are encouraged to submit preproduction samples for approval. The postmaster responsible will issue a letter of authorization to the mailer.

382.4 **Postage and Fees**

See [Notice 123](#), *Price List*, for the applicable price that applies to each card, or each envelope (up to a 2-ounce maximum).

Note: The price for each returned IBRS envelope and card includes postage and the applicable per piece fee that is applied to QBRM domestic business reply service. It is not necessary for the sender to obtain a separate international business reply permit to have IBRS items processed through their advance deposit account.

382.5 **Size and Weight Requirements**

382.51 **Cards**

The following size and weight requirements apply to cards:

- a. Minimum size: 3-1/2 by 5-1/2 inches.
- b. Maximum size: 4-1/4 by 6 inches.
- c. Thickness: Not less than .007 inch nor more than .016 inch.

Note: IBRS cards must be printed on paper stock meeting a standard industry basis weight of 75 pounds with none less than 71.25 pounds for 500 sheets measuring 25 inches by 38 inches and must also have a thickness of at least .007 inch and not more than .016 inch. The paper must be free from groundwood except when coated with a substance that adds to the paper's ability to resist an applied bending force.

382.52 **Envelopes**

The following size and weight requirements apply to envelopes:

- a. Minimum size: 3-1/2 by 5-1/2 inches.
- b. Maximum size: 6-1/8 by 11-1/2 inches.
- c. Thickness: Not less than .007 inch or more than .2 inch.
- d. Maximum weight: 2 ounces.

382.6 **Formatting Requirements**

382.61 **General**

See [Exhibit 382.6](#) for an illustration of an IBRS mailpiece showing the items and formatting requirements discussed in [382.62](#) through [382.68](#).

382.62 Air Mail Endorsement

The endorsement “AIR MAIL/PAR AVION” must appear in the upper left corner in reverse print. Immediately beneath this endorsement must appear the words “IBRS/CCRI NO.” followed by the permit number.

382.63 FIM

Each IBRS mailpiece must contain a Facing Identification Mark (FIM) pattern C printed at the top middle right on the address side of the mailpiece. The formatting requirements for the placement of the FIM are as follows:

- a. The top of the FIM C bar pattern must be within 1/8 of an inch of the edge of the mailpiece and may extend to the edge.
- b. The rightmost bar of the pattern must be within 2 inches (plus or minus 1/8 of an inch) of the right edge of the mailpiece.
- c. The FIM bars must be 5/8 of an inch long (plus or minus 1/8 of an inch).
- d. The entire FIM pattern must be completely contained within a rectangular clear zone measuring 1-1/4 inches in length and 5/8 of an inch in height, with its top edge formed by the top edge of the mailpiece and its right edge beginning 1-3/4 inches from the right edge of the mailpiece.

382.64 No Postage Necessary Endorsement

The endorsement “NE PAS AFFRANCHIR NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES” must appear in the upper right corner of the face of the piece with a partial diagonal bar appearing in the upper left and lower right of the endorsement. The endorsement must not extend farther than 1-3/4 inches from the right edge of the mailpiece.

382.65 Horizontal Bars

A vertical column of horizontal bars parallel to the length of the mailpiece must appear immediately below the endorsement “NO POSTAGE NECESSARY IF MAILED TO THE UNITED STATES.” The formatting requirements for the horizontal bars are as follows:

- a. The bars must be uniform in length and thickness — at least 1 inch long, and 1/16 of an inch to 3/16 of an inch thick.
- b. The bars must be evenly spaced.
- c. The lowest bar must not extend below the delivery address line, which is the line above the line containing the ZIP+4 code.
- d. There must be at least 1/2 of an inch clearance between the ZIP+4 code and the bars.

382.66 Business Reply Legend

The legend “INTERNATIONAL BUSINESS REPLY MAIL/REPONSE PAYEE” or “INT’L BUSINESS REPLY MAIL/REPONSE PAYEE” must appear above the address. The formatting requirements for the legend are as follows:

- a. The legend must appear in capital letters at least 1/8 of an inch high.
- b. Immediately below the legend, the words “PERMIT NO.” followed by the permit number and the issuing Post Office facility (city and state) must appear in capital letters.

- c. The information in items a and b must appear between two horizontal bars at least $\frac{3}{32}$ of an inch thick and at least $\frac{1}{2}$ inch apart.
- d. The endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" must appear in capital letters immediately below the lower horizontal bar.

382.67 **Delivery Address**

The complete delivery address must appear on four lines as follows:

1. The name of the permit holder.
2. The street address and/or Post Office box number.
3. The city, state, and unique preassigned ZIP+4 code.
4. The country of destination (United States of America).

The formatting requirements for the complete delivery address are as follows:

- a. The bottom line of the address must be no lower than $\frac{5}{8}$ of an inch from the bottom edge of the mailpiece and no higher than $2\text{-}\frac{1}{4}$ inches.
- b. A clear margin void of any extraneous matter of at least $\frac{1}{2}$ inch is required between the left edge of the mailpiece and the delivery address.

382.68 **Barcode**

382.681 **Barcode Type**

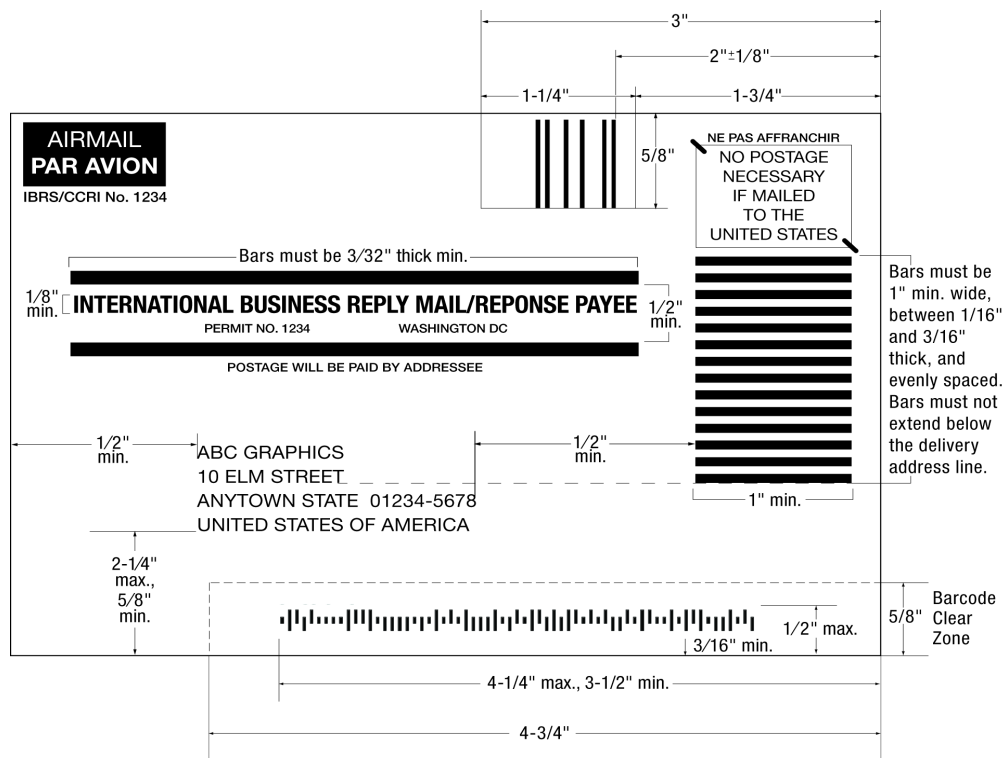
The unique Intelligent Mail barcode (IMb) or ZIP+4 POSTNET barcode preassigned by the U.S. Postal Service must appear on the address side of each IBRS mailpiece. When a mailer uses the Intelligent Mail barcode option, the barcode must contain the barcode ID, service type ID, a USPS-assigned mailer ID, and the correct ZIP+4 routing code, as specified in DMM 708.4.3.

382.682 **Barcode Placement**

The unique preassigned ZIP+4 barcode must appear on the address side of the mailpiece, positioned in either of the following two locations:

- a. As part of the delivery address block as defined in DMM 202.5.7.
- b. If printed directly on the mailpiece, within the barcode clear zone in the lower right corner of the piece. When a mailer uses this option, the "barcode read area" must be free of any printing other than the barcode. The formatting requirements for the barcode clear zone are as follows:
 - (1) The read area extends $\frac{5}{8}$ of an inch from the bottom and $4\text{-}\frac{3}{4}$ inches from the right edge of the mailpiece.
 - (2) The leftmost bar must be between $3\text{-}\frac{1}{2}$ inches and $4\text{-}\frac{1}{4}$ inches from the right edge of the mailpiece .
 - (3) The bottom of the barcode must be at least $\frac{3}{16}$ inch from the bottom edge of the mailpiece.
 - (4) The top of the barcode must be no more than $\frac{1}{2}$ inch from the bottom edge of the mailpiece.

Exhibit 382.6
Format Requirements – US IBRS



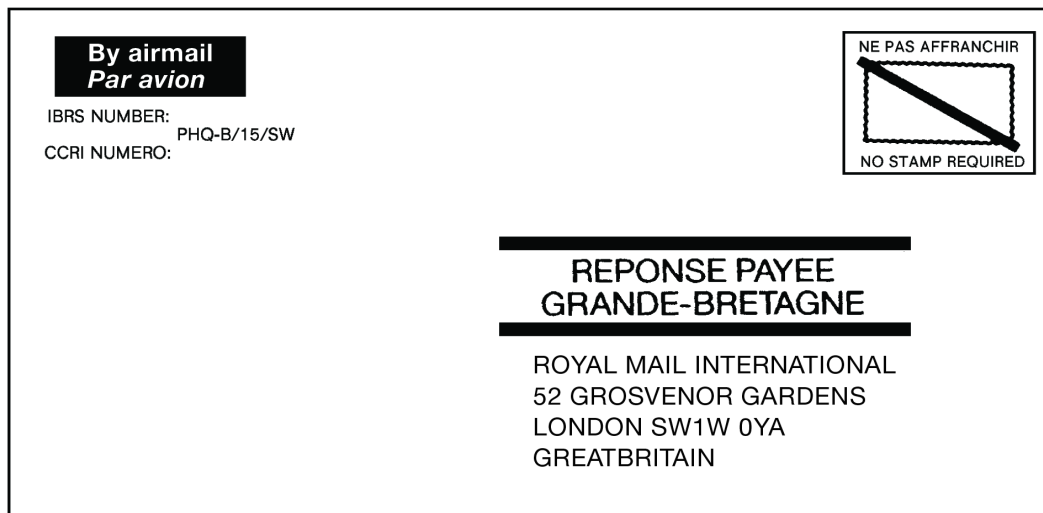
Drawing not to scale

382.7 **Foreign International Business Reply Service**

Mailers in every country and territorial possession in the world that is a destination point for U.S.-originating international mail may be authorized to distribute IBRS mail in the United States. These items similar to the format in [Exhibit 382.7](#) are accepted without the prepayment of postage for return by air to the destination country. These items are forwarded with ordinary letters and cards to the designated international air exchange office for return to the appropriate country.

Exhibit 382.7

Format Requirements – Foreign IBRS



390 Tracking Plus

Note: Global Express Guaranteed service is suspended as of September 29, 2024.

The Postal Service offers USPS Tracking Plus service for certain international products, allowing customers to request the Postal Service retain scan data, or scan and signature data, for certain pieces beyond the Postal Service’s standard data retention period, for up to 7 years. USPS Tracking Plus service is available for certain pieces sent via Priority Mail Express International service, Priority Mail International service, and single-piece First-Class Package International Service for which Electronic USPS Delivery Confirmation International service is available, and certain pieces for those services for which insurance has been purchased (not to include Global Express Guaranteed service). For pricing, see [Notice 123](#), *Price List*. Customers may request USPS Tracking Plus service for certain pieces, when available, online at usps.com or through a Shipping Services File.

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