

4 Treatment of Outbound Mail

410 Postmarking

The mailing office must postmark international mail as prescribed in POM 443.3.

420 Shortpaid and Unpaid Mail

421 **Check for Sufficient Postage**

Carefully check the postage on all outbound mail before dispatching it from the mailing office.

422 **Unpaid Mail**

422.1 **With Return Address**

Return all unpaid mail with return address to the sender. Imprint with stock rubber stamp R-1300-230, *Returned For...Additional Postage*. Enter the amount of the deficiency.

422.2 **No Return Address**

422.21 **First-Class Mail International and Postcards**

Unpaid First-Class Mail International and postcards with no return address must be forwarded to the appropriate exchange office. Endorse item with stock rubber stamp R-1300-4, *Postage Due...Cents*. Do not enter the amount of the deficiency.

422.22 **Other Unpaid Mail**

All other unpaid mail with no return address must be sent to the appropriate mail recovery center.

423 **Shortpaid Mail**

423.1 **General Procedures at the Originating Mailing Office**

When shortpaid items are returned to sender, endorse the item "Returned For...Additional Postage." Enter the amount of the deficiency.

423.2 Disposition

Once the class of mail has been determined, follow the appropriate procedures below for shortpaid outbound international mail.

423.21 Global Express Guaranteed (GXG) Shipments

Shortpaid Global Express Guaranteed (GXG) shipments must be endorsed "POSTAGE PAID" and forwarded without delay to the appropriate Global Express Guaranteed processing site. Except for items paid with Click-N-Ship postage, immediately notify the sender of the action taken and request payment of the deficient postage. Shortpaid Global Express Guaranteed shipments paid with Click-N-Ship will be collected automatically through this system.

Note: Global Express Guaranteed shipments must not be held for postage due payment unless the deficiency can be obtained from the sender without delaying the dispatch of the shipment.

423.22 Express Mail International Shipments

Shortpaid Express Mail International shipments must be endorsed "POSTAGE PAID" and forwarded without delay to the appropriate exchange office. Immediately notify the sender of the action taken and request payment of the deficient postage.

Note: Express Mail International shipments must not be held for postage due payment unless the deficiency can be obtained from the sender without delaying the dispatch of the shipment.

423.23 Priority Mail International Shipments

Shortpaid Priority Mail International shipments with or without a return address must be endorsed "POSTAGE PAID" and forwarded without delay to the appropriate exchange office. For items with a return address, immediately notify the sender of the action taken and request payment of the deficient postage.

Note: Priority Mail International shipments must not be held for postage due payment unless the deficiency can be obtained from the sender without delaying the dispatch of the shipment.

423.24 First-Class Mail International and Postcard Shipments

Shortpaid First-Class Mail International and postcard shipments with a return address must be returned to sender for additional postage (see [423.1](#)). Shortpaid First-Class Mail International and postcard shipments without a return address must be forwarded to the exchange office. Endorse the item "Postage Due." Do not enter the amount of the deficiency.

Exception: For shortpaid First-Class Mail International and postcard shipments to Canada without a return address, endorse the item "Postage Due" and enter double the amount of the deficiency.

423.3 Credit for Postage Paid

When computing the postage due on items that are returned to sender for insufficient postage, allow a credit for the postage already paid.

423.4 Parcels at Other Than Mailing Offices

Originating Network Distribution Centers (NDCs) must check for shortpaid parcels addressed to Canada and Mexico. Sectional centers and other intermediate offices, however, should not attempt to verify postage payment on parcels.

430 Improperly Prepared Mail

431 Insufficient Address

If an item is improperly addressed, but the country of destination is legibly written, dispatch it to the exchange office. The exchange office will determine whether the address is sufficient.

Note: Due to heightened security, many foreign postal administrations require complete sender and addressee information in roman letters and arabic numerals on postal items.

432 Oversized or Undersized Items

Post Office facilities must return to the sender any item that is more than the prescribed maximum size or is less than the prescribed minimum size. If the sender is not known, the item must be dispatched to the mail recovery center.

433 Oversized Cards

Return oversized cards (those exceeding 9-1/4 x 4-3/4) to the sender. If the sender is unknown, dispatch cards to the exchange office.

434 Reply-Paid Cards

- a. Reply-paid cards, except International Business Reply items, are not accepted as international mail.
- b. Any outbound reply-paid cards bearing foreign postage (foreign reply-paid cards) must be returned to the sender for proper U.S. postage to be affixed. If there is no return address, send cards to mail recovery center.

435 Detached Customs Declaration Forms

When a detached customs declaration form is found, attempt to locate the related package and attach the form to it. If the package cannot be located, dispose of the customs declaration form as waste.

440 Extra Services Mail – Registered Mail

441 **Recording and Dispatching**

Record and dispatch outbound (international) Registered Mail items in the manner prescribed for domestic Registered Mail items.

442 **Registered Mail Found With Ordinary Mail**

442.1 **Disposition**

Return to the registered mailstream any item found in the ordinary mail that has been accepted as registered by the Postal Service.

442.2 **Complete the Registration Process**

Enter for Registered Mail service any item on which the sender has fully prepaid the postage and the registry fee and that has been endorsed to show that registry is desired. Send a mailing receipt (see [334.1](#)) to the sender, including a reminder to the sender that mail to be registered must be presented at the Post Office facility for that purpose.

442.3 **Shortpaid Mail**

If the item has not been fully prepaid, return it to the sender after indicating that it is shortpaid and must be presented for registry at a Post Office facility. If the shortpaid registered item bears no return address, cross out the sender's registry endorsement and dispatch as ordinary mail.