

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	1
114 Availability	1
115 Official Correspondence	2
115.1 Communicating With Headquarters	2
115.11 Operations	2
115.12 Policy and Representation	2
115.13 Transportation and Distribution	2
115.14 Investigations	3
115.15 International Money Orders	3
115.2 Correspondence With Foreign Postal Authorities	3
115.21 Correspondence Permitted	3
115.22 Correspondence Not Permitted	3
115.3 Correspondence With Foreign Individuals	3
115.31 Correspondence Permitted	3
115.32 Customer's Address	3
116 Trademarks of the USPS	3
116.1 USPS Trademarks in the IMM	3
116.2 Common Law Marks or USPS Marks with Pending Trademark Applications in the IMM	4
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	7

123	Customs Forms and Online Shipping Labels	8
123.1	USPS-Produced Customs Declaration Forms	8
123.11	General	8
123.12	Authorized Editions	8
123.2	Availability	8
123.3	Privately Printed Forms	8
123.31	Authorization	8
123.32	Required Electronic Transmission of Customs Declaration Information	9
123.4	Nonpostal Forms	9
123.41	Nonpostal Export Regulations	9
123.42	Commercial Invoices	9
123.5	Place of Mailing	10
123.6	Required Usage	10
123.61	Conditions	10
123.62	Known Mailers	13
123.63	Documents and Merchandise	14
123.64	Additional Security Controls	15
123.7	Completing Customs Forms	15
123.71	PS Form 2976, Customs Declaration CN 22 — Sender's Declaration	15
123.72	PS Form 2976-A, Customs Declaration and Dispatch Note — CP 72	19
123.73	PS Form 2976-E, Customs Declaration Envelope — CP 91	24
130	Mailability	24
131	General	24
131.1	Domestic Limits	24
131.2	International Limits	24
131.3	Individual Country Prohibitions and Restrictions	24
131.31	Information Available	24
131.32	Prohibited and Restricted Articles	25
131.33	Return or Seizure of Mail	25
131.34	Foreign Customs Information	25
131.4	Mailer Responsibility	25
131.5	Preparation for Mailing	25
131.51	General Packaging Requirements	25
131.52	Special Packaging Requirements	25
132	Written, Printed, and Graphic Matter	26
132.1	Domestic Limits	26
132.2	Reply Cards and Envelopes	26
133	Improperly Addressed Mail	26
134	Valuable Articles	27
134.1	Service Options	27
134.2	List of Articles	27
134.3	Export of Rough Diamonds	27
134.4	Prohibitions	28

Contents

135	Mailable Dangerous Goods.	28
135.1	Infectious Substances.	28
135.11	General Conditions.	28
135.12	Type of Mail.	29
135.13	Senders and Receivers.	29
135.2	Authorization.	29
135.21	Authorized Institutions.	29
135.22	Request for Authorization.	29
135.3	Packaging, Marking, Labeling.	29
135.31	Category B Infectious Substances.	29
135.32	Nonregulated Materials (Noninfectious Biological Substances).	30
135.33	Exempt Human or Animal Specimens.	30
135.4	Handling and Dispatch of Infectious Substances.	30
135.41	Biological Substances.	30
135.42	Infectious Substances.	30
135.5	Radioactive Materials.	31
135.6	Batteries.	31
135.61	Availability — Mail Classes.	31
135.62	General.	31
135.63	Lithium Metal or Lithium Alloy (Non-Rechargeable) Cells and Batteries.	32
135.64	Lithium-ion or Lithium Polymer (Rechargeable) Cells and Batteries.	32
136	Nonmailable Goods.	33
136.1	Dangerous Goods.	33
136.2	Inert and Replica Explosive Devices.	33
136.3	Counterfeit and Pirated Items.	33
136.4	Cigarettes and Smokeless Tobacco.	33
137	Firearms, Knives, and Sharp Instruments.	34
138	Perishable Matter.	34
138.1	Animals.	34
138.2	Plants.	34
138.3	Eggs.	34
138.31	Restrictions.	34
138.32	Packaging.	35
138.4	Food and Other Perishable Articles.	35
139	Cremated Remains.	35
139.1	Eligibility.	35
139.2	Packaging.	35
139.3	Markings.	35
140	International Mail Categories.	36
141	Definitions.	36
141.1	General.	36
141.2	Global Express Guaranteed.	36
141.3	Priority Mail Express International.	36

141.4	Priority Mail International	36
141.5	First-Class Mail International	37
141.6	First-Class Package International Service	37
142	Official Mail	37
142.1	Mailings by Federal Agencies	37
142.2	Postal Service Mailings	37
142.3	Mail of a Former President and Surviving Spouse of a Former President	38
142.4	General Secretariat of the Organization of American States (OAS)	38
142.5	Pan American Sanitary Bureau Mail	38
150	Postage	38
151	Postage Prices	38
152	Payment Methods	39
152.1	Prepayment	39
152.2	Computing Postage	39
152.21	Determining Single-Piece Weight	39
152.22	Rounding Numerical Values	39
152.3	Stamps	39
152.31	Types of Stamps	39
152.32	Additional Postage for Nondenominated Postage Stamps, Forever Stamps, or Forever Print-on-Demand Indicia	40
152.33	Precanceled Stamps	40
152.4	Postage Meters, Postage Validation Imprints (PVI), Forever Print-on-Demand Indicia, and PC Postage	40
152.5	Additional Standards for Forever Print-on-Demand Indicia Labels	41
152.6	Permit Imprint	41
152.61	Conditions of Use	41
152.62	Place of Mailing	41
152.63	Usage Criteria	41
152.64	Required Format	43
153	Placement of Postage	48
154	Remailed Items	48
2	Conditions for Mailing	49
210	Global Express Guaranteed	49
211	Description and Physical Characteristics	49
211.1	General	49
211.2	Physical Characteristics	49
211.21	Weight Limits	49
211.22	Dimensions	49
212	Eligibility	50
212.1	General — All Global Express Guaranteed Shipments	50
212.2	Customs Forms Required	50
212.3	Mail Sealed Against Inspection	50

Contents

212.4	Inquiries, Service Guarantees, Postage Refunds, and Indemnity	50
212.41	Service Guarantee	50
212.42	Transit Days for Shipments	50
212.43	Inquiries	51
212.44	Postage Refunds	51
212.45	Global Express Guaranteed Insurance and Indemnity	51
212.46	Indemnity Claims	51
212.47	Liability for Lost or Damaged Contents	52
212.5	Extra Services — Insurance.	52
213	Prices and Postage Payment Methods.	52
213.1	Availability and Price Application — General	52
213.2	Postage Payment Methods — General	52
213.3	Determining Postage for Global Express Guaranteed Service	52
213.31	USPS-Produced Global Express Guaranteed Envelopes	52
213.32	Mailer-Supplied Packaging	52
213.4	Dimensional Weight	53
213.41	Determining Dimensional Weight for a Rectangular-Shaped Parcel	53
213.42	Determining Dimensional Weight for a Nonrectangular-Shaped Parcel	53
213.5	Destinating Countries and Price Groups	53
213.6	Commercial Prices	58
213.61	Commercial Base Prices	58
213.62	Commercial Plus Prices	58
213.7	Online Methods	59
213.71	Online Prices — Commercial Base or Commercial Plus Prices	59
213.72	Markings Requirements	59
213.73	Determining Online Prices	59
213.74	Notification	59
213.75	Postage Adjustments of Online Shipments	60
213.76	Deposit of Online Shipments within 24 Hours	60
213.8	Permit Imprint	60
213.81	Permit Imprint — General	60
213.82	Permit Imprint — Commercial Base or Commercial Plus Prices	60
213.9	Official Mail	60
213.91	Mailings by Federal Agencies.	60
213.92	Postal Service Mailings	60
214	Mail Preparation	61
214.1	Preparation by the Sender.	61
214.2	Preparation by Acceptance Employee	61
215	Mail Entry and Deposit	61
215.1	Entry Service Areas — U.S. Origins.	61
215.2	Place of Mailing	63
215.21	Items Eligible for Deposit or Pickup	63
215.22	Items Not Eligible for Deposit or Pickup	63

215.23	Items Paid With a Permit Imprint	63
215.24	Acceptance of Shipments	63
215.3	Pickup On Demand Service.	64
215.4	Package Pickup Service	64
220	Priority Mail Express International	64
221	Description and Physical Characteristics	64
221.1	General	64
221.2	Priority Mail Express International With Money-Back Guarantee Service.	64
221.3	Priority Mail Express International Flat Rate Envelopes	65
221.4	Priority Mail Express International Flat Rate Boxes.	65
221.5	Physical Characteristics	65
221.51	Weight Limits	65
221.52	Dimensions — Priority Mail Express International Parcels.	65
222	Eligibility	65
222.1	General — All Priority Mail Express International Shipments	65
222.2	Prohibited Items in All Priority Mail Express International Shipments.	66
222.3	Priority Mail Express International Flat Rate Envelopes	66
222.4	Priority Mail Express International Flat Rate Boxes.	66
222.5	Customs Forms Required	67
222.6	Mail Sealed Against Inspection	67
222.7	Priority Mail Express International Insurance and Indemnity.	67
222.71	Merchandise Insurance	67
222.72	Document Reconstruction Insurance.	67
222.73	Indemnity for Delivery Delays.	67
222.8	Extra Services — Merchandise Insurance.	68
223	Prices and Postage Payment Methods.	68
223.1	Prices.	68
223.11	Availability and Price Application — General	68
223.12	Commercial Base Prices	68
223.13	Commercial Plus Prices	68
223.14	Priority Mail Express International Flat Rate Envelope Prices	69
223.15	Priority Mail Express International Flat Rate Boxes Prices	69
223.2	Postage Payment Methods	69
223.21	General	69
223.22	Permit Imprint.	69
223.23	USPS Corporate Account (USPSCA).	70
223.24	Online Methods	70
223.3	Official Mail	70
223.31	Mailings by Federal Agencies.	70
223.32	Postal Service Mailings	70

Contents

224	Mail Preparation	71
224.1	Preparation by Sender.	71
224.11	Using PS Form 2976-B	71
224.12	Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data	72
224.2	Preparation by Acceptance Employee	72
224.21	Using PS Form 2976-B	72
224.22	Using an Online Combined Shipping Label and Customs Form That Electronically Transmits Customs-Related Data	73
225	Mail Entry and Deposit	73
225.1	Place of Mailing	73
225.11	Items Eligible for Deposit or Pickup	73
225.12	Items Not Eligible for Deposit or Pickup	74
225.13	Items Paid With a Permit Imprint	74
225.2	Pickup On Demand Service.	74
225.3	Package Pickup Service	75
230	Priority Mail International	75
231	Description and Physical Characteristics	75
231.1	General	75
231.2	Physical Characteristics	75
231.21	Weight Limits	75
231.22	Dimensions — Priority Mail International Parcels.	75
231.23	Measuring Parcel Dimensions	76
232	Eligibility	77
232.1	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	77
232.11	General	77
232.12	Electronic USPS Delivery Confirmation International.	77
232.2	Eligible Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	79
232.3	Priority Mail International Medium and Large Flat Rate Boxes	79
232.4	Eligible Priority Mail International Medium and Large Flat Rate Boxes.	80
232.5	Priority Mail International Parcels	80
232.51	General	80
232.52	Priority Mail International Regional Rate Boxes	81
232.6	Customs Forms Required	81
232.61	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	81
232.62	Priority Mail International Medium and Large Flat Rate Boxes	81
232.63	Priority Mail International Ordinary and Insured Parcels	81
232.7	Mail Sealed Against Inspection	81
232.8	Priority Mail International Insurance and Indemnity	81
232.81	Indemnity	81
232.82	Exclusions	82
232.83	Ordinary Priority Mail International Weight and Indemnity Limits	82

232.9	Extra Services	83
232.91	Certificate of Mailing.	83
232.92	Merchandise Insurance	83
232.93	Registered Mail Service	83
232.94	Return Receipt Service.	83
233	Prices and Postage Payment Methods.	83
233.1	Prices.	83
233.11	Availability and Price Application — General	83
233.12	Commercial Base Prices	84
233.13	Commercial Plus Prices	84
233.14	Priority Mail International Flat Rate Envelopes and Small Flat Rate Priced Boxes	84
233.15	Priority Mail International Medium and Large Flat Rate Boxes	84
233.16	Priority Mail International Parcels.	84
233.2	Postage Payment Methods	84
233.21	General	84
233.22	Permit Imprint.	85
233.23	Online Methods	85
233.3	Official Mail	86
233.31	Mailings by Federal Agencies.	86
233.32	Postal Service Mailings	86
234	Mail Preparation	86
234.1	Addressing.	86
234.2	Marking	86
234.3	Customs Documentation.	86
234.4	Sealing.	86
234.5	Packaging	87
234.51	Packaging Requirements — General	87
234.52	Types of Containers	87
234.53	Closure Options for Wooden Boxes or Bags	87
235	Mail Entry and Deposit	87
235.1	Place of Mailing	87
235.11	Items Eligible for Deposit or Pickup	87
235.12	Items Not Eligible for Deposit or Pickup	88
235.13	Items Paid With a Permit Imprint	88
235.2	Pickup On Demand Service.	88
235.3	Package Pickup Service	88
240	First-Class Mail International	89
241	Description and Physical Characteristics	89
241.1	General	89
241.2	Physical Characteristics	89
241.21	Physical Standards — Letters	89
241.22	Physical Standards — Cards	90
241.23	Physical Standards — Large Envelopes (Flats)	91

Contents

242	Eligibility	94
242.1	Content Eligibility	94
242.2	Customs Forms Required	94
242.21	Dutiable Merchandise	94
242.22	Nondutiable Merchandise	95
242.3	Mail Sealed Against Inspection	95
242.4	Extra Services	95
242.41	Certificate of Mailing	95
242.42	Registered Mail Service	95
242.43	Return Receipt Service	95
243	Prices and Postage Payment Methods	95
243.1	Prices	95
243.11	Prices and Price Application — General	95
243.12	Price Computation	96
243.13	Destinating Countries and Price Groups	96
243.2	Postage Payment Methods — General	96
243.3	Permit Imprint — General	96
243.4	Official Mail	96
243.41	Mailings by Federal Agencies	96
243.42	Postal Service Mailings	96
244	Mail Preparation	97
244.1	Addressing	97
244.2	Markings	97
244.3	Sealing	97
244.4	Packaging	97
245	Mail Entry and Deposit	98
245.1	Place of Mailing	98
245.11	Items Eligible for Deposit or Pickup	98
245.12	Items Not Eligible for Deposit or Pickup	98
245.2	Items Paid With a Permit Imprint	98
250	First-Class Package International Service	99
251	Description and Physical Characteristics	99
251.1	General	99
251.2	Physical Characteristics and Standards — Packages (Small Packets)	99
251.21	Weight Limit	99
251.22	Dimensions — Other Than Rolls	99
251.23	Dimensions — Rolls	99
251.24	Quality	99
252	Eligibility	99
252.1	Content	99
252.2	Electronic USPS Delivery Confirmation International	100
252.21	Description	100
252.22	Availability	100

252.23	Customs Label and Marking	100
252.24	Additional Standards	101
252.25	Postage Payment Methods	101
252.26	Price Eligibility	101
252.3	Customs Forms Required	101
252.4	Mail Sealed Against Inspection	101
252.5	Extra Services	101
252.51	Certificate of Mailing.	101
252.52	Registered Mail Service	101
252.53	Return Receipt Service.	101
253	Prices and Postage Payment Methods.	102
253.1	Prices.	102
253.11	Prices and Price Application — General	102
253.12	Price Computation	102
253.13	Destinating Countries and Price Groups	102
253.14	Commercial Base Prices	102
253.15	Commercial Plus Prices	102
253.2	Postage Payment Methods.	103
253.21	General	103
253.22	Permit Imprint.	103
253.23	Online Methods	103
253.3	Official Mail	104
253.31	Mailings by Federal Agencies.	104
253.32	Postal Service Mailings	104
254	Mail Preparation	104
254.1	Addressing.	104
254.2	Markings	104
254.3	Sealing.	105
254.4	Packaging	105
255	Mail Entry and Deposit	105
255.1	Place of Mailing	105
255.11	Items Eligible for Deposit or Pickup	105
255.12	Items Not Eligible for Deposit or Pickup	105
255.2	Items Paid With a Permit Imprint.	106
255.3	Pickup on Demand Service	106
255.4	Package Pickup Service	106
260	Direct Sacks of Printed Matter to One Addressee (M-bags)	106
261	Description	106
261.1	General	106
261.2	Eligibility.	107
261.21	Printed Matter.	107
261.22	Other Articles	107
261.23	Mail Not Sealed Against Inspection	108

Contents

262	Postage Prices and Fees	108
262.1	Airmail M-bags	108
262.2	International Priority Airmail (IPA) M-bags	108
262.3	International Surface Air Lift (ISAL) M-bags	108
262.4	Postage Calculation	108
262.5	Stamps, Postage Evidencing Systems, PVI Labels, or Permit Imprint	109
263	Weight and Size Limits	109
263.1	Weight Limits	109
263.2	Size Limits	109
264	Mail Preparation	109
264.1	Marking	109
264.2	Sacking and Labeling	109
264.21	Equipment	109
264.22	Tagging	109
264.23	Multiple Sacks to One Addressee	110
264.24	Country Destination Name	110
264.3	Customs Forms Required	110
265	Extra Services	110
270	Free Matter for the Blind	110
271	Description and Physical Characteristics	110
271.1	General	110
271.2	Weight Limits	111
272	Eligibility	111
272.1	Eligible Participants	111
272.2	Eligible Matter	111
272.3	Ineligible Matter	111
272.4	Customs Forms Required	112
272.5	Mail Not Sealed Against Inspection	112
272.6	Extra Services	112
273	Postage Prices and Fees	112
274	Mail Preparation	112
274.1	Addressing	112
274.2	Markings	112
275	Mail Entry and Deposit	113
275.1	Items Eligible for Deposit or Pickup	113
275.2	Items Not Eligible for Deposit or Pickup	113
280	(Reserved)	114
290	Commercial Services	114
291	(Reserved)	114
292	International Priority Airmail (IPA) Service	114
292.1	Description	114
292.11	General	114
292.12	Mail Sealed Against Inspection	114
292.13	IPA M-bags	114

292.2	Eligibility.	115
292.21	Qualifying Mailpieces	115
292.22	Availability.	115
292.23	Minimum Quantity Requirements.	115
292.24	Maximum Weight Limits.	116
292.25	Dutiable Items.	116
292.26	Customs Forms Requirements.	116
292.27	Extra Services.	116
292.3	Prices and Postage Payment Methods	116
292.31	Prices	116
292.32	Computation of Postage	116
292.33	Postage Payment Methods	117
292.4	Mail Preparation.	118
292.41	Addressing and Return Address	118
292.42	Marking.	119
292.43	Sealing and Packaging.	119
292.44	Physical Characteristics and Requirements for All Bundles	119
292.45	IPA Foreign Office of Exchange Codes and Price Groups.	120
292.46	Presort Mailings: Direct Country — Price Groups 1 through 14	125
292.47	Presort Mailings: Mixed Country — Price Groups 9 through 14	127
292.48	Presort Mailings — Price Groups 15 through 19	128
292.49	Worldwide Nonpresort Preparation	131
292.5	Mail Entry and Deposit	132
292.51	Separation by Price Group.	132
292.52	Full Service	132
292.53	Drop Shipment	132
293	International Surface Air Lift (ISAL) Service	133
293.1	Description.	133
293.11	General	133
293.12	Mail Sealed Against Inspection	134
293.13	ISAL M-bags.	134
293.2	Eligibility.	134
293.21	Qualifying Mailpieces	134
293.22	Availability.	134
293.23	Minimum Quantity Requirements.	134
293.24	Maximum Weight Limits.	135
293.25	Dutiable Items.	135
293.26	Customs Forms Requirements.	135
293.27	Extra Services.	135
293.3	Prices and Postage Payment Methods	135
293.31	Prices	135
293.32	Computation of Postage	135
293.33	Postage Payment Methods	136

293.4	Mail Preparation.	137
293.41	Addressing and Return Address	137
293.42	Marking.	138
293.43	Sealing and Packaging.	138
293.44	Physical Characteristics and Requirements for All Bundles	138
293.45	ISAL Foreign Office of Exchange Codes and Price Groups.	139
293.46	Presort Mailings: Direct Country — Price Groups 1 through 14	142
293.47	Presort Mailings: Mixed Country — Price Groups 9 through 14	144
293.48	Presort Mailings — Price Groups 15 through 19	145
293.49	Worldwide Nonpresort Preparation	148
293.5	Mail Entry and Deposit	149
293.51	Separation by Price Group.	149
293.52	Full Service.	149
293.53	Drop Shipment	149
294	(Reserved).	150
295	(Reserved).	150
296	(Reserved).	150
297	Customized Agreements.	151
297.1	Description.	151
297.2	Qualifying Mailers	151
297.3	Criteria.	151
3	Extra Services.	153
310	Certificate of Mailing.	153
311	Individual Pieces	153
311.1	Description.	153
311.2	Availability	153
311.21	At Time of Purchase.	153
311.22	After Mailing (Duplicate Copies).	153
311.3	Fees.	154
311.31	Individual Pieces.	154
311.32	Three or More Individual Pieces.	154
311.4	Mailer Preparation	154
311.41	Individual Pieces.	154
311.42	Three or More Individual Pieces.	154
312	Bulk Quantities — Certificate of Mailing	154
312.1	Description.	154
312.2	Availability	155
312.21	At Time of Entry	155
312.22	After Mailing (Duplicate Copies).	155
312.3	Fees.	155
312.4	Mailer Preparation	155

313	Forms	156
313.1	Postal Service Forms	156
313.2	Treasury Department Forms	156
313.3	Accepting Clerk's Responsibility for Treasury Department Forms	156
313.4	Agriculture Department Forms	156
320	Insurance	156
321	Global Express Guaranteed Insurance	156
321.1	Description	156
321.2	Availability	157
321.3	Additional Coverage and Fees	157
322	Priority Mail Express International Insurance	157
322.1	Description	157
322.2	Availability	157
322.3	Additional Coverage and Fees	162
322.4	Return Receipt Service	162
323	Priority Mail International Insurance	163
323.1	Description	163
323.2	Availability	163
323.3	Coverage and Fees	163
323.4	Return Receipt	163
323.5	Insured Value and Indemnity Claims	163
323.51	Insured Value and Declared Value	163
323.52	Indemnity Claims and Payments	163
323.6	Preparation of Insured Priority Mail International Parcels	164
323.61	Mailing Receipt and Insurance Number	164
323.62	Accepting Clerk's Responsibility	164
323.63	Postmarking	167
323.7	Sender's Responsibility	167
323.71	Mailing Receipt	167
323.72	Marking	167
323.73	Sealing	167
330	Registered Mail	167
331	Description	167
332	Availability	167
333	Fees and Indemnity Limits	168
333.1	Registration Fees	168
333.2	Indemnity Limit	168
334	Processing Requests	168
334.1	Mailing Receipt and Registration Number	168
334.11	General Use	168
334.12	Sender's Responsibility	168
334.13	Accepting Clerk's Responsibility	168
334.14	Preparation	169
334.2	Marking	169

Contents

334.3	Postmarking	169
334.31	Placement	169
334.32	Registered Free Matter for the Blind	169
334.4	Sealing	169
334.41	Sender's Responsibility	169
334.42	Registered Mail Service With Free Matter for the Blind	169
334.5	Return Receipt	169
335	Indemnity Claims and Payments	170
340	Return Receipt	170
341	Description	170
342	Availability	170
343	Fee	170
344	Processing Requests	170
344.1	Form	170
344.11	Sender's Responsibility	170
344.12	Accepting Clerk's Responsibility	170
344.2	Marking	171
344.3	Return Receipt Improperly Completed or Not Received	171
350	Restricted Delivery	171
360	(Reserved)	171
370	International Money Transfer Services	171
371	International Money Orders	171
371.1	Description	171
371.11	General	171
371.12	Maximum Amount	171
371.2	Availability	172
371.3	Fees	172
371.4	Processing Requirements	172
371.41	Form Required — International Postal Money Order (Form MP1)	172
371.42	Preparation by Purchaser	172
371.43	Preparation by Postal Service Employee	173
371.5	Procedures for Cashing Money Orders Issued by Foreign Countries	173
371.51	Valid Postal Money Orders	173
371.52	Canadian Money Orders	173
371.53	Japanese Money Orders	173
371.6	Lost Reissued Money Orders	173
371.7	Inquiries	173
371.71	Who May Receive Information	173
371.72	Inquiries Regarding Payment	174
372	Sure Money (Dinero Seguro)	174
372.1	Description	174
372.2	Options and Restrictions	174
372.3	Fees	174

372.4	Participating Post Offices	175
372.5	Availability	175
372.6	Currencies by Country	175
372.7	Service Guarantee	175
380	Supplemental Services	176
381	International Reply Coupons	176
381.1	Description	176
381.2	Previously Sold Coupons and Exchange Value	176
381.3	Processing Requests	176
382	International Business Reply Service	177
382.1	Description	177
382.2	Availability	177
382.3	Who May Distribute IBRS Mail	178
382.4	Postage and Fees	178
382.5	Size and Weight Requirements	178
382.51	Cards	178
382.52	Envelopes	178
382.6	Formatting Requirements	178
382.61	General	178
382.62	Air Mail Endorsement	179
382.63	FIM	179
382.64	No Postage Necessary Endorsement	179
382.65	Horizontal Bars	179
382.66	Business Reply Legend	179
382.67	Delivery Address	180
382.68	Barcode	180
382.7	Foreign International Business Reply Service	182
4	Treatment of Outbound Mail	183
410	Postmarking	183
420	Unpaid and Shortpaid Mail	183
421	Check for Sufficient Postage	183
422	Unpaid Mail	183
422.1	Unpaid Mail With a Return Address	183
422.2	Unpaid Mail Without a Return Address	183
423	Shortpaid Mail	183
423.1	General Procedures at the Originating Mailing Office	183
423.2	Disposition	183
423.21	Global Express Guaranteed (GXG) Shipments	184
423.22	Priority Mail Express International Shipments	184
423.23	Priority Mail International Parcel Items (Other Than Priority Mail International Flat Rate Envelopes and Small Flat Rate Boxes)	184

Contents

423.24	First-Class Mail International Items (including Postcards), First-Class Package International Service Items, Airmail M-bags, Priority Mail International Flat Rate Envelopes, and Priority Mail International Small Flat Rate Priced Boxes	185
423.3	Credit for Postage Paid	185
423.4	Parcels at Other Than Mailing Offices	186
430	Improperly Prepared Mail	186
431	Insufficient Address.	186
432	Oversized or Undersized Items	186
433	Oversized Cards	186
434	Reply-Paid Cards	186
435	Detached Customs Declaration Forms	186
440	Mailpiece Refused by an Air Carrier	187
441	Item Containing Nonmailable, Hazardous, or Perishable Material	187
442	Mailable Item.	187
450	Extra Services Mail — Registered Mail.	187
451	Recording and Dispatching.	187
452	Registered Mail Found With Ordinary Mail	187
452.1	Disposition.	187
452.2	Complete the Registration Process.	188
452.3	Shortpaid Mail	188
5	Nonpostal Export Regulations	189
510	Office of Foreign Assets Control (OFAC) Regulations — U.S. Department of the Treasury	189
511	General	189
512	Prohibited Destinations, Specially Designated Nationals, and Blocked Persons.	189
513	Additional Standards.	189
514	Exceptions.	189
515	Mailer Compliance	190
516	Additional Information	190
520	Foreign Trade Regulations — U.S. Census Bureau	190
521	General	190
522	Additional Assistance	190
523	Mailpieces Sent to APOs, FPOs, and DPOs.	190
524	Internal Transaction Number (ITN)	191
524.1	General	191
524.2	Filing Requirements.	191
524.21	Mandatory Filing.	191
524.22	How to File Electronic Export Information and Obtain an Internal Transaction Number (ITN)	192
525	AES Downtime Citation.	193
526	AES Exemption	193
526.1	General	193
526.2	When Applicable	193
527	Placement of ITN, AES Downtime Citation, or AES Exemption	194

530	Commodities and Technical Data	195
531	Scope and Applicability of Export Licensing Requirements	195
531.1	U.S. Department of Commerce — Bureau of Industry and Security; Export Controls	195
531.2	Export Enforcement	195
532	Export Licenses	196
532.1	General	196
532.2	Export — Definition	196
532.3	How to Determine If an Export License Is Needed	196
532.4	Additional Information	197
533	Additional Standards	197
533.1	Shipper's Export Declaration	197
533.2	Shipper's Electronic Export Filing Required	197
533.3	Mailer and USPS Responsibilities for Completing and Processing Forms	197
533.31	Mailer Responsibilities	197
533.32	USPS Responsibilities	198
540	Munitions (Defense Articles) and Related Technical Data	198
541	Licensing Requirements	198
541.1	Individual Licenses	198
541.11	Exporting Defense Articles	198
541.12	Exporting Technical Data	198
541.2	Prohibited Countries	199
541.3	Exporting of Government Shipments	200
541.4	Obtaining Additional Information	200
542	Mailing Under Individual Licenses	200
542.1	Marking by Sender	200
542.2	Processing at Post Office Facilities	200
542.21	Examination of List of Contents	200
542.22	Amount of Mailing Authorized by License	200
550	Dried Whole Eggs	201
551	Description	201
552	Charges	201
553	How to Mail	201
553.1	Preparation by Sender	201
553.11	Marking	201
553.12	Certificate of Mailing Dried Whole Eggs	201
553.2	Processing in Office of Mailing	202
553.21	Postage	202
553.22	Signature of Postmaster	202
560	Export of Rough Diamonds	202
561	General	202
562	Mailing	203
563	Additional Information	203
570	Consular and Commercial Invoices	204

Contents

580 Drawback Arrangement	204
581 Description	204
582 Processing Drawback Claims	204
582.1 Forms Required	204
582.11 List of Forms	204
582.12 Where to Obtain the Forms	204
582.2 Preparation by Senders	204
582.21 Claiming Drawback	204
582.22 Waiver of the Right to Withdraw the Package	204
582.3 Processing by Postmaster	205
582.31 Postmaster's Certification	205
582.32 Disposal of Forms	205
590 Exporting Wildlife and Protected Plants	205
591 Special Requirements for Wildlife and Certain Plant Exports	205
592 Declaration Requirements	206
592.1 Declaration of Wildlife Exports	206
592.2 Declaration of Scientific Specimens or Parts	206
592.3 Declaration of Plant Exports	206
593 Export Licenses and Inspection Requirements for Commercial Wildlife Exports	207
594 Marking Requirements for Wildlife Exports	207
595 Permit Requirements for Wildlife and Plant Exports	207
596 Obtaining and Using Permits for Wildlife and Protected Plant Exports	207
596.1 Export Permits	207
596.2 CITES Permit	208
596.3 Export of Migratory Birds	208
597 How to Obtain Additional Information	208
598 Wildlife Inspection Offices	208
6 Special Programs	209
610 Postal Qualified Wholesaler Program	209
611 Description	209
612 Pricing	209
613 Qualifying as a Wholesaler	209
613.1 Letter of Request	209
613.2 Criteria	210
613.3 Disqualification	211
614 Benefits	211
614.1 Qualified List	211
614.2 Preapproved Advertising	211
614.3 Right of First Refusal	211
615 Length of Qualification	212
615.1 Approval Period	212
615.2 Disqualification	212

620	Global Direct Entry Wholesaler Program	212
621	Description	212
622	Qualifying as a GDE Wholesaler	212
622.1	Eligibility Criteria	212
622.2	Letter of Request	214
622.3	Length of Qualification — Approval Period	214
623	Disqualification as a GDE Wholesaler	214
623.1	Determining Factors	214
623.2	Notification of Disqualification and Appeal	215
624	List of Qualified GDE Wholesalers	215
625	Preapproved Advertising	215
7	Treatment of Inbound Mail	217
710	U.S. Customs Information	217
711	Customs Examination of Mail Believed to Contain Dutiable or Prohibited Articles	217
711.1	What Is Subject to Examination	217
711.2	Treatment of Mail Believed to Contain Dutiable or Prohibited Articles	217
711.21	Treatment at Exchange Offices	217
711.22	Treatment at Distribution Offices	218
711.23	Priority Treatment of Airmail	218
711.3	Examination of Registered Mail and Sealed Letters	218
711.4	Extraction of Samples for Advisory Information	218
711.5	Treatment of Mail Following Customs Examination	218
711.51	Repacking After Customs Examination	218
711.52	Identification of Dutiable/Nondutiable Articles	219
711.6	Handling Subsequent to Customs Inspection	219
711.61	Postal Service Handling Procedures	219
711.62	U.S. Customs Service Locations	219
712	Customs Clearance and Delivery Fee	220
712.1	Description	220
712.11	Collecting Postal Service Fees	220
712.12	Collecting Postal Service Fee for Each Package	220
712.13	Accounting for the Postal Service Fee	221
712.2	Articles Exempted From Postal Service Fee	221
712.3	Amount of Postal Service Fee	221
712.4	Postal Service Fee Not Refundable	221
712.5	Customs Duties and Customs Fee Not Exempt	221
713	Treatment of Dutiable Mail at Delivery Office	221
713.1	Detection and Dispatch of Dutiable Mail	221
713.11	Detecting Dutiable Items	221
713.12	Dispatch to Delivery Units	221
713.2	Delivery of Dutiable Mail	221
713.21	Delivery Methods	221
713.22	Delivery Procedures	222

Contents

713.23	Addressee Protests Duty Charged	223
713.3	Forwarding or Returning Dutiable Mail	224
713.31	Forwarding Dutiable Mail Within the U.S.	224
713.32	Forwarding Dutiable Mail to Another Country	225
713.33	Returning Dutiable Mail to Sender	225
713.34	Forwarding or Returning Dutiable Mail by Stations and Branches	225
713.4	Payment of Duty	225
713.41	Duty Rate Information	225
713.42	Prepayment of Customs Duty Abroad	225
713.43	Registration of Items to Be Returned to the United States	225
713.44	Return of Audio-Visual Materials	226
713.45	Assessment of Duty in Foreign Countries	227
713.46	Recording and Reporting Collections	227
713.5	Treatment of Uncollected Items	227
713.51	Disposal of Uncollected Items	227
713.52	Reporting of Uncollected Items	227
713.53	Past-Due Entries.	228
713.54	Detached Customs Mail Entries	228
713.6	Refund of Customs Duty	228
713.61	Action by Postmaster	228
713.62	Refunds by Customs Service	229
720	Plant and Animal Quarantine Inspection	229
721	What Is Subject to Inspection	229
722	Segregation and Handling.	230
722.1	Treatment of Packages Labeled for Inspection.	230
722.11	Dispatch of Packages	230
722.12	Marking.	230
722.2	Treatment of Packages Exempt From Inspection	230
722.3	Treatment of Unauthorized Importations.	230
722.4	Packages Containing Prohibited Material	230
723	Agriculture Inspection Stations and Offices	231
730	Shortpaid Mail to the United States	231
731	Computation of Postage Due	231
732	Shortpaid Letters and Cards From Canada	232
733	Shortpaid Items Bearing U.S. Postage	232
740	Irregular Mail	232
741	Invalid Foreign Postage.	232
742	Stamps Not Affixed	233
742.1	Marking	233
742.2	Parcels Without Postage Stamps	233
743	Parcels Addressed Through Banks or Other Organizations	233
743.1	Notification of Arrival	233
743.2	Filing Authorization	233

744	Foreign Dispatch Notes	233
744.1	Delivery Instructions	233
744.2	Undeliverable Parcels	234
744.3	Dispatch Notes Not Associated With Parcels	234
750	Extra Services	234
751	Insured Parcels	234
751.1	Identification	234
751.11	Evidence of Insurance	234
751.12	List of Insurance Endorsements	234
751.2	Delivery	234
751.3	Indemnity Claims and Payments	234
752	Registered Mail	234
752.1	Identification	234
752.11	Evidence of Registration	234
752.12	List of Registry Endorsements	235
752.13	Treatment of Registered Items	235
752.14	Treated as Ordinary Mail	235
752.2	Treatment by Office of Delivery	235
752.21	Delivery	235
752.22	Mail Unaccounted for After Assignment for Delivery	235
752.23	Indemnity Claims and Payments	235
753	Return Receipt	235
753.1	Completion of Return Receipt Form	235
753.2	Foreign Receipt Form Missing	236
754	Restricted Delivery	236
754.1	Inbound Registered Mail	236
754.2	Failed Delivery Attempt	236
760	Forwarding	236
761	General Procedures	236
761.1	Items Addressed to Foreign Countries	236
761.2	Forwarding to a Third Country	236
761.3	Endorsement Not to Forward	236
761.4	Scanning Procedures	236
762	Mail of Domestic Origin	237
762.1	Addressee Moved to Another Country	237
762.11	Letters and Postcards	237
762.12	Mail Other Than Letters and Postcards	237
762.2	Undeliverable Domestic Mail Bearing U.S. Postage and a Foreign Return Address	237
763	Items Mailed Aboard Ships (Paquebot)	238
763.1	General	238
763.2	Mail Forwarded by Air	238
763.3	Mail Posted on a U.S. Ship	238

Contents

763.4	Forwarding Ship Passenger and Crew Mail	239
763.41	Items That Do Not Contain Merchandise	239
763.42	Accepting Employee's Responsibility	239
764	Mail of Foreign Origin	239
764.1	Forwarding Within the United States	239
764.11	Mail Other Than Periodicals and Parcels	239
764.12	Periodicals	240
764.13	Parcels	240
764.2	Forwarding to Another Country	240
764.21	Mail Other than Periodicals and Parcels	240
764.22	Periodicals	240
764.23	Parcels	241
764.24	Customs Entry Forms	241
764.3	Backstamping	241
765	Directory Service	241
766	Retention Period	242
766.1	General Procedure	242
766.2	Exceptions	242
766.21	Refused, Undeliverable, or Unforwardable Item	242
766.22	Request for Return	242
766.23	Items Conditionally Refused by Addressee	242
766.24	Items Returned From Customs Custody	242
766.25	Request for Delivery to Alternate Addressee	242
770	Undeliverable Mail	242
771	Mail of Domestic Origin	242
771.1	General Procedure	242
771.2	Exceptions	242
771.3	Endorsements	243
771.4	Remailing of Returned Mail	243
771.5	Return Charges for Letter-post Items	243
771.51	General	243
771.52	Exceptions	244
771.6	Return Charges for Priority Mail International	244
771.7	Handling of Returned Parcels	244
771.71	Refused by Sender	244
771.72	Sender Has Moved to Another U.S. Address	244
771.73	Sender Has Moved to Another Country	244
772	Mail of Foreign Origin	245
772.1	Marking	245
772.11	Reason for Nondelivery	245
772.12	Postmarking	245
772.13	Address	245
772.14	Method of Return	245
772.15	Abandoned Parcel	245

772.2	Dutiable Mail	245
772.3	Disposal	245
772.31	General Procedure	245
772.32	Exceptions	245
780	Items Mailed Abroad by or on Behalf of Senders in the United States	246
781	Payment Required	246
781.1	Postage Payment Required	246
781.2	Handling Charges	246
782	Definition of Terms	246
782.1	Resident	246
782.2	By or on Behalf	246
782.3	Place of Business	247
782.4	Agent	247
783	Advance Payment Required	247
783.1	Sample Mailpiece	247
783.2	Headquarters Notification	247
784	Advance Payment Not Made	247
784.1	Return or Disposal of Items	247
784.2	Mailings Without Advance Payment	248
785	Report of Mailings	248
8	(Reserved)	249
9	Inquiries, Indemnities, and Refunds	251
910	Reports Encouraged	251
920	Inquiries and Claims	251
921	Inquiries	251
921.1	Definition	251
921.2	Initiating an Inquiry	251
921.3	How to Initiate an Inquiry	252
921.31	Inquiry by Telephone	252
921.32	Online Inquiry	252
921.4	Inquiry Process	253
921.5	General Procedures	253
921.51	Nondelivery	253
921.52	Return Receipts Improperly Completed or Not Received	253
921.53	Priority Mail Express International Items, Registered Mail Items, and Insured and Ordinary Parcels With Damaged or Missing Contents	253
921.54	Wrapper Found Without Contents	253
922	Claims	254
922.1	General Description	254
922.2	Filing a Claim	254
922.3	Claims Process	254
922.31	Determination of Claim	254

Contents

922.32	Evidence of Indemnity Coverage	255
922.33	Evidence of Value	255
922.4	Processing Claims for Damaged or Missing Contents	256
922.41	Customer	256
922.42	Postal Service	256
923	Disposition of Damaged Mail	256
930	Indemnity Payments	257
931	Adjudication and Approval	257
931.1	When to Be Instituted	257
931.2	International Claims	257
931.21	Indemnity Claims for International Registered Mail, Insured Parcels, and Ordinary Parcels of U.S. and Foreign Origin	257
931.22	Country of Origin Pays Indemnity	257
931.3	Appeals	257
931.31	Appealing a Claims Decision	257
931.32	Final Postal Service Decision of Claims	258
932	General Exceptions To Payment — Registered Mail, Priority Mail International Insured Parcels, and Priority Mail International Ordinary Parcels	258
933	Payments for Priority Mail International Insured Parcels and Priority Mail International Ordinary Parcels	259
933.1	General Provisions	259
933.11	Payment of Indemnity — Insured Parcels	259
933.12	Indemnity Will Not Be Paid	259
933.13	Ordinary Priority Mail International Parcels — Indemnity Limitations	260
933.14	Ordinary Priority Mail International Parcels — Exceptions to Indemnity	260
933.2	Special Provisions	260
934	Payments for Registered Mail	261
934.1	General Provisions	261
934.11	Indemnity Paid by Country of Origin	261
934.12	Parcels Erroneously Accepted as Registered Mail	261
934.13	Limitations to Indemnity Payment	261
934.14	Indemnity Paid by Country of Destination	261
934.2	Special Provisions	261
935	Payments for Priority Mail Express International	261
935.1	When Authorized	261
935.2	When Prohibited	261
940	Postage Refunds	262
941	Postage Refunds for First-Class Mail International, First-Class Package International Service, and Priority Mail International	262
941.1	General	262
941.2	Applications by Senders	262
941.3	Processing Refund Applications	262
941.31	Items Originating in United States	262
941.32	Items Originating in a Country Other Than the United States	262

942	Postage Refunds for Priority Mail Express International Items	263
942.1	Who May File	263
942.2	Conditions	263
942.21	Priority Mail Express International Refunds	263
942.22	Priority Mail Express International With Money-Back Guarantee Refunds . . .	263
942.3	Applications by Senders	264
942.31	Priority Mail Express International Refunds	264
942.32	Priority Mail Express International With Money-Back Guarantee Refunds . . .	264
942.4	Processing of Refund	264
942.5	Unallowable Refunds — Priority Mail Express International With No Service Guarantee	264
942.51	Postage Refunds — Priority Mail Express International.	264
942.52	Unallowable Refunds — Priority Mail Express International With Money-Back Guarantee Service	265
942.53	Consequential Damages	265
943	Processing Refund Applications	265
943.1	Items Originating in the United States	265
943.2	Items Originating in a Country Other Than the United States	265
	Index of Countries and Localities	267
	Country Price Groups and Weight Limits	273
	Individual Country Listings	279
	List of Exhibits	797
	Index	801