

# L A W S

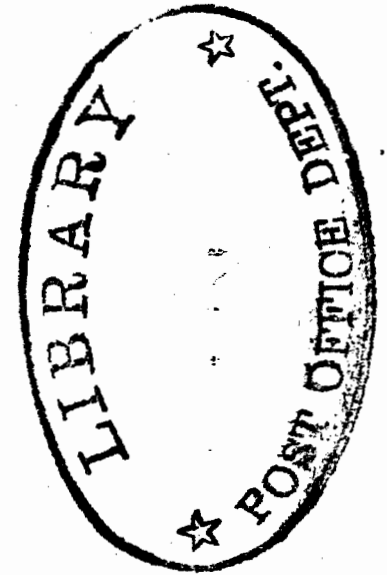
INSTRUCTIONS AND FORMS,

FOR

**THE REGULATION**

OF THE

**POST-OFFICE DEPARTMENT.**



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PRINTED BY ORDER OF THE POSTMASTER GENERAL.

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**City of Washington:**

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**1832.**



# POST-OFFICE LAWS, &c.

## AN ACT

TO REDUCE INTO ONE THE SEVERAL ACTS ESTABLISHING AND REGULATING THE

### POST OFFICE DEPARTMENT.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That there be established, at the seat of the government of the United States, a General Post Office, under the direction of a Postmaster General. The Postmaster General shall appoint two Assistants, and such clerks as may be necessary for the performance of the business of his office, and as are authorized by law; and shall procure, and cause to be kept, a seal for the said office, which shall be affixed to commissions of Postmasters, and used to authenticate all transcripts and copies which may be required from the Department. He shall establish Post-offices, and appoint Postmasters, at all such places as shall appear to him expedient, on the post roads that are, or may be established by law. He shall give his Assistants, the Postmasters, and all other persons whom he shall employ, or who may be employed, in any of the departments of the General Post-office, instructions relative to their duty. He shall provide for the carriage of the mail on all post-roads that are, or may be established by law, and as often as he, having regard to the productiveness thereof, and other circumstances, shall think proper. He may direct the route or road, where there are more than one, between places designated by law for a post-road, which route shall be considered the post-road. He shall obtain, from the Postmasters, their accounts and vouchers for their receipts and expenditures, once in three months, or oftener, with the balances thereon arising, in favor of the General Post-office. He shall pay all expenses which may arise in conducting the Post-office, and in the convey-

*Postmaster General's powers:*

*Seal:*

*Power of instruction.*

*To convey mail:*

*How often:*

*To contro accounts:*

*To defray expenses:*

*To prosecute:*

ance of the mail, and all other necessary expenses arising on the collection of the revenue, and management of the General Post-office. He shall prosecute offences against the Post-office establishment. He shall, once in three months, render, to the Secretary of the Treasury, a quarterly account of all the receipts and expenditures in the said department, to be adjusted and settled as other public accounts. He shall, also, superintend the business of the Department, in all the duties that are, or may be, assigned to it: *Provided,* That, in case of the death, resignation, or removal from office, of the Postmaster General, all his duties shall be performed by his senior Assistant, until a successor shall be appointed, and arrive at the General Post-office, to perform the business.

*When Senior Assistant acts as P. M. G.*

*Oath:*

SEC. 2. *And be it further enacted,* That the Postmaster General, and all other persons employed in the General Post-office, or in the care, custody, or conveyance of the mail, shall, previous to entering upon the duties assigned to them, or the execution of their trusts, and before they shall be entitled to receive any emolument therefor, respectively take and subscribe the following oath, or affirmation, before some magistrate, and cause a certificate thereof to be filed in the General Post-office: "I, A B, do swear or affirm, (as the case may be) that I will faithfully perform all the duties required of me, and abstain from every thing forbidden by the laws in relation to the establishment of the Post-office and Post-roads within the United States." Every person who shall be, in any manner employed in the care, custody, conveyance, or management of the mail, shall be subject to all pains, penalties and forfeitures, for violating the injunctions, or neglecting the duties, required of him by the laws relating to the establishment of the Post-office and Post-roads, whether such person shall have taken the oath or affirmation, above prescribed, or not.

*Bond:*

SEC. 3. *And be it further enacted,* That it shall be the duty of the Postmaster General, upon the appointment of any Postmaster, to require, and take, of such Postmaster, bond, with good and approved security, in such penalty as he may judge sufficient, conditioned for the faithful discharge of all the duties of such Postmaster, required by law, or which may be required by

any instruction, or general rule, for the government of the department: *Provided however,* That, if default shall be made by the Postmaster aforesaid, at any time, and the Postmaster General shall fail to institute suit against such Postmaster, and said sureties, for two years from and after such default shall be made, then, and in that case, the said sureties shall not be held liable to the United States, nor shall suit be instituted against them.

*Suits within two years after default.*

SEC. 4. *And be it further enacted,* That the Postmaster General shall cause a mail to be carried from the nearest Post-office, on any established post-road, to the Court House of any county which is now, or may hereafter be, established in any of the states or territories of the United States, and which is without a mail; and the road, on which such mail shall be transported, shall become a post-road, and so continue, until the transportation thereon shall cease. It shall, also, be lawful for the Postmaster General to enter into contracts, for a term not exceeding four years, for extending the line of posts, and to authorize the persons, so contracting, as a compensation for their expenses, to receive, during the continuance of such contracts, at rates not exceeding those for like distances, established by this act, all the postage which shall arise on letters, newspapers, magazines, pamphlets, and packets, conveyed by any such posts; and the roads, designated in such contracts, shall, during the continuance thereof, be deemed and considered as post-roads, within the provision of this act: and a duplicate of every such contract shall, within sixty days after the execution thereof, be lodged in the office of the Comptroller of the Treasury of the United States.

*Mail to Court Houses.*

*Extended post routes.*

SEC. 5. *And be it further enacted,* That the Postmaster General be authorized to have the mail carried in any steam-boat, or other vessel, which shall be used as a packet, in any of the waters of the United States, on such terms and conditions as shall be considered expedient: *Provided,* That he does not pay more than three cents for each letter, and more than one-half cent for each newspaper, conveyed in such mail.

*Mails in steam boats or packets.*

SEC. 6. *And be it further enacted,* That it shall be the duty of every master or manager of any steam-boat, which shall pass from one port or place to another port

*Steam boat letters to be deposited.*

or place in the United States, where a Post-office is established, to deliver, within three hours after his arrival, if in the day time, and within two hours after the next sunrise, if the arrival be in the night, all letters and packets addressed to, or destined for, such port or place, to the Postmaster there, for which he shall be entitled to receive, of such Postmaster, two cents for every letter or packet so delivered, unless the same shall be carried or conveyed under a contract with the Postmaster General; and, if any master or manager of a steam-boat shall fail so to deliver any letter or packet, which shall have been brought by him, or shall have been in his care, or within his power, he shall incur a penalty of thirty dollars for every such failure. And every person, employed on board any steam-boat, shall deliver every letter, and packet of letters, entrusted to such person, to the master or manager of such steam-boat, and before the said vessel shall touch at any other port or place; and, for every failure or neglect so to deliver, a penalty of ten dollars shall be incurred for each letter or packet.

*Penalty.*

*Mail carriers to be free whites.*

SEC. 7. *And be it further enacted,* That no other than a free white person shall be employed in conveying the mail; and any contractor who shall employ, or permit any other than a free white person to convey the mail, shall, for every such offence, incur a penalty of twenty dollars.

*Obstruction of post routes, by fences, &c.*

SEC. 8. *And be it further enacted,* That, whenever it shall be made appear, to the satisfaction of the Postmaster General, that any road established, or which may hereafter be established as a post-road, is obstructed by fences, gates, or bars, or other than those lawfully used on turnpike roads to collect their toll, and not kept in good repair, with proper bridges and ferries, where the same may be necessary, it shall be the duty of the Postmaster General to report the same to Congress, with such information as can be obtained, to enable Congress to establish some other road instead of it, in the same main direction.

*Retarding the mail:*

SEC. 9. *And be it further enacted,* That, if any person shall, knowingly and wilfully, obstruct or retard the passage of the mail, or of any driver or carrier, or of any horse or carriage, carrying the same, he shall, upon conviction, for every such offence, pay a

fine not exceeding one hundred dollars; and if any ferryman shall, by wilful negligence, or refusal to transport the mail across any ferry, delay the same, he shall forfeit and pay, for every ten minutes that the same shall be so delayed, a sum not exceeding ten dollars. *at ferries.* *penalty.*

SEC. 10. *And be it further enacted,* That it shall be the duty of the Postmaster General to give public notice, in one newspaper published at the seat of government of the United States, and in one or more of the newspapers published in the State or States or Territory, where the contract is to be performed, for at least twelve weeks before entering into any contract for carrying the mail, that such contract is intended to be made, and the day on which it is to be concluded, describing the places from and to which such mail is to be conveyed, the time at which it is to be made up, and the day and hour at which it is to be delivered. He shall moreover, within ninety days after the making of any contract, lodge a duplicate thereof, together with the proposals which he shall have received respecting it, in the office of the Comptroller of the Treasury of the United States: *Provided,* That no contract shall be entered into for a longer term than four years. *Making contracts.*

SEC. 11. *And be it further enacted,* That every Postmaster shall keep an office, in which one or more persons shall attend on every day on which a mail shall arrive, by land or water, as well as on other days, at such hours as the Postmaster General shall direct, for the purpose of performing the duties thereof; and it shall be the duty of the postmaster, at all reasonable hours, on every day of the week, to deliver, on demand, any letter, paper, or packet, to the person entitled to, or authorized to receive the same; and all letters, brought to any post-office half an hour before the time of making up the mail at such office, shall be forwarded therein, except at such post-offices where, in the opinion of the Postmaster General, it requires more time for making up the mail, and which he shall accordingly prescribe; but this shall, in no case, exceed one hour. *Post Office hours.*

SEC. 12. *And be it further enacted,* That no fees or perquisites shall be received by any person employed *No fees, &c*

*in G. Post office.* in the General Post-office, on account of the duties to be performed by virtue of his appointment.

*Rates of postage.*

SEC. 13. *And be it further enacted,* That the following rates of postage be charged upon all letters and packets, (excepting such as are excepted by law,) conveyed in the mail of the United States, viz For every letter composed of a single sheet of paper, conveyed not exceeding thirty miles, six cents: Over thirty, and not exceeding eighty, ten cents: Over eighty, and not exceeding one hundred and fifty, twelve and a half cents: Over one hundred and fifty, and not exceeding four hundred, eighteen and three quarters of a cent: Over four hundred, twenty five cents:—

*Limit of packets to three pounds.*

And for every double letter, or letter composed of two pieces of paper, double those rates; and for every triple letter, or letter composed of three pieces of paper, triple those rates; and for every packet composed of four or more pieces of paper, or one or more other articles, and weighing one ounce avoirdupois, quadruple those rates; and in that proportion for all greater weights: *Provided,* That no packet of letters, conveyed by the water mails, shall be charged with more than quadruple postage, unless the same shall contain more than four distinct letters. No postmaster shall receive, to be conveyed by the mail, any packet which shall weigh more than three pounds; and the postage marked on any letter or packet, and charged in the post bill which may accompany the same, shall be conclusive evidence in favor of the postmaster who delivers the same, of the lawful postage thereon; unless such letter or packet shall be opened in the presence of the postmaster or his clerk. Every four folio pages, or eight quarto pages, or sixteen octavo, or twenty-four duodecimo pages, or pages of less size than that of a pamphlet or magazine, whatever be the size of the paper of which it is formed, shall be considered a sheet, and the surplus pages of any pamphlet or magazine, shall also be considered a sheet; and the journals of the Legislatures of the several States, not being bound, shall be liable to the same postage as pamphlets.

*Pamphlets Magazines and Legislative Journals.*

*Memorandum on a newspaper.*

Any memorandum, which shall be written on a newspaper, or other printed paper, pamphlet or magazine, and transmitted by mail, shall be charged with letter postage: *Provided,* The publisher of a newspa-



per may send a printed or written notice to a subscriber, stating the amount due on his subscription; which notice shall be attached to the margin of the newspaper, and the postmaster who delivers the paper shall charge for such notice the same postage as for a newspaper.

SEC. 14. *And be it further enacted,* That the Postmaster General be, and he is hereby, authorized to allow to each postmaster, such commission on the postages by him collected, as shall be adequate to his services and expenses: *Provided,* That his commission shall not exceed the following several rates on the amount received in one quarter, viz:

*Postmasters' commissions on letter postage:*

On a sum not exceeding one hundred dollars, thirty per cent.:

On any sum over and above the first hundred dollars, and not exceeding four hundred dollars, twenty-five per cent.:

On any sum over and above the first four hundred, and not exceeding two thousand four hundred dollars, twenty per cent.:

On any sum over and above the first two thousand four hundred dollars, eight per cent.:

Except to the postmasters who may be employed in receiving and despatching foreign mails, whose compensation may be augmented, not exceeding twenty-five dollars in one quarter; and excepting to the postmasters at offices where the mail is regularly to arrive between the hours of nine o'clock at night and five o'clock in the morning, whose commission on the first hundred dollars, collected in one quarter, may be increased to a sum not exceeding fifty per cent. The Postmaster General may allow to the postmasters, respectively, a commission of fifty per cent. on the moneys arising from the postage of newspapers, magazines, and pamphlets; and to the postmasters, whose compensation shall not exceed five hundred dollars in one quarter, two cents for every free letter, delivered out of the office, excepting such as are for the postmaster himself; and each postmaster, who shall be required to keep a register of the arrival and departure of the mails, shall be allowed ten cents for each monthly return which he makes thereof to the General Post-office.

*Who rise at night:*

*On newspaper postage.*

*On free letters:*

*Mail Register.*

The Postmaster General may allow to the postmaster

at New Orleans, at the rate of eight hundred dollars a year in addition to his ordinary commissions. The Postmaster General is hereby authorized to allow to the postmaster of the city of Washington, in addition to the allowance made by this act, for postage collected and for free letters received by him for delivery, a commission of five per cent. on the amount of mails distributed at his office: *Provided, nevertheless, That* the whole annual emolument of the said postmaster, including the extra compensation of eight hundred dollars which is hereby allowed him, shall be subject to the restrictions imposed by the forty-first section of this act.

*Proviso.*

*Ship Let-  
ters.* SEC. 15. *And be it further enacted,* That every letter or packet, brought into the United States, or carried from one port therein to another, in any private ship or vessel, shall be charged with six cents, if delivered at the post office where the same shall arrive; and if destined to be conveyed, by post, to any place, with two cents added to the ordinary rates of postage.

*Illegal  
rates of  
postage, or  
rewards.* SEC. 16. *And be it further enacted,* That, if any postmaster, or other person, authorized by the Postmaster General to receive the postage of letters, shall fraudulently demand, or receive any rate of postage or gratuity, or reward, other than is provided by this act, for the postage of letters, or packets, on conviction thereof, he shall forfeit, for every such offence, one hundred dollars.

*Masters of  
vessels to  
deposit let-  
ters.* SEC. 17. *And be further enacted,* That no ship or vessel, arriving at any port within the United States where a post-office is established, shall be permitted to report, make entry, or break bulk, until the master or commander shall have delivered to the postmaster all letters directed to any person or persons within the United States, or the territories thereof, which, under his care, or within his power, shall be brought in such ship or vessel, except such as are directed to the owner or consignee of the ship or vessel. And it shall be the duty of the collector, or other officer of the port empowered to receive entries of ships or vessels, to require, from every master or commander of such ship or vessel, an oath or affirmation, purporting that he has delivered all such letters, except as aforesaid; and if any commander or master of any such ship or vessel

shall break bulk before he shall have complied with the requirements of this act, every such offender shall on conviction thereof, forfeit, for every such offence, a sum not exceeding one hundred dollars.

SEC. 18. *And be it further enacted,* That the postmaster to whom such letters may be delivered, shall pay the master or commander, or other person delivering the same, except the commanders of foreign packets, two cents for each letter or packet; and shall obtain from the person delivering the same, a certificate, specifying the number of letters and packets, with the name of the ship or vessel, and the place from whence she last sailed; which certificate, together with a receipt for the money, shall be, with his quarterly accounts, transmitted to the Postmaster General, who shall credit him with the amount.

*Two cents  
for each.*

SEC. 19. *And be it further enacted,* That no stage or other vehicle, which regularly performs trips on a post-road, or on a road parallel to it, shall convey letters; nor shall any packet boat or other vessel, which regularly plies on a water declared to be a post-road, except such as relate to some part of the cargo. For the violation of this provision, the owner of the carriage, or other vehicle, or vessel, shall incur the penalty of fifty dollars. And the person who has charge of such carriage or other vehicle, or vessel, may be prosecuted under this section, and the property in his charge may be levied on and sold, in satisfaction of the penalty, and costs of suit: *Provided,* That it shall be lawful for any one to send letters by special messenger.

*No letters  
to be carried  
on post-  
routes, either  
by land  
or water:*

*Penalty.*

SEC. 20. *And be it further enacted,* That the deputy postmasters, and other agents of the Postmaster General, shall duly account, and answer to him for all way letters which shall come to their hands; and for this purpose, the post riders, and other carriers of the mail, receiving any way letter or letters, (and it shall be their duty to receive them, if presented more than one mile from a post-office) shall deliver the same, together with the postage, if paid, at the first post-office to which they shall afterwards arrive; where the postmaster shall duly enter the same, and specify the number and rate or rates, in the post bill, adding to the rate of each way letter, one cent, which shall be paid by the postmaster to the mail carrier from whom such way letters shall be received

*Way letters:*

*One cent  
for each.*

SEC. 21. *And be it further enacted,* That if any person employed in any of the departments of the Post-office establishment, shall unlawfully detain, delay, or open, any letter, packet, bag, or mail of letters, with which he shall be entrusted, or which shall have come to his possession, and which are intended to be conveyed by post; or, if any such person shall secrete, embezzle, or destroy, any letter or packet entrusted to such person as aforesaid, and which shall not contain any security for, or assurance relating to money, as hereinafter described, every such offender, being thereof duly convicted, shall, for every such offence, be fined, not exceeding three hundred dollars, or imprisoned, not exceeding six months, or both, according to the circumstances and aggravations of the offence. And if any person, employed as aforesaid, shall secrete, embezzle, or destroy, any letter, packet, bag, or mail of letters, with which he or she shall be entrusted, or which shall have come to his or her possession, and are intended to be conveyed by post, containing any bank note or bank post bill, bill of exchange, warrant of the Treasury of the United States, note of assignment of stock in the funds, letters of attorney for receiving annuities or dividends, or for selling stock in the funds, or receiving the interest thereof, or any letter of credit, or note for, or relating to, payment of moneys, or any bond, or warrant, draft, bill, or promisory note, covenant, contract, or agreement, whatsoever, for, or relating to, the payment of money, or the delivery of any article of value, or the performance of any act, matter, or thing, or any receipt, release, acquittance, or discharge of, or from, any debt, covenant, or demand, or any part thereof, or any copy of any record of any judgment, or decree, in any court of law, or chancery, or any execution which may have issued thereon, or any copy of any other record, or any other article of value, or any writing representing the same; or if any such person, employed as aforesaid, shall steal, or take, any of the same out of any letter, packet, bag, or mail of letters, that shall come to his or her possession, such person shall, on conviction for any such offence, be imprisoned not less than ten years, nor exceeding twenty-one years; and if any person who shall have taken charge of the mails of

*Detaining,  
delaying,  
opening, or  
destroying,  
any letter  
or packet,  
&c.*

*Penalty.*

*If contain-  
ing money,  
&c.*

*Stealing,  
&c.*

*Penalty to  
those in  
Post office  
employ-  
ment.*

the United States, shall quit or desert the same before such person delivers it into the post-office kept at the termination of the route, or some known mail-carrier, or agent of the General Post-office, authorized to receive the same, every such person, so offending, shall forfeit and pay a sum not exceeding five hundred dollars for every such offence; and if any person concerned in carrying the mail of the United States, shall collect, receive, or carry any letter, or packet, or shall cause or procure the same to be done, contrary to this act, every such offender shall forfeit, and pay, for every such offence, a sum not exceeding fifty dollars.

*Quitting,  
or deserting the  
mail.*

*Penalty.*

*Mail carriers' penalty for carrying letters.*

SEC. 22. *And be it further enacted,* That if any person shall rob any carrier of the mail of the United States, or other person entrusted therewith, of such mail, or of part thereof, such offender or offenders shall, on conviction, be imprisoned not less than five years, nor exceeding ten years; and, if convicted a second time of a like offence, he or they shall suffer death; or, if, in effecting such robbery of the mail, the first time, the offender shall wound the person having custody thereof, or put his life in jeopardy, by the use of dangerous weapons, such offender or offenders shall suffer death. And if any person shall attempt to rob the mail of the United States, by assaulting the person having custody thereof, shooting at him or his horse or mule, or threatening him with dangerous weapons, and the robbery is not effected, every such offender, on conviction thereof, shall be punished by imprisonment, not less than two years, nor exceeding ten years. And, if any person shall steal the mail, or shall steal or take from, or out of, any mail, or from, or out of, any post-office, any letter or packet; or, if any person shall take the mail, or any letter or packet therefrom, or from any post-office, whether with or without the consent of the person having custody thereof, and shall open, embezzle, or destroy, any such mail, letter, or packet, the same containing any article of value, or evidence of any debt, due, demand, right or claim, or any release, receipt, acquittance, or discharge, or any other article, paper, or thing, mentioned and describe in the twenty-first section of this act; or, if any person shall, by fraud or deception, obtain from any person having custody thereof, any mail,

*Robbing  
the Mail.*

*Penalty.*

*Attempting to rob.*

*Stealing  
the mail,  
or from the  
mail, or  
embezzling  
&c.*

*Penalty.*

*Opening,  
prying in-  
to, or de-  
stroying  
letters:*

*Penalty.*

*Cutting or  
destroying  
mail-bags  
or port-  
manteaus.*

*Loosening  
any strap,  
or lock, &c.*

*Penalty.*

*nor*

*Aiders and  
abettors.*

letter or packet, containing any article of value, or evidence thereof, or either of the writings referred to, or next abovementioned, such offender or offenders, on conviction thereof, shall be imprisoned, not less than two, nor exceeding ten years. And, if any person shall take any letter or packet, not containing any article of value, nor evidence thereof, out of a post-office, or shall open any letter, or packet, which shall have been in a post-office, or in custody of a mail carrier, before it shall have been delivered to the person to whom it is directed, with a design to obstruct the correspondence, to pry into another's business, or secrets; or shall secrete, embezzle, or destroy, any such mail, letter, or packet, such offender, upon conviction, shall pay, for every such offence, a sum not exceeding five hundred dollars, and be imprisoned, not exceeding twelve months.

SEC. 23. *And be it further enacted,* That, if any person shall rip, cut, tear, burn, or otherwise injure, any valise, portmanteau, or other bag, used, or designed to be used, by any person acting under the authority of the Postmaster General, or any person in whom his powers are vested, in a conveyance of any mail, letter, packet or newspaper, or pamphlet, or shall draw or break any staple, or loosen any part of any lock, chain, or strap, attached to, or belonging to any such valise, portmanteau, or bag, with an intent to rob, or steal any mail, letter, packet, newspaper, or pamphlet, or to render either of the same insecure, every such offender, upon conviction, shall, for every such offence, pay a sum not less than one hundred dollars, nor exceeding five hundred dollars, or be imprisoned, not less than one year, ~~and~~ exceeding three years, at the discretion of the court before whom such conviction is had.

SEC. 24. *And be it further enacted,* That every person, who, from and after the passage of this act, shall procure, and advise, or assist, in the doing or perpetration of any of the acts or crimes by this act forbidden, shall be subject to the same penalties and punishments as the persons are subject to, who shall actually do or perpetrate any of the said acts or crimes, according to the provisions of this act.

SEC. 25. *And be it further enacted,* That every person who shall be imprisoned, by a judgment of

court, under and by virtue of the twenty-first, twenty-second, twenty-third, or twenty-fourth sections of this act, shall be kept at hard labor during the period of such imprisonment.

SEC. 26. *And be it further enacted,* That the postmasters shall, respectively, publish, at the expiration of every three months, or oftener, when the Postmaster General shall so direct, in one of the newspapers published at or nearest the place of his residence, for three successive weeks, a list of all the letters remaining, in their respective offices, or instead thereof, shall make out a number of such lists, and cause them to be posted at such public places in their vicinity, as shall appear to them best adapted for the information of the parties concerned; and at the expiration of the next three months, shall send such of the said letters as then remain on hand, as dead letters, to the General Post-office, where the same shall be opened and inspected; and if any valuable papers or matters of consequence, shall be found therein, it shall be the duty of the Postmaster General to return such letter to the writer thereof, or cause a descriptive list thereof to be inserted in one of the newspapers published at the place most convenient to the supposed residence of the owner, if within the United States; and such letter, and the contents shall be preserved, to be delivered to the person to whom the same shall be addressed, upon payment of the postage, and the expense of publication. And if such letter contain money, the Postmaster General may appropriate it to the use of the department, keeping an account thereof, and the amount shall be paid by the department to the rightful claimant so soon as he shall be found.

*Advertising letters on hand:*

*Dead letters.*

SEC. 27. *And be it further enacted,* That letters and packets to and from the following officers of the United States, shall be received and conveyed by post, free of postage: Each postmaster, provided each of his letters or packets shall not exceed half an ounce in weight: each member of the Senate, and each member and delegate of the House of Representatives of the Congress of the United States; the Secretary of the Senate, and Clerk of the House of Representatives, provided each letter or packet, (except documents printed by the order of either house of Congress) shall

*Free letters*

*Officers entitled to frank.*

*Free Newspapers.*

not exceed two ounces in weight, and during their actual attendance in any session of congress, and sixty days before and after such session; and in case of excess of weight, that excess alone shall be paid for: the President of the United States, Vice President; the Secretaries of State, of the Treasury, of War, of the Navy; Attorney General; Postmaster General, and the Assistants Postmaster General; the Comptrollers of the Treasury, Auditors, Register, Treasurer, and Commissioner of the General Land Office; and such individual who shall have been, or may hereafter be, President of the United States; and each may receive newspapers by post, free of postage: *Provided*, That postmasters shall not receive, free of postage, more than one daily newspaper each, or what is equivalent thereto; nor shall members of the Senate, or of the House of Representatives, the Clerk of the House, or Secretary of the Senate, receive newspapers, free of postage, after their privilege of franking shall cease.

*Persons entitled to frank, not to frank for others: Penalty.*

SEC. 28. *And be it further enacted*, That if any person shall frank any letter or letters, other than those written by himself, or by his order, on the business of his office, he shall, on conviction thereof, pay a fine of ten dollars, and it shall be the especial duty of postmasters to prosecute for said offence: *Provided*, That the Secretary of the Treasury, Secretary of State, Secretary of War, Secretary of the Navy, and Postmaster General, may frank letters or packets on official business, prepared in any other public office, in the absence of the principal thereof. And if any person, having the right to receive his letters free of postage, shall receive, enclosed to him, any letter or packet addressed to a person not having that right, it shall be his duty to return the same to the post-office, marking thereon the place from whence it came, that it may be charged with postage. And if any person shall counterfeit the hand-writing or frank of any person, or cause the same to be done, in order to avoid the payment of postage, each person, so offending, shall pay for every such offence, five hundred dollars.

*Letters enclosed in free letters.*

*Counterfeiting franks.*

*Printers' exchange papers free.*

SEC. 29. *And be it further enacted*, That every printer of newspapers may send one paper to each and every other printer of newspapers within the United States, free of postage, under such regulations as the Postmaster General shall provide.



SEC. 50. *And be it further enacted,* That all newspapers conveyed in the mail, shall be under cover, *Newspapers.* open at one end, and charged with a postage of one cent each, for any distance not more than one hundred miles, and one and a half cents for any greater distance: *Postage:* *Provided,* That the postage of a single newspaper from any one place to another, in the same state, shall not exceed one cent, and the Postmaster General shall require those who receive newspapers by post, to pay always the amount of one quarter's postage in advance; and should the publisher of any newspaper, after being three months previously notified that his paper is not taken out of the office, to which it is sent for delivery, continue to forward such paper in the mail, the postmaster to whose office such paper is sent, may dispose of the same, for the postage, unless the publisher shall pay it. *Paid in advance.* If any person employed in any department of the post-office shall improperly detain, delay, embezzle, or destroy, any newspaper, or shall permit any other person to do the like, or shall open, or permit any other to open, any mail, or packet, of newspapers, not directed to the office where he is employed, such offender shall, on conviction thereof, forfeit a sum not exceeding fifty dollars, for every such offence. *When sold for postage:* And if any other person shall open any mail or packet of newspapers, or shall embezzle or destroy the same, not being directed to such person, or not being authorized to receive or open the same, such offender shall, on conviction thereof, pay a sum not exceeding twenty dollars, for every such offence. *Detaining, embezzling or destroying them:* And if any person shall take, or steal, any packet, bag, or mail of newspapers, from, or out of any post-office, or from any person having custody thereof, such person shall, on conviction, be imprisoned, not exceeding three months, for every such offence, to be kept at hard labor during the period of such imprisonment. *Penalty.* If any person shall enclose or conceal a letter, or other thing, or any memorandum in writing, in a newspaper, pamphlet, or magazine, or in any package of newspapers, pamphlets, or magazine, or make any writing or memorandum thereon, which he shall have delivered into any post-office, or to any person for that purpose, in order that the same may be carried by post, free of *Stealing them:* *Enclosing in them letters, &c. or writing on them:*

*Penalty.* letter postage, he shall forfeit the sum of five dollars for every such offence; and the letter, newspaper, package, memorandum, or other thing, shall not be delivered to the person to whom it is directed, until the amount of single letter postage is paid for each article of which the package is composed. No newspapers shall be received by the postmasters, to be conveyed by post, unless they are sufficiently dried, and enclosed in proper wrappers, on which, besides the direction, shall be noted the number of papers which are enclosed for subscribers, and the number for printers: *Provided*, That the number need not be endorsed, if the publisher shall agree to furnish the postmaster, at the close of each quarter, a certified statement of the number of papers sent in the mail, chargeable with postage.

*To be dried and numbered.*

*Privilege to Mail carriers to carry newspapers:*

*Proviso.*

*Periodical magazines & pamphlets:*

*Postage.*

*Not periodical.*

*Delinquent Postmasters:*

*To be sued.*

The Postmaster General, in any contract he may enter into for the conveyance of the mail, may authorize the person with whom such contract is to be made, to carry newspapers, magazines, and pamphlets, other than those conveyed in the mail: *Provided*, That no preference shall be given to the publisher of one newspaper over that of another, in the same place. When the mode of conveyance, and the size of the mail will admit of it, such magazines and pamphlets as are published periodically, may be transported in the mail, to subscribers, at one and a half cents a sheet, for any distance not exceeding one hundred miles, and two and a half cents, for any greater distance. And such magazines and pamphlets as are not published periodically, if sent in the mail, shall be charged with a postage of four cents on each sheet, for any distance not exceeding one hundred miles, and six cents for any greater distance.

SEC. 31. *And be it further enacted*, That, if any postmaster, or other person authorized to receive the postage of letters and packets, shall neglect or refuse to render his accounts, and pay over to the Postmaster General the balance by him due, at the end of every three months, it shall be the duty of the Postmaster General to cause a suit to be commenced against the person or persons so neglecting or refusing: That all suits, which shall be hereafter commenced, for the recovery of debts or balances due to the General

Post-office, whether they appear by bond or obligations, made in the name of the existing, or any preceding Postmaster General, or otherwise, shall be instituted in the name of the "Postmaster General of the United States." That certified statements, under the seal of the General Post-office, of the accounts of the several postmasters and contractors, after the same shall have been examined and adjusted at that office, shall be admitted as evidence in all suits brought by the Postmaster General for the recovery of balances or debts due from postmasters or contractors; and also certified copies of the quarterly accounts of postmasters; or, if lodged in the treasury, copies, certified by the register, under the seal of his office, shall be admitted as evidence.

*Accounts to be certified under seal.*

SEC. 32. *And be it further enacted,* That, if any postmaster shall neglect to render his accounts for one month after the time, and in the form and manner prescribed by law, and by the Postmaster General's instructions, conformable therewith, he shall forfeit double the value of the postages which shall have arisen at the same office in any equal portion of time previous or subsequent thereto; or, in case no account shall have been rendered at the time of trial of such case, then such sum as the court and jury shall estimate, equivalent thereto, to be recovered by the Postmaster General, in an action of debt, on the bond against the postmaster and his securities, and for which the securities shall be liable.

*Penalty for defaults.*

SEC. 33. *And be it further enacted,* That all pecuniary penalties and forfeitures, incurred under this act, shall be one half for the use of the person or persons informing and prosecuting for the same, and the other half to the use of the United States, and shall be paid over to the Postmaster General, and accounted for by him as other moneys of the department.

*Of fines.*

SEC. 34. *And be it further enacted,* That it shall be lawful for the Postmaster General to make provision, where it may be necessary, for the receipt of all letters and packets intended to be conveyed by any ship or vessel beyond sea, or from any port in the United States to another port therein; and the letters so received shall be formed into a mail, sealed up, and directed to the postmaster of the port to which such ship or ves-

*Mails beyond sea.*

*Postage.*

self shall be bound; and for every letter or packet so received, there shall be paid, at the time of its reception, a postage of one cent, which shall be for the use of the postmasters respectively receiving the same. And the Postmaster General may make arrangements with the postmasters in any foreign country, for the reciprocal receipt and delivery of letters and packets through the post-office.

*Exemption from militia and jury duty.*

SEC. 35. *And be it further enacted,* That the postmasters, postriders, and drivers of the mail stages, shall be exempt from militia duties, and serving on juries, or any fine or penalty for neglect thereof.

*Letter carriers.*

SEC. 36. *And be it further enacted,* That letter carriers shall be employed at such post-offices as the Postmaster General shall direct, for the delivery of letters in the places, respectively, where such post-offices are established; and, for the delivery of each such letter, the letter carrier may receive, of the person to whom the delivery is made, two cents: *Provided,* That no letter shall be delivered to such letter carrier for delivery, addressed to any person who shall have lodged at the post-office a written request that the letter shall be detained in the office. And, for every letter lodged at any post-office, not to be carried by post, but to be delivered at the place where it is so lodged, the postmaster shall receive one cent of the person to whom it shall be delivered.

*Letter-box letters, one cent.*

SEC. 37. *And be it further enacted,* That all causes of action arising under this act, may be sued, and all offenders against this act, may be prosecuted, before the justices of the peace, magistrates, or other judicial courts of the several states, and of the several territories of the United States, they having competent jurisdiction, by the laws of such states or territories, to the trial of claims and demands of as great value, and of the prosecutions, where the punishments are of as great extent; and such justices, magistrates, or judiciary, shall take cognizance thereof, and proceed to judgment and execution, as in other cases.

*State courts' jurisdiction.*

*Judgments first term.*

SEC. 38. *And be it further enacted,* That, in all suits or causes arising under this act, the court shall proceed to trial, and render judgment the first term after such suit shall be commenced: *Provided, always,* That, whenever service of the process shall not have

been made twenty days at least previous to the return day of such term, the defendant shall be entitled to one continuance, if the court, on the statement of such defendant, shall judge it expedient: *Provided also,* That, if the defendant in such suits shall make affidavit that he has a claim against the General Post-office, not allowed by the Postmaster General, although submitted to him conformably to the regulations of the post-office, and shall specify such claim in the affidavit, and that he could not be prepared for the trial at such term, for want of evidence, the court, in such case, being satisfied in those respects, may grant a continuance until the next succeeding term; and the Postmaster General shall be authorized to discharge from imprisonment any person confined in jail, on any judgment in a civil case, obtained in behalf of the department: *Provided,* it be made to appear that the defendant has no property of any description: *And provided,* That such release shall not bar a subsequent execution against the property of the defendant.

*Provisos.**Postmaster General may discharge from prison.**Provisos.*

SEC. 39. *And be it further enacted,* That it shall be the duty of the Postmaster General to report, annually, to Congress, every post road which shall not, after the second year from its establishment, have produced one third of the expense of carrying the mail on the same.

*Post roads not producing one third.*

SEC. 40. *And be it further enacted,* That the Adjutant General of the militia of each state and territory shall have a right to receive, by mail, free of postage, from any major general or brigadier general thereof, and to transmit to said generals, any letter or packet, relating solely to the militia of such state or territory: *Provided, always,* That every such officer, before he delivers any such letter or package for transmission, shall, in his own proper hand writing, on the outside thereof, endorse the nature of the papers enclosed, and thereto subscribe his name and office, and shall previously furnish the postmaster of the office where he shall deposit the same, with a specimen of his signature. And, if any such officer shall frank any letter or package, in which shall be contained any thing relative to any subject, other than of the militia of such state or territory, every offender shall, on conviction of

*Adjutant general of militia's frank.**Provisos.**Penalty.*

every such offence, forfeit and pay a fine of fifty dollars.

*Surplus of Postmasters' emoluments over \$2000, per annum.* SEC. 41. *And be it further enacted,* That, whenever the annual emoluments of any postmaster, after deducting therefrom the necessary expenditures incident to his office, shall amount to more than two thousand dollars, the surplus shall be accounted for, and paid to the Postmaster General, and by him to be accounted for in the same manner as other moneys accruing from the post-office establishment.

*Postmasters, &c. not to be contractors.* SEC. 42. *And be it further enacted,* That no postmaster, assistant postmaster, or clerk, employed in any post-office, shall be a contractor, or concerned in a contract for carrying the mail: *Provided,* that this section shall not interfere with contracts heretofore made.

*Increase of pay of contractors restricted.* SEC. 43. *And be it further enacted,* That no additional allowance shall be made, by the Postmaster General, to the contractor or carrier of any mail, on any route, over or beyond the amount stipulated in the contract entered into for the transportation of the mail on such route, unless additional service shall be required; and then no additional compensation shall be allowed to exceed the exact proportion of the original amount to the additional duties required; and the Postmaster General shall, in all such cases, within thirty days thereafter, transmit to the first comptroller of the treasury an account of such additional services, and the compensation to be allowed therefor.

*Proposers for contracts who do not comply.* SEC. 44. *And be it further enacted,* That any person or persons, who shall hereafter make any proposal in writing, to carry or transport the mail upon any route or routes, which may be advertised to be let, and such person or persons shall be determined by the Postmaster General to be entitled to the contract, by virtue of such proposition, and such person or persons shall fail or refuse to enter into an obligation, with good and sufficient security, to perform such contract within the time required by the Postmaster General, in such advertisement, such person or persons shall forfeit and pay so much money as shall be the difference between the amount contained in such proposal, and the amount the Postmaster General shall have to pay for the same transportation of the

*Forfeit.*

mail on such route or routes ; which sum may be recovered by the Postmaster General in an action on the case.

Sec. 45. *And be it further enacted,* That if any person shall buy, receive, or conceal, or aid in buying, receiving, or concealing, any article mentioned in the twenty-first section of this act, knowing the same to have been stolen or embezzled from the mail of the United States, or out of any post-office, or from any person having the custody of the said mail, or the letters sent or to be sent therein ; or if any person shall be accessory after the fact to any robbery of the carrier of the mail of the United States, or other person entrusted therewith, of such mail, or of part thereof, every person, so offending, shall, on conviction thereof, pay a fine not exceeding two thousand dollars, and be imprisoned and confined to hard labor for any time not exceeding ten years. And such person or persons so offending ~~shall~~ be tried and convicted without the principal offender being first tried, provided such principal offender has fled from justice, or cannot be found to be put on his trial.

*Aiders and abettors of Mail robbers:*

*Penalty.*

*may*

Sec. 46. *And be it further enacted,* That all acts and parts of acts which have been passed for the establishment and regulation of the General Post-office, shall be, and the same are hereby, repealed: *Provided,* That the act, entitled "An act concerning public contracts," approved on the twenty-first of April, one thousand eight hundred and eight, shall not be affected hereby, but shall remain in full force and virtue: *And provided, also,* That nothing herein contained shall be construed to affect, or extend to, any offence committed against the laws, now in force, intended by this act to be repealed ; but the same shall be prosecuted, and determined, and punished, according to the said laws ; nor to affect any existing contract, or debt, or demand, due to or from the Department ; but all such offences, crimes, debts, duties, demands, and contracts, shall be held in force, and adjudged, determined, and executed, according to the present laws in force, as though this act had not passed ; nor shall it affect any appointments to office made under the laws hereby repealed.

*Repeal of former acts:*

*Provisos.*

[APPROVED, *March 3, 1825.*

## AN ACT

## CONCERNING PUBLIC CONTRACTS.

*Members  
of Congress  
not to con-  
tract:*

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That, from and after the passage of this act, no member of congress shall, directly or indirectly, himself, or by any other person whatsoever in trust for him, or for his use or benefit, or on his account, undertake, execute, hold or enjoy, in the whole or in part, any contract or agreement, hereafter to be made or entered into with any officer of the United States, in their behalf, or with any person authorised to make contracts on the part of the United States; and if any member of congress shall, directly or indirectly, himself, or by any other person whatsoever in trust for him, or for his use or benefit, or on his account, enter into, accept of, agree for, undertake or execute, any such contract or agreement, in the whole or in part, every member so offending shall, for every such offence, upon conviction thereof, before any court of the United States, or of the territories thereof, having cognizance of such offence, be adjudged guilty of a high misdemeanor, and shall be fined three thousand dollars; and every such contract or agreement as aforesaid shall, moreover, be absolutely void and of no effect: *Provided, nevertheless,* That in all cases where any sum or sums of money shall have been advanced on the part of the United States, in consideration of any such contract or agreement, the same shall be forthwith repaid; and in case of refusal or delay to repay the same, when demanded, by the proper officer of the department under whose authority such contract or agreement shall have been made or entered into, every person so refusing or delaying, together with his surety or sureties, shall be forthwith prosecuted at law for the recovery of any such sum or sums of money advanced as aforesaid.

*Penalty.*

*Exception.*

SEC. 2. *And be it further enacted,* That nothing herein contained shall extend, or be construed to extend, to any contract or agreement, made, or entered into, or accepted by any incorporated company, where such contract or agreement shall be made for the general



benefit of such incorporation or company ; nor to the purchase or sale of bills of exchange, or other property, by any member of congress, where the same shall be ready for delivery, and for which payment shall be made at the time of making or entering into the contract or agreement.

Sec. 3. *And be it further enacted,* That in every such contract or agreement, to be made, or entered into, or accepted, as aforesaid, there shall be inserted an express condition that no member of congress shall be admitted to any share or part of such contract or agreement, or to any benefit to arise thereupon.

*Condition to be inserted in public contracts.*

Sec. 4. *And be it further enacted,* That if any officer of the United States, on behalf of the United States, shall directly or indirectly, make or enter into any contract, bargain or agreement, in writing or otherwise, other than such as are herein excepted, with any member of congress, such officer so offending, on conviction thereof before any court having jurisdiction thereof, shall be deemed and taken to be guilty of a high misdemeanor, and be fined in a sum of three thousand dollars.

*Penalty on any officer who shall contract with a member.*

Sec. 5. *And be it further enacted,* That from and after the passing of this act, it shall be the duty of the secretary of the treasury, secretary of war, secretary of the navy, and the post master general, annually, to lay before congress a statement of all the contracts which have been made in their respective departments, during the year preceding such report, exhibiting in such statement the name of the contractor, the article or thing contracted for, the place where the article was to be delivered, or the thing performed, the sum to be paid for its performance or delivery, the date and duration of the contract.

*Heads of Departments to report all contracts to Congress.*

[APPROVED, *April 21, 1808.*

## AN ACT

### AUTHORIZING THE TRANSMISSION OF CERTAIN DOCUMENTS FREE OF POSTAGE.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the Members of Congress, the Delegates from *Certain*

*Documents  
may be  
franked by  
members of  
Congress  
and others.*

Territories, the Secretary of the Senate, and the Clerk of the House of Representatives, be, and they are hereby, authorized to transmit, free of postage, to any post-office within the United States, or the Territories thereof, any documents which have been, or may be, printed by order of either House.

[APPROVED, 19 *December*, 1821.]

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## AN ACT

### TO DISCONTINUE CERTAIN POST-ROADS AND TO ESTABLISH OTHERS.

*Certain  
waters de-  
clared post  
roads.*

Sec. 3. *And be it further enacted*, That all waters on which steam-boats regularly pass from to port, shall be considered and established as post roads, subject to the provisions contained in the several acts regulating the post-office establishment.

[APPROVED, 3 *March*, 1823.]

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## AN ACT

### TO ESTABLISH CERTAIN POST ROADS AND TO DISCONTINUE OTHERS.

*Certain  
post routes  
to be dis-  
continued.*

Sec. 2. *And be it further enacted*, That all post routes which hereafter, within the term of three successive years, fail to yield one fourth of the expense incident to its establishment, shall be discontinued by the Postmaster General, unless in cases where it may be necessary as a connection or continuance of a route or routes: *Provided, also*, That this section shall not be so construed as to deprive the seat of justice, in each county, of one mail going to and from said town.

[APPROVED, 3 *March*, 1825.]

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## AN ACT

### AMENDATORY OF THE ACT REGULATING THE POST-OFFICE DEPARTMENT.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled*, That the Postmaster General be

*Commis-*

authorized to allow to the postmasters at the several distributing offices, a commission, not to exceed five per cent. on the amount of postage on letters and packets received for distribution. The allowance to commence on the third of March, eighteen hundred and twenty-five: *Provided*, That, if the number of mails received at, and despatched from, any such office, is not increased by the distributing system, then no allowance shall be made therefor, except where special provision is made.

*Proviso.*  
*Allowance to postmasters at distributing offices.*

Sec. 2. *And be it further enacted*, That the Postmaster General be authorized to allow to each postmaster, one cent for every letter received from any ship or vessel, and mailed by him, *Provided*, his usual commission, together with the allowance aforesaid, shall not exceed the sum of two hundred dollars a year. And the letter carriers employed at post-offices, shall be authorized to receive for each newspaper delivered by them, an half cent, and no more.

*Allowance for ship letters received and mailed.*

*Letter carriers.*

Sec. 3. *And be it further enacted*, That no person, other than the Postmaster General, or his authorized agents, shall set up any foot or horse post, for the conveyance of letters and packets, upon any post road, which is, or may be established as such by law. And every person who shall offend herein, shall incur a penalty of not exceeding fifty dollars, for each letter or packet so carried.

*No private foot or horse post to be set up.*

Sec. 4. *And be it further enacted*, That the Commissioners of the Navy Board, the Adjutant General, Commissary General, Inspectors General, Quartermaster General, Paymaster General, the Secretary of the Senate, Clerk of the House of Representatives, and Superintendent of the Patent Office, be authorized to frank, and to receive letters and packets by post, free of postage, and that no other persons or officers, excepting those enumerated herein, and in the act "to reduce into one the several acts establishing and regulating the Post Office Department," passed on the third of March, eighteen hundred and twenty-five, shall be authorized to frank or to receive letters through the mail free of postage.

*Franking privilege given to certain officers.*

Sec. 5. *And be it further enacted*, That one or more pieces of paper, mailed as a letter, and weighing one ounce, shall be charged with quadruple postage, and

*Rules for charging letter postage.*

*Rules for charging pamphlet postage.*

at the same rate, should the weight be greater; and quadruple postage shall be charged on all packets containing four pieces of paper. Every printed pamphlet or magazine which contains more than twenty-four pages on a royal sheet, or any sheet of less dimensions, shall be charged by the sheet, and small pamphlets printed on a half or quarter sheet of royal, or less size, shall be charged with half the amount of postage charged on a full sheet; and there shall be printed or written, on one of the outer pages of all pamphlets and magazines, to be sent by mail, the number of sheets they contain; and if such number shall not be truly stated, double postage shall be charged.

*No postmaster or assistant postmaster to act as agent for lottery offices.*

Sec. 6. *And be it further enacted,* That no postmaster or assistant postmaster, shall act as agent for lottery offices, or under any color of purchase, or otherwise, vend lottery tickets; nor shall any postmaster receive free of postage, or frank lottery schemes, circulars, or tickets. For a violation of this provision, the person offending shall suffer a penalty of fifty dollars.

[APPROVED, 2 March, 1827.]

## RESOLUTION

**AUTHORIZING THE SPEAKER OF THE HOUSE OF REPRESENTATIVES TO FRANK LETTERS AND PACKAGES.**

*Speaker entitled to frank.*

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,* That the Speaker of the House of Representatives of the United States be, and he is hereby, authorized to frank and to receive letters and packages by mail, free of postage.

[APPROVED, 3 April, 1828.]

## RESOLUTION

**IN RELATION TO CHARLES CARROLL, OF CARROLLTON.**

*Chas. Carroll entitled to frank.*

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,* That Charles Carroll, of Carrollton, the only surviving signer of the Declaration of Independence, be, and he

is hereby authorized to receive and transmit letters and packages by the mail free of postage.

[APPROVED, 23 May, 1828.]

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## AN ACT

TO PROVIDE FOR THE APPOINTMENT OF A SOLICITOR OF THE TREASURY.

Part of Sec. 11. All letters to and from the Solicitor of the Treasury, relating to the duties and business of his office, shall be transmitted by mail free of postage.

[APPROVED, 29 May, 1830.]

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## RESOLUTION

IN RELATION TO THE TRANSMISSION OF PUBLIC DOCUMENTS PRINTED BY ORDER OF EITHER HOUSE OF CONGRESS.

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,* That nothing contained in the act to reduce into one the several acts establishing and regulating the Post-office Department, approved March third, one thousand eight hundred and twenty-five, shall be construed to repeal or limit the operation of the act authorizing the transmission of certain documents free of postage, approved December nineteenth, one thousand eight hundred and twenty-one.

*Repealing clause of the act of 3 Mar. 1825, limited.*

[APPROVED, 13 January, 1831.]

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## AN ACT

*To provide for the adjustment of the Claims under the Danish Convention.*

Sec. 10. *And be it further enacted,* That all communications to, or from the Secretary of the Board of Commissioners, on the business of the commission, shall pass by mail free of postage.

[APPROVED, 25 February, 1831.]



# INSTRUCTIONS

TO

## POSTMASTERS,

### RELATIVE TO THEIR DUTIES.

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#### CHAPTER I.

##### STEPS TO BE TAKEN ON RECEIVING THE APPOINTMENT.

Section 1. Every person who receives the appointment of Postmaster, will take and subscribe, before a Magistrate, the following oaths, viz:

“I do swear (or affirm, as the case may be,) that I will faithfully perform all the duties required of me, and abstain from every thing forbidden by the laws in relation to the establishment of the Post office, and Post Roads within the United States.

“I do solemnly swear (or affirm, as the case may be,) that I will support the Constitution of the United States.”  
—*Act of 1825, Section 2, Constitution of the United States, Article VI.*

2. These oaths should be certified by the Magistrate, who administers them.

3. The person appointed will then execute the bond forwarded by the Department, and cause it to be executed, in the presence of suitable witnesses, by at least two sureties, the sufficiency of each of whom for the payment of the sum inserted in the bond, must be certified by some Judge, or other Magistrate.  
*Act of 1825, Sec. 3.*

4. The oaths and bond, with the accompanying certificates, are then to be placed in the mail, in one packet, addressed—  
“Post Office Department, Washington, D. C.”

5. On taking charge of the office, you will make an inventory of the desks, cases, mail bags, locks, keys, stationery, and all other articles of public property appertaining thereto; of the in-

structions, orders and circulars received from the Department; and of all letters, packets, newspapers and other mail matter which you find in the office, stating the aggregate amount of the postage on the unpaid letters:—Give a receipt for all the articles in the inventory to your predecessor in office, and forward a duplicate of it, and of the inventory to the Department.

## CHAPTER II.

### CHARGE OF THE OFFICE.

Sect. 6. Your office of Postmaster is one of much trust and responsibility, and your appointment proceeded from a confidence reposed in you personally by the Postmaster General. Therefore, you cannot be permitted to transfer the entire charge of your office, and the performance of all its duties to another; thus creating a sinecure, and virtually substituting in your stead as Postmaster, a person unknown to the Department.

7. It follows, also, that though you may have one or more assistants, you are required to have, in person, a general superintendence of your office; since without it, the guaranty afforded to the Department, by the reputation and character which induced your appointment, that the office would be well conducted, is lost.

8. The duties of your office must be performed only by yourself personally, or by a sworn Assistant or Assistants, whom you may employ to aid you, when necessary; for the care and attention of every one of whom, you will be yourself responsible to the Department.

9. Every Assistant before he is permitted to have any agency in the business of the office, must take and subscribe the oaths set forth in the preceding chapter, which must be certified by a magistrate, and forwarded to the Department.—*Act of 1825, Sec. 2.*

10. You will suffer no person whatever, except your duly sworn Assistants, to have access to the letters, newspapers and packets in your office, or whatever constitutes a part of the mail.

11. Mails may be opened and made up in the view of persons not authorized to handle them, but never within their reach: while discharging these duties, therefore, you will, if a room be appropriated to the use of your office, exclude from it all persons except your Assistants regularly employed and sworn.

12. For the safe keeping of letters and packets at Post Offices, where the business is not so extensive as to require the appropriation of a room to that use, a plain desk of cheap wood should be



procured, at the expense of the Department, with a good lock and key.—*Chapter xxvi, Art. 19.*

13. You will keep your office open for the despatch of business, every day except Sunday, during the usual hours of business of the place; and attend in person or by your Assistant, at such other hours as may be necessary to receive and despatch mails.—*Act of 1825, Sec. 11.*

14. When the mail arrives on Sunday, you will keep your office open for one hour or more, if the public convenience require it, after the arrival and assortment thereof, unless it be during the time of public worship, in which case, you will keep the office open for one hour or more, if necessary, after the same has ceased.

15. It is expected that a disposition to accommodate, (which you will cherish on all occasions,) will prompt you to search for, and deliver a letter on the application of a person, who cannot call in the usual office hours.

16. In case of resignation, you will continue in charge of your office, either personally or by an Assistant, until you are relieved from it, by the appointment of a successor, or the discontinuance of the office.

17. If from any cause a post office ceases to operate, the nearest Postmaster on the same route, will report the fact to the Department, and open the mails addressed to such office, deliver the letters and papers to the persons entitled to them, and account for the postage.

18. No Postmaster can change the name of his office, without the order of the Department.

19. In all communications to the Department, every Postmaster should embrace in the date; the name of his Post Office, County, (District or Parish,) and State.

### CHAPTER III.

#### WHAT MAY BE ADMITTED INTO THE MAIL.

SEC. 20. The Mails were established for the transmission of intelligence: The articles, therefore, proper to be sent in them, are letters, newspapers, and pamphlets.

21. You will exclude from the mail, packets of every description, weighing more than three pounds. *Act of 1825, Sec. 13.*

22. You will exclude all articles that would hazard the security of the mails, or expose them to be worn or defaced;—such as models of inventions, and other things of wood, metal, mineral or glass.

### CHAPTER IV.

#### RATING AND MARKING OF LETTERS.

SEC. 23. Letters received to be sent by mail, should be carefully marked with the name of the Post Office at which they are

received, and the initial of the name of the State or Territory, the day of the month on which they are forwarded in the mail, and the rate of postage chargeable on them; or if they be free, with the word *Free*. The name, date, and *Free*, may be either written or stamped on them.

24. At offices where there is much business, the work of rating and marking should be performed as fast as the letters are received, and not left until the time of closing the mail, when, in the hurry of business, many errors might be committed.

## CHAPTER V.

### POSTAGES.

Sec. 25. The law fixes three classes of postage, viz: Postage. 1st. on Letters; 2d, on Newspapers, 3d on Pamphlets. There are two rates of pamphlet postage, the first chargeable on pamphlets that are periodical, the second on those that are not.

26. In determining the rate of postage on any article, you will always bear in mind, that every thing sent in the mail, which is not either a newspaper, pamphlet or magazine, or classed with these articles by the Department, [as in sections 31, 32, and 33,] is subject to letter postage. *Act of 1825, Sec. 13.*

27. Newspaper postage is to be charged upon newspapers, extra newspapers, supplements to newspapers, and the printed or written notices sent by the publishers of newspapers to their subscribers, attached to the margin of the newspaper, stating the amount due for subscription. *Act of 1825, Sec. 13.*

28. A newspaper is a printed sheet, containing current intelligence, issued in numbers at regular intervals. An extra newspaper is a sheet published by the printer of a newspaper, between the regular periods of publishing his paper, and sent to his subscribers, to give them early intelligence of events. A supplement is an additional sheet, issued with a newspaper, for the publication of matter that cannot be comprised in the paper.

29. The subjects of pamphlet postage are pamphlets, magazines and such other articles as are enumerated in the succeeding sections.

30. A pamphlet is a small unbound printed book. A magazine is a pamphlet published periodically in numbers, containing articles on science, literature, politics, news, &c.

31. You will charge periodical pamphlet postage on magazines, Journals of Congress, Journals of the Legislatures of the several States being unbound (*Act of 1825, Sec. 13,*) Session Acts of Congress and of State Legislatures, Documents printed by order of either House of Congress or of either House of a State Legislature, including Reports of Committees and Executive Messages, Almanacs, College Catalogues, and Annual Reports or Minutes of Societies.

32. Books, as distinct from pamphlets, are not mentioned in the law, but as they are not likely to be sent by mail, unless through mistake, they may be rated by the sheet, with the postage on pamphlets not periodical. *See Sec. 22.*

33. *Corrected proof sheets* are to be charged with the same postage, in case the corrections be those only of typographical errors: but if new matter be introduced by the corrections, the sheets are subject to letter postage.

34. Letter postage is also to be charged on all handbills, printed or written, proposals for new publications, circulars written or printed, lottery bills and advertisements, blank forms, and manuscript copy for publication, and upon any memorandum which shall be written on any newspaper, pamphlet or magazine, except it be a notice from a printer of a newspaper to a subscriber, stating the amount due for his subscription. *Act of 1825, Sec. 13.*

35. You will charge letter postage on all packets that are closely enveloped and sealed, so that what they contain cannot be known.

#### *Postage on Letters.*

36. The following are the rates of Postage on single letters, viz:

6 cents,	if conveyed not exceeding 30 miles
10	if over 30 and not exceeding 80
12 $\frac{1}{2}$	“ 80 “ 150
18 $\frac{3}{4}$	“ 150 “ 400
25	“ 400.

37. Letters composed of two pieces of paper, are to be charged with double postage; three pieces, with triple; and four pieces, with quadruple postage. *Act of 1825, Sec. 13.*

38. Letters and packets composed of more than four pieces of paper or other articles, are not to be charged with more than quadruple postage, unless they weigh more than an ounce, in which case postage is to be charged by weight.

39. Letters and packets, composed of one or more pieces of paper or other articles, and weighing one ounce avoirdupois, are to be charged with quadruple postage, and in that proportion for all greater weight. *Act of 1827, Sec. 5.*

40. Less than one fourth of an ounce need not be noticed when the letter or packet weighs more than an ounce. Thus a packet weighing 1 $\frac{1}{2}$  of an ounce should be rated with quadruple postage only.

41. It may sometimes be difficult to ascertain whether a letter be single, double or triple; but after a little experience, you will generally be able to decide by the feeling.

42. Attaching two pieces of paper together by wafers or otherwise, will not make them one as to the charge of postage.

43. But you will not charge postage upon a seal affixed to a piece of paper, nor upon the paper constituting the face of such seal.

44. The distance according to which postage is chargeable, is that on the post-road from one office to another, upon which the mail is conveyed, and not that on the shortest way by which a traveller could pass.

45. The distances stated in the list of post offices may be regarded by you, except in a case where you know them to be incorrect, when the *actual* distance will be your guide.

46. When letters may be sent by several routes from your office to another, you will rate the postage on them according to the distance on the shortest of the routes, if they are conveyed on that route, or if the mail goes most frequently upon it: But if the mail is carried more frequently, certainly and expeditiously upon a longer route, *and the letters are sent on such route*, you will be governed by the distance thereon.

47. Some roads form a circuit; that is, the mail starts from one office, and, after passing by several offices, arrives at the place from which it departed, without returning by the same route. In this case, the postage is to be rated according to the shortest distance on the post road between the two offices.

#### *Postage on Newspapers.*

48. Newspapers carried not over 100 miles, or any distance within the State in which they are mailed, are to be charged with a postage of one cent each.

49. If carried over 100 miles, and out of the State in which they are mailed, they are to be charged with one and a half cents each. *Act of 1825, Sec. 30.*

50. This postage is chargeable by the *newspaper*, not by the *sheet*: Hence, if two newspapers be printed on one sheet, as has been done, full postage is to be charged on each: nor is the postage to be abated on a newspaper printed on less than a whole sheet.

#### *Postage on Pamphlets and Magazines.*

51. Periodical pamphlets and magazines carried in the mail, are subject to the following rates of postage, viz :

Carried not over 100 miles per sheet— $1\frac{1}{2}$  cents.

Do. over 100 miles do.  $2\frac{1}{2}$  cents. *Act of 1825, Sec. 30.*

52. Pamphlets and magazines that are not published periodically, are to be charged for 100 miles or less, 4 cents on each sheet, over 100 miles, 6 cents. *Act of 1825, Sec. 30.*

53. As paper of any size may be folded in the *folio*, *quarto*, *octavo*, or *duodecimo* form, you will consider four *folio* pages, eight *quarto* pages, sixteen *octavo* pages, or twenty four *duodecimo* pages, *whatever be the size of the paper*, as constituting a sheet. *Act of 1825, Sec. 13.*

54. If more than twenty four pages be printed on paper, of a size larger than *royal*, still twenty four pages are to be taken as a sheet. *Act of 1825, Sec. 13.*

55. But if more than twenty four pages be printed on paper, of a size not greater than *royal*, the sheet is not to be limited to twenty four pages, but be taken to embrace every page on the paper. *Act of 1827, Sec. 5.*

56. The surplus pages of any pamphlet or magazine are to be considered a sheet. *Act of 1825, Sec. 13.*

57. Pamphlets printed on less than a whole sheet of paper, of a size larger than *royal* are to be charged with the postage on a full sheet.

58. But if they be printed on the half, or the fourth of a sheet of paper, not greater than *royal*, they are to be charged with half the postage on a full sheet. *Act of 1827, Sec. 5.*

59. Publishers of pamphlets and magazines frequently attach to them one or more printed pages, containing advertisements of new publications, &c. &c. Such pages are to be rated with postage according to the rules herein laid down.

60. The cover of a pamphlet or magazine is not to be rated with postage, unless the matter printed on it be a part of the body of the work, or unless it be used as a vehicle for general advertising.

61. Engravings published in pamphlets or magazines are, in respect to postage, to be regarded as the other leaves of the publication, when they are of the same size: But if the engraving occupy a whole sheet, it is to be rated as one sheet.

#### *Collection of Postage.*

62. You will receive nothing but specie, or its equivalent, for postage.

63. You are not authorized in any case to give credit for postage.

64. If you have given such credit in any instance, you cannot detain a letter addressed to the person credited, which is free, or paid, or on which the postage is tendered by him, until he pays you the amount credited.

65. Neither can you, when there are several letters in your office, addressed to the same person, refuse to deliver him any of them, unless he will pay you the postage on all.

66. At the beginning of every Post Office quarter, you will require the subscribers, and others who receive newspapers regularly through your office, to pay the quarter's postage thereon in advance: And without such payment, you will not deliver them any papers, even though they tender you the postage on them singly. *Act of 1825, Sec. 30.*

67. If a newspaper begin to arrive at your office, in the course of the Post Office quarter, you will demand the postage in advance, of the subscriber, up to the end of that quarter.

68. At the end of a quarter, you may refund the postage on so many of the newspapers, as have not arrived at your office during the quarter.

69. The postage on newspapers, that come occasionally to your office, and on all pamphlets and magazines, is to be paid on each as they are delivered.

## CHAPTER VI.

### PAID LETTERS, NEWSPAPERS AND PAMPHLETS.

SEC. 70. You will permit any person who desires it, to pay the postage on any letter, newspaper or pamphlet, which he deposits with you to be sent by mail; marking upon it the rate of postage, and against the rate, the word "Paid," at full length. Such paid letters are to be entered in the post bill, and when the mail is made up, in the proper column in the *Account of mails sent*.—*See form No. 2.*

71. The postage on the paid newspapers and pamphlets, is to be placed at the foot of your *Account of newspapers and pamphlets received*.—*See the form of that account annexed.*

72. If the writer of a paid letter wishes the Postmaster at the nearest office to forward the letter by a private opportunity, to a place where there is no Post Office, it is to be duly forwarded in that manner, when a proper opportunity occurs.

## CHAPTER VII.

### RETURN OF LETTERS.

SEC. 73. To prevent fraudulent practices, you will be especially careful not to return any letter put into your office for transmission by mail, unless it be to the *writer* thereof, or to some one presenting *his* written order.

74. And to enable you to know that the person applying, or sending his order for the return of a letter is the writer, you may require him, or his messenger, to exhibit to you the same superscription and seal that are upon the letter. And if you are satisfied that the hand-writing and seal are the same as those upon the letter, you will return it; taking a receipt, and preserving it with the paper containing the superscription, and the order, if one were sent.

75. A letter bearing the frank of an individual may be returned to him, or his order.

## CHAPTER VIII.

### MAKING UP THE MAIL.

SEC. 76. The great mails are to be closed at all distributing offices one hour before the time fixed for their departure; and all other mails at those offices, and all mails at all other offices, half an hour before that time, unless the time of departure is between 9 o'clock P. M. and 5 A. M., in which case the mail is to be closed at 9 P. M.—*Act of 1825, Sec. 11.*

77. You will carefully assort the letters to be mailed, and if yours be not a distributing office, you will put those for each post office in your State in a separate parcel, and those addressed to places out of your State, in four parcels, if there be occasion; that is, all that are to pass from your office, to the States Northward of you in one parcel; and in like manner, such as are to pass from your office to States Southward, Eastward, or Westward.

78. There are some post offices so situated, that they will have to make up but one mail for all letters addressed to offices out of the State. Some others will make up two mails of such letters; and others three, according to their situation, and the connection of the mails.

79. Where there is a more direct route from your office to an office in another State, than the one through a distributing office, a special mail should be made up for such office.

80. Separate each parcel of letters above mentioned, into such as are *unpaid, paid, ship, steam-boat* and *free letters*.

81. Separate each of these again into such as are single, double, triple, quadruple, &c.

82. Enter their numbers and amounts in that order, under the proper heads in the post bill, to be sent with them, and having written the proper address at the top of the bill, date and sign it. *See form of post bill annexed, No. 1.*

83. Having completed the post bill, enter its contents in the *Account of mails sent*, stating the name of the office (and State if out of your own) to which the mail is sent, or the words *Northern, Eastern, Southern or Western*, as the case may be, if the mail is for distribution. The entries need not be in alphabetical order. *See form annexed, No. 2.*

84. Make up the letters into bundles, and putting the post bill with them, wrap them in a paper of proper strength and tie them with twine. If there are more letters for one office than can be conveniently put into one bundle, they should be made up into two or more bundles, and numbered; the post bill being put into the last number.

85. Superscribe the bundle (now called the mail) with the name of the office to which it is to be sent, if in the State in which your office is, or in any other State, provided the route to it through a distributing office be circuitous; otherwise with one of these words, *Northern, Southern Eastern or Western*, according to the direction in which the mail is to pass from your office, in strong and legible characters. The State should always be marked on packets addressed to offices, and the county, in cases where there are two places of the same name in the State.

86. Every Postmaster, who sends a mail to a distributing office, for distribution, will send in a distinct mail, the letters for delivery at such office, addressed to the office itself.

87. The mails for all the offices to which you have any letters

addressed, being in this manner completed, they are to be put into the linen bag or bags destined to receive them: and these bags being securely tied, are to be put into the proper mail portmanteau, which is to be locked, and delivered to the carrier.

## CHAPTER IX.

### DISTRIBUTING OFFICES.

(See *Table of Post Offices*, p. vii.)

SEC. 88. These offices are established to ensure certainty and regularity in the transmission of letters and packets between remote points, and to this end, besides the usual business of a Post Office, certain peculiar duties are performed in them.

89. The mails addressed *Northern, Southern, Eastern, and Western*, according to instructions in the preceding chapter, are to be stopped at the first distributing office at which they arrive, there opened, and entered in the *Account of mails received for distribution*.

90. The letters received in these mails, together with all others originally placed in the office for transmission, are then to be *distributed*, that is, arranged in parcels for remailing and forwarding in the following manner: The letters addressed to each office in the State or States for which the office distributes, are to be placed in one parcel; and the letters for offices in all other States are to be placed together according to States. A separate mail for delivery, may be made up for the principal commercial cities.

91. A post bill proper for distributing offices, is to be filled according to the directions in the preceding chapter, with the contents of each parcel, and addressed, as the case may be, either to the office or to the State. These post bills are then to be dated, and entered in the *Account of mails sent from the Distributing office*.

92. Besides the mails addressed *Northern, Southern, Eastern and Western* all mails addressed to the State or States for which the office distributes, are to be stopped, entered in the *Account of mails received for distribution*, and distributed.

93. In addition to the *Account of mails received for distribution*, distributing Postmasters will keep an *Account of mails received for delivery* at their respective offices, similar in all respects to the *Account of mails received* at other offices.

94. A Postmaster at a distributing office will not open and distribute a mail, which is addressed to a particular office, though it may pass through his office.

95. If letters be mailed direct to offices, when they should be sent to his office for distribution, he will request the Postmaster from whose office they came, to correct his practice, and if it be not done, report him to the Department. He will in like man-



ner, report to the Department, any Postmaster, who shall send letters to his office for distribution, when they should be mailed direct to the offices to which they are addressed.

96. All letters and packets are to be distributed and remailed before the departure of the mail; and on no account are they to be delayed a single post.

## CHAPTER X.

### RECEIVING AND DESPATCHING MAILS.

SEC. 97. You will always be in readiness, in person or by your Assistant, to receive the mail, when it arrives, and despatch it with all possible expedition.

98. If no special regulation upon the subject has been made in regard to your office, you are allowed seven minutes only, to change the mail.

99. If the mail be carried in a stage, coach or sulky, it will be the duty of the driver to deliver it as near the door of your office, as he can come with his vehicle, but he is not required to leave his horses, neither should he be permitted to throw the mail on the ground.

100. When you open the mail portmanteau, be careful to leave no packets of letters or newspapers addressed to your office in it; and, if your office be at a connecting point of the mails, from which other mails branch, you will carefully examine the packets in the portmanteau, take out all such as are addressed to offices supplied by the branching mails, and give them their proper direction by the earliest conveyance. When this is neglected, it is expected that the *first* Postmaster who discovers it, will return the missent packets, and promptly report the facts to the Department.

101. You will put new wrappers on all damaged packets; and write on each one its original direction.

102. You will never detain a mail beyond the time fixed for its departure, except for the arrival of a pending mail, and in that case it should be despatched in time to connect with other important mails, at the place of arrival.

103. When the mail is to remain but a few minutes at your office, your mail should be made up and ready to put into the portmanteau, before the time it usually arrives.

104. You will stop all packets which you find going in the wrong direction, and put them in the right one.

105. In case of a failure of the mail, you will forward all the packets by the next trip.

106. It is inadmissible to send letters in a canvass bag without a leather bag and lock.

107. Never deliver the mail portmanteau to the carrier without being certain that it is locked.

## CHAPTER XI.

## OPENING THE MAIL.

SEC. 108. Upon the arrival of the mail, open every packet addressed to your office,—[none others are to be opened]—and you will find in each one a bill of the contents, called a *post bill*: compare this bill with the contents, and if they do not agree, note upon the bill the amount of the difference, and whether *undercharged* or *overcharged*.

109. You will then look over the letters thus received, to see if the postages be properly charged or marked on them, and correct the rates on the letters, where you see mistakes, noting the amount corrected on the bill as *under* or *overcharged*.

110. If you observe any letters that are not within your delivery, and are missent to your office, you will put them in the proper place to be forwarded, noting on the bill the amount forwarded, and writing on the letters the words "*missent and forwarded*." They should be forwarded by the first mail.

111. These examinations having been made, you are ready to deliver the letters, newspapers, &c.

112. Having carefully examined the post bills, and found them right, or discovered and corrected their errors, as well in casting up, as in the particulars above mentioned, you will enter their contents in the *Account of mails received*, of which a *form, No. 3*, is annexed, stating the name of the office (and State, if out of your own,) from which each bill came.

113. You will enter the amount of unpaid letters, as it is charged in the bill, whether the charge be correct or erroneous. If erroneous, it falls either under the denomination of *undercharged* or *overcharged*, and by an entry of the sum, *under* or *overcharged*, in the proper column, that error is balanced.

114. All letters received by mail are to be entered in the *Account of mails received*, though no post bill accompany them, and it should be noted on the account that no post bill was received.

115. Letters received by mail, marked "paid," are to be delivered as paid, though they be entered in the bill as unpaid. In such a case you will make the proper correction on the post bill; inform the Postmaster who mailed the letter, of the mistake, and request him to make the necessary correction in his *Account of mails sent*: If the error be repeated, notify the facts to the Department.

## CHAPTER XII.

## WAY LETTERS.

Sec. 116. Way-letters are such letters as a mail carrier receives on his way between two Post Offices. He will deliver

them to the first Post Office at which he arrives. You will inquire of the carrier at what places he received them, and rate them with postage from those places to the offices to which they are directed, writing against the rate the word "*way.*" *Act of 1825. Sec. 20.*

117. If such way-letters are within your delivery, you will note the amount of their postage on one of the bills received by the same post, and when you enter the bills in your *Account of Mails received*, enter also such amount of postage in the column headed *Way-letters*.

118. If any of these way-letters are not for your delivery, their postage is not to be entered in that column, but the letters are to be included in the post-bill, with the other letters for the office to which they are addressed.

119. You will pay the mail carrier one cent for each way-letter which he delivers to you, and add that cent to the ordinary postage on the letter.

120. When you receive a letter for a person residing between your office and the next Post Office, and the mail is carried slowly, or in the night, you may send such letter by the carrier; who will account with you for the postage, and may receive two cents beyond the rate of postage, of the person to whom he delivers the letter, for his trouble.

## CHAPTER XIII.

### BOX LETTERS.

SEC. 121. Box Letters, are such as are placed in a Post Office, to be delivered from it to the persons addressed.

122. On these you may charge and receive one cent each.—*Act of 1825, Sec. 36.*

123. The Law does not mention newspapers and pamphlets, placed in Post Offices, to be delivered without transmission by mail. You are therefore, not bound to receive and deliver them as such: But it is expected that you will be disposed to accommodate individuals in this respect, as far as may be convenient.

## CHAPTER XIV.

### LETTER CARRIERS.

Sec. 124. Letter Carriers are employed at some offices under the orders of the Department. Postmasters at other offices cannot employ them unless specially instructed to do so.

125. Letter Carriers may deliver all letters received, except such as are for persons who have lodged with the Postmaster a written request to retain their letters in the office.

126. They may charge and receive two cents for every letter, and a half cent for every newspaper, delivered by them.—*Act of 1825, Sec. 36. Act of 1827, Sec. 2.*

## CHAPTER XV.

### DELIVERY OF LETTERS.

Sec. 127. The persons entitled to letters received by mail, are those whose names are in the address: You will, therefore, in delivering letters, be governed in all cases by their address.

128. The delivery should be either to the person addressed, or according to his or her order. The order is, in some cases, implied, as where a person is in the habit of receiving his letters through his son, clerk or servant, and of recognising the delivery to them as proper.

129. If a letter appear to be of value, it will be well, in most cases, to require a written order for its delivery to the person calling, if he or she be not the person addressed.

130. A letter addressed to a firm may be delivered to any member of it: So, one addressed to several persons, may be delivered to any one of them.

131. If there be two or more persons of the same name, and a letter addressed to their name, be delivered to the wrong person, you will, if you are fully satisfied that there has been a mistake, instantly reseal the letter in the presence of the person who opened it, and let him write upon it the words, "*opened by me through mistake,*" and sign his name: Then you will refund the postage paid by him, and replace the letter in your office.

## CHAPTER XVI.

### ABATING AND REFUNDING POSTAGE.

Sec. 132. If it be demanded, you will remit the postage charged on letters written by Postmasters in the discharge of their official duty, to individuals; such as letters to publishers of newspapers informing them that their papers are not taken out, &c., which should be franked.

133. But the postage on a private letter cannot be remitted, on the ground that the writer might have franked it.

134. If, after a letter has been delivered by you, an abatement of the postage, which was marked on it, when it was received at your office, be demanded, on the ground of an erroneous estimate of the number of pieces composing it, you will desire the person to open it in your presence. If he shall do so, and you are then satisfied that the letter is not composed of as many pieces as the postage was rated for, you may refund so much as was overcharged: And, if the letter be composed of more pieces than

the postage is rated for, you will demand, and be entitled to receive, the proper additional postage. Unless the letter be opened in your presence, or in that of your Assistant, you will not refund any part of the postage. *Act of 1825. Sec. 13.*

135. But, if the postage which you are asked to refund, was added by you, as an *undercharge*, to the rate marked on the letter, when received in the mail at your office, you may, if you are clearly satisfied that you were mistaken in the number of pieces composing the letter, refund the excess of postage, though the letter was not opened in your presence, or in that of your Assistant.

136. You may likewise, though a letter be not opened in your presence, refund an *overcharge*, caused by an erroneous estimate of the distance on the post road, over which the letter was conveyed.

137. Sometimes packets of newspapers, pamphlets and books, chiefly from abroad, made up in the form of letters, are deposited in a post office, to be sent in the mail. They are to be rated with letter postage according to their weight. When they arrive at the office of delivery, if the party to whom they are addressed, would claim an abatement of the letter postage, he should open them in the presence of the Postmaster: If they contain only the articles above mentioned, they may be delivered upon the payment of the postage legally chargeable upon those articles.—*See Sec. 35.*

138. In all cases other than those stated in the preceding sections, where an abatement of postage on articles sent in the mail is claimed, you will report the facts specially to the Department for its decision.

139. When any abatement of letter postage takes place, it should be speedily noted on the post bill, that came with the overcharged letters.

## CHAPTER XVII.

### LETTERS MISSENT AND TO BE FORWARDED.

SEC. 140. In forwarding letters by mail, you will, in all cases, be governed by the address upon them. If through accident, or mistake, a letter addressed to another office, be sent to yours, you will follow the instruction, in *section 110.*

141. Upon such a *missent* letter, you will charge no new postage for forwarding, but if necessary, you will add so much to the postage first marked on it, as will make the full rate of postage from the place, where it was originally mailed, to the office named in the address.

142. You will forward a letter addressed to, and lying in your office, to any other office, at the request of the writer thereof, if you know him to be such, or of the person addressed: And in

such case, you will add a new postage for forwarding, to the rate already marked on the letter; the whole postage to be paid, when the letter is taken out of the office, to which it is forwarded.

143. Orders to forward letters should be in writing, and filed by you.

144. In every case of a letter forwarded, the amount forwarded should be noted on the bill, with which the letter was received, if it can be found; if not, upon some other post bill; and it should be entered on the proper line of the *Account of mails received*, in the column headed *over charged*, and the word "forwarded" written immediately after it.

## CHAPTER XVIII.

### ADVERTISING LETTERS.

SEC. 145. At the end of every quarter, all letters then on hand, and which have not been already advertised, are to be entered alphabetically in a list, and advertised. If there is a newspaper published near the office, and the editor will insert the advertisement three times, at the rate of two cents for each letter mentioned in the advertisement, it is then to be published in such newspaper. If there is no newspaper that has much circulation in the neighborhood of the office, or if the editor will not advertise the letters for the price abovementioned, then manuscript lists of them are to be made out, and posted at such public places in the town and neighborhood, as shall appear best adapted for the information of the parties concerned. *Act of 1825, Sec. 26.*

146. The newspaper having the most extensive circulation in the vicinity of the office, should have the preference, in publishing this notice, and the printer's receipt must specify the number of letters.

147. The Postmasters at offices, where the net balances average 500 dollars a quarter, will advertise at the end of every month, the letters then on hand, which have not been already advertised.

148. More frequent advertisements are ordered, only in special cases, by the Department.

149. Refused letters are not to be advertised.

## CHAPTER XIX.

### DEAD LETTERS.

SEC. 150. Dead Letters are such as have been advertised, and have remained on hand, for three months or longer, including refused letters. At the end of every quarter, they should be made up into mails, and forwarded with a bill to the Department, together with the *Quarterly Accounts*.—See *Form annexed, No. 4*, and the Instructions on the *Account Current*. *Act of 1825, Sec. 26.*

151. Where there are more dead letters than can be conveniently put into one bundle, they should be made up into several bundles—the letters having the same rates of postage, being put together; and the number of letters in each bundle, being marked upon it, together with the rate of postage on them. The bundles should be enclosed in substantial wrappers and tied with strong twine.

152. When any letter from the Department is not called for, within one month from the time of its receipt, or when the person addressed is known to have removed, such letter should be immediately returned to the Department; and not be retained to accompany the dead letters.

## CHAPTER XX.

### SHIP LETTERS AND PACKETS.

SEC. 153. These terms embrace the letters and packets, that are brought into the United States, by sea, from foreign countries, and those that are carried from one port in the United States to another, in any private ship or vessel. *Act of 1825, Sec. 15 and 17.*

154. Every master of a vessel from a foreign port, is bound, immediately on his arrival at a seaport, and before he is permitted to report, make entry, or break bulk, under a penalty not to exceed \$100, to deliver into the post office, all letters brought in his vessel directed to any person in the United States, or the Territories thereof, which are under his care or within his power, except such letters as are for the owner or consignee of his vessel. *Act of 1825, Sec. 17.*

155. It is the special duty of every Postmaster at a seaport, to see that this law is faithfully executed, and to institute prosecutions for every violation of it.

156. If the cargo be not chiefly consigned to one person, no person is considered a consignee, and all letters must be delivered into the post office, except such as are for the owner.

157. Only letters to one person or firm may be retained, as directed to the consignee.

158. You will pay the master (except of a foreign packet) two cents for each letter and packet delivered by him. *Act of 1825, Sec. 18.*

159. Masters of foreign packets are not to be paid any thing for letters delivered into the office; such letters are, notwithstanding, to be charged with postage, when delivered from the office, or forwarded by mail.

160. If the letters be delivered into the post office by a passenger or sailor, and not in behalf of the master, nothing is to be paid for them; they are, nevertheless, to be charged with ship letter postage, and the number entered in the account of ship letters, with the name of the vessel in which they were brought.

161. You will obtain from the master a certificate, specifying the number of letters and packets, with the name of the ship or vessel and place from whence she last sailed, and a receipt for the money paid. *Act of 1825, Sec. 18.*

162. You will mark the number forwarded to other offices, and the number for delivery at your own office, on each certificate.

163. You will then enter them in your *Account of ship and steam-boat letters.*—*See form annexed, No. 5.*

164. All ship letters and packets are to be charged, with a postage of six cents each, when delivered from the office, at which they are first received; when forwarded in the mail to other offices, with two cents, in addition to the ordinary rates of postage. They should all be marked “*Ship*,” at the time of receiving them.

165. The above rates of postage are not to be increased on letters and packets, carried in a private ship or vessel, from one port in the United States to another, though a *part* of the voyage be over a water declared to be a post road: Thus the Mississippi river from New Orleans to the mouth is a post road, yet letters carried by ship, between New Orleans and any other port in the United States, are subject only to the usual ship letter postage. But if the *whole* of the water, between any two ports, be a post road by law, then inland postage will be charged.

166. Letters and packets, that are carried on any of the waters of the United States, in packets, under an arrangement with the Department, are subject to the same postage as if carried in the mail over land, except, that more than quadruple postage is not be charged on any packet so carried, unless it contain more than four distinct letters.

167. Newspapers and pamphlets from abroad, as distinct from packets, are not mentioned in the law: Masters of vessels are not bound to deliver them; yet if they do, you may, when it is asked, pay two cents each for them, and upon delivering them, charge, in addition to the two cents, the lowest rate of postage on them respectively.

## CHAPTER XXI.

### STEAM BOAT LETTERS.

Sec. 168. Where the mail is carried on any of the waters of the United States in steam boats or other vessels, under a contract with the Department, Postmasters whose offices are included in such contracts, will charge the same postage on letters and packets, as if they were conveyed in the mail over land; except, that more than quadruple postage cannot be charged upon any packet, unless it contain more than four distinct letters.—*See act of 1825, Sections 5 and 13.*

169. The masters of steam boats, under these contracts, will deliver into the post offices, at the places at which they arrive, all



letters received by them, or any person employed in their boats, at any point along the route.

170. Masters or managers of all other steam boats, are required by law, under a penalty of thirty dollars, to deliver all letters brought by them, or within their care or power, addressed to, or destined for, the places at which they arrive, to the Postmasters at such places; *except letters relating to some part of the cargo.* All letters not addressed to persons, to whom the cargo, or any part of it is consigned, are therefore to be delivered into the Post Office, to be charged with the proper rates of postage.—*See Act of 1825, Sections 6, and 19.*

171. This law is often violated. You will use diligence to correct the evil, and prosecute for the penalty, in every case where you can obtain testimony.

172. For every letter or packet, delivered by the master of a steam boat, you will pay him two cents, unless his boat carries letters and packets under a contract with the Department. You will take the receipt of the master, specifying the number of letters, and the places from which they were brought.—*Act of 1825, Sec. 6.*

173. All waters in the United States on which steam boats regularly pass, are declared by law to be post roads.—*See Act of 1823, Sec. 3.* This law is construed to embrace all waters on which steam boats *frequently* pass, although they have no regular hours of departure and arrival.

174. Upon letters and packets, therefore, received from the masters of steam boats, on waters deemed post roads, you will charge the persons addressed, when you deliver them, the same postage, as if they had been conveyed in the mail over land, except, that more than quadruple postage is not to be charged on any packet, unless it contain more than four distinct letters.

175. If a letter be received as above, to be sent in the mail to another office, you will charge the proper rate of postage, for the distance between the place at which the letter was placed on board the boat, and the office to which it is addressed; subject to the exception in the preceding section. Letters brought by steam boats should be marked "*Steam Boat,*" at the time of receiving them.

176. The account of steam boat letters received, with the sums paid for them, and the postage on such, as are to be delivered from your office, is to be kept in the account of *Ship and Steam-Boat Letters received,* and as the account of ship letters.

## CHAPTER XXII.

### NEWSPAPERS, PAMPHLETS, AND MAGAZINES.

Sec. 177. The printers of newspapers should have their papers, that are to be sent by mail, well dried, and made up into packets enclosed in substantial wrappers—one end being left open, and

ted with strong twine, if intended for a distant office. *Act of 1825, Sec. 30.*

178. The newspapers that are intended for one office should be put in one packet, if they do not exceed twenty in number: if there be more than that number, they should be put into packets of nearly that number.

179. The printers are to write on the outside of every packet, in a plain large hand, the name of the office and State, (together with the name of the county, if there be two places of the same name in the State,) for which the papers are intended. The same direction should also be put on one of the newspapers in each packet.

180. If the foregoing regulations be not complied with by the printers, their newspapers should be returned to them. *Act of 1825, Sec. 30.*

181. Printers often complain of the miscarriage of their papers: Postmasters are held responsible for such failures, unless they show that the fault is with the printers, or the contractors: Procure from the printer an alphabetical list of the packets he sends, and compare the packets deposited, with it; note the variances, if there be any, and inform the printer of them.

182. You are not to open, nor suffer to be opened, any packet of newspapers, which is not addressed to your office, under a penalty of fifty dollars. The law imposes a penalty of twenty dollars on any person, not authorized to open mails, who shall open any packet of newspapers, not directed to himself. *Act of 1825, Sec. 30.*

183. Every packet of newspapers that has lost its address, should be returned to the publisher, with a letter stating the facts.

184. Newspapers, pamphlets, or magazines, are not to be carried out of the mail, unless it be authorized by the Department: And if it be so authorized, no preference shall be given by the contractor to any one publisher, over another, in the same place.

185. The wrappers of all newspapers, pamphlets and magazines, received by mail, for delivery, should be taken off. Frauds are sometimes attempted, by concealing letters or memorandums in these articles. A wrapper forms no part of the paper, or pamphlet; neither is postage paid on it.

186. If the address be written on the wrapper only, you will, when you take that off, write it upon the newspaper or pamphlet.

187. You will not allow newspapers to be read in your office, by persons to whom they are not addressed; nor lend them out to such, in any case, without the permission of the owners.

188. In every instance in which newspapers, that come to your office, are not taken out by the person to whom they are sent, you will give immediate notice of it to the publisher, adding the reason, if known, why the papers are not taken out. If the papers be sent for three months, after such notice, you may sell them for the postage, or so much of it as can be had for them, unless

the publisher shall pay it. Such newspapers should not be transmitted to the Department, neither should pamphlets nor magazines, that are not taken out by the persons to whom they are sent.—*Act of 1825, Sec. 30.*

189. If magazines or pamphlets published periodically, and sent to your office, be not taken out by the person to whom they are directed, you will promptly inform the publisher of the fact, and the reason when known. If the publisher desire them to be returned, it should be done, and on delivering them to him, he will pay the postage both for their transmission and return by mail.

190. Inform the publishers of pamphlets and magazines that the law requires them to write, or print, on one of the outer pages, the number of sheets which they contain: If the number be incorrectly stated, the publication will be subject to double postage.—*Act of 1827 Sec. 5.*

191. No account is now required to be kept of the unpaid newspapers and pamphlets, sent from your office: it will be your duty only, to keep an account of those received by you. For this purpose, you are furnished with a form of the "*Account of Newspapers and Pamphlets received.*" See an example of this account annexed, No. 6.

192. In this account, you will enter the whole amount of the postage on newspapers, pamphlets and magazines, received during the quarter.

193. At the beginning of a quarter, you will enter in the account *by name*, those newspapers that come regularly to your office, and in the proper column opposite, the amount of the quarter's postage, which you have received in advance.—*See Sec. 66.*

194. A separate memorandum may be kept of the postage on the newspapers and pamphlets that come occasionally to your office; as, also, of the postage on extras and supplements to newspapers, and printers' bills.—*See Sec. 196.*

195. Enter in the account, also, *by name*, the periodical pamphlets and magazines that are regularly received during the quarter, and the postage received on them.

196. The occasional newspapers, supplements and extras, will, together, constitute one item in the account, which may be entered as "*Various newspapers,*" and the whole amount of postage chargeable on them, is to be entered in the proper column, on the same line.

197. In like manner, you will enter as "*Various pamphlets,*" all pamphlets and magazines, that have come occasionally to your office.

198. In entering the postage received on paid newspapers and pamphlets, sent from your office at the foot of this account, (*see Sec. 71,*) you will distinguish that which is received on newspapers, from that received on pamphlets.

## CHAPTER XXIII.

## PRIVILEGE OF FRANKING.

Sec. 199. The following public officers of the United States have the privilege of franking their own letters and packets, or those on the business of their offices, and of receiving letters, packets and newspapers addressed to them, free of postage, viz:

200. The President, the Vice President, the Secretaries of State, Treasury, War and Navy; Postmaster General, Attorney General, Assistant Postmaster General; Comptrollers of the Treasury, Auditors, Register, Treasurer, Commissioner of the General Land Office; Commissioners of the Navy Board, Adjutant General, Commissary General, Inspectors General, Quarter Master General, Pay Master General, Superintendent of the Patent Office; Speaker of the House of Representatives, Secretary of the Senate, Clerk of the House of Representatives, Members of Congress, during their attendance in any session, and sixty days before and after such session; provided, the packet to or from a Member of Congress, shall not weigh more than two ounces, unless it contain *public documents*, when it should be so endorsed;—Postmasters, not to exceed half an ounce in weight, and the receipt of one daily newspaper, or so many newspapers as will be equivalent thereto.—*Act of 1825, Sec. 27*—*Act of 1827, Sec. 4.*

201. The privilege is also enjoyed by Charles Carroll of Carrollton, and by each individual who has been President of the United States.—*Act of 1825, Sec. 27*—*Resolution of Congress, May 23, 1828.*

202. All letters to, and from, the Solicitor of the Treasury, on the business of his office, are free; as are likewise, all letters to, and from, the Secretary of the board of Commissioners under the Danish Convention, on the business of the Commission.—*See Laws, page 29.*

203. The Adjutant General of the Militia of each State and Territory may send to, and receive from, any Major General, or Brigadier General thereof, any letter or packet, relating solely to the militia of such State or Territory, provided he shall comply with the requirements of the 40th *Sec. of the Act of 1825.*

204. Postmasters are particularly referred to the provisions of the 28th Section of the act of 1825, relating to abuses of the franking privilege. In every case of a violation of law in this respect, the facts should be reported to the Department, and, when sufficient evidence can be obtained, a prosecution for the penalty fixed, should be instituted.

205. An abuse of his frank, by a Postmaster, will not be pardoned.

206. Many articles, such as the cuttings of grape vines, small articles of wearing apparel, &c. &c. are sent in the mail, which should be excluded from it. Such abuses must be corrected.

207. No letter is to be admitted as franked, unless the officer writes his name and office upon it. If a Postmaster would frank, it must be done in this manner:

*Free.*

*Joseph Ficklin,  
P. M.*

LEXINGTON, KY.

208. But, if you know the name of the individual to be the hand-writing of a person entitled to frank, you may regard the letter as free, although the style of the office be omitted.

209. A letter is not to be delivered as free, though it was received in the mail as such, unless it bear the *written* frank of a person enjoying the privilege.

210. When an individual places his frank upon a packet of greater weight than he can legally frank, the excess is to be charged with postage. This should never be omitted.

211. A free letter does not lose its frank, when forwarded.

212. If a member of Congress frank a letter, and deposit it in a Post Office on the 60th day after the end of a session, it is to be conveyed free, although it should not leave the office on that day.

213. So, if a letter be put into a Post Office, addressed to a member of Congress, while his privilege exists, it is to be conveyed to him free, although he do not receive it, until after his privilege has ceased. If it be in the first instance duly marked free, it is not afterwards to be charged with postage.

214. If a letter be mailed before the privilege begins, but be not received until after that time, the postage should not be charged.

215. No member can enjoy the privilege during a session, unless he actually attend.

216. A Postmaster cannot receive a pamphlet or magazine free, neither can he send free by post, a newspaper, pamphlet or magazine.

217. He cannot frank nor receive free, letters written by, or addressed to, a firm of which he is a member.

218. It is not proper for a Postmaster to enter into the business of agencies for others, and use his frank in the transaction of such business, to the injury of the revenue of the Department.

219. Every printer of a newspaper in the United States, may send to every other printer of a newspaper, by mail, one paper free of postage. This privilege embraces extras and supplements. The papers so sent by one printer to another, are free, though none, or not so many, be returned in exchange. *Act of 1825, Sec. 29.*

220. But a pamphlet, or a magazine, cannot be received by a printer of a newspaper free of postage. Neither can the publisher of a pamphlet or magazine receive newspapers free of postage, nor exchange his publication free of postage, with any other publisher of a pamphlet or magazine.

221. Printers of newspapers are permitted to send to each other free of postage, open *slips* containing foreign intelligence, ship news, &c. provided they be not placed in the mail in the form of a letter. If they have that form, letter postage must be charged.

## CHAPTER XXIV.

### ACCOUNTS AND RETURNS.

SEC. 222. At the end of every quarter, which is on the last day of March, June, September and December, you will make up your accounts, and forward transcripts of them to the Department. This is a duty which must be punctually performed, and the accounts should always be in such readiness, that the transcripts can be forwarded by the first, or at all events, the second post after the quarter expires. The originals should be retained by you.

223. When a Postmaster resigns, or is removed from office, he should bring up his accounts to the time he delivers over the office, and forward transcripts of them to the Department: And in such cases, as well as when a Postmaster dies, the succeeding Postmaster should commence his accounts with the time when he took charge of the office, and forward transcripts of them, up to the first termination of a post office quarter.

224. A failure to return the quarterly accounts, for one month after the proper time, subjects the Postmaster and his sureties to a penalty of double the value of the postages, which shall have arisen at his office in any equal portion of time, which the Postmaster General may recover by suit.—*Act of 1825, Sec. 32.*

225. In all cases *sign* your accounts, and insert the name of your Office, County, (or District, or Parish,) and State, in the headings of them.

226. When the accounts are signed by an Assistant, which should be done only in case of the unavoidable absence, or sickness of the Postmaster, the name of the Postmaster, for whom he signs, should be distinctly written above his own name, followed by the word "by."

227. The returns of all Postmasters are examined and adjusted, as they are received, and the errors, if there be any, are carefully corrected.

228. *All errors* are corrected, and such as increase, by as much as fifty cents, the balance due to the Department, as reported, are notified to the Postmaster.

229. Postmasters, therefore, will understand that any alteration in the balances of their accounts, is occasioned, either by the correction of some numerical error, or by some deviation on their part, from a strict conformity to the law, and these Instructions.

## CHAPTER XXV.

### PAPERS TO BE RENDERED.

SEC. 230. The Quarterly Return is composed of the following accounts and papers, viz:

1. A transcript of the *Account of Mails sent* from your office for the quarter.

The entries in this account must, of course, be made every post day, before the mail is sent from your office, and at all large offices, it should also be transcribed daily. See form No. 2.

2. A transcript of the *Account of Mails received* at your office for the quarter. At all large offices, the entries in this account should be made daily, and it should also be transcribed daily, so as to prevent any delay, which would otherwise be unavoidable in making it out after the close of the quarter. See the form annexed, No. 3.

3. A transcript of the *Account of Newspapers and Pamphlets received* at your office during the quarter. See form annexed, No. 6.

4 From the post-offices where such accounts should be kept, a transcript of the *Account of Ship and Steam-Boat Letters received* in the quarter, and the moneys paid for them. See form No. 5.

5. A transcript of the *Account of Letters sent by Sea* from the offices at sea-ports. See form No. 8.

Blanks for keeping this account are now furnished, and the account must be regularly kept at every office, where letters are put on ship-board.

6. All the *Post-bills* received from other offices during the quarter.

7. *Accounts and Receipts for contingent expenses.*

8. The *Dead Letters*, and a bill or bills of them. See form No. 4.

9. From Distributing offices, a transcript of the *Account of Mails received for Distribution.*

10. The *Account Current.* See form No. 9.

231. All the above papers should be made up into one packet, which should be endorsed "Quarterly Return" and directed "Post-Office Department, Washington, D. C." Nothing should be put into this packet, unless it relate to the quarterly returns.

## CHAPTER XXVI.

## THE ACCOUNT CURRENT.

(See form No. 9.)

SEC. 232. The *Account Current* consists of 20 articles, viz,

1. You will make yourself debtor for the whole amount of postage, on the unpaid letters which remained on hand, at the close of the preceding quarter. *See after No. 9.*

2. You will make yourself debtor for the whole amount of the postage on unpaid letters, as it is stated in the bills from other offices. This article you will find in the column of *Unpaid Letters* in your *Account of Mails received* from other offices. *Form No. 3. See Chapter XI.*

3. You will make yourself debtor for the amount of the postage on the way-letters received at your office, for your delivery; this you will find in the 2d column of your *Account of Mails received*. *See form No. 3 and Chapter XII.*

4. You will next debit yourself with the amount of letters under-charged. This amount you will find in the 3d column of your *Account of Mails received*. *See form No. 3, and Sec. 113.*

5. You will next debit yourself with the number and amount of ship and steam-boat letters received for your delivery. This article you will find in the 1st column of your *Account of Ship and Steam-boat Letters*. *See form No. 5 and Chapters XX and XXI.*

6. You will next debit yourself with the amount of *Paid Letters* sent. This amount you will find in the 2d column of your *Account of Mails sent* from your office. *See Sec. 70. Form No. 2.*

7. You will next credit yourself with the amount of postage on letters which have been over-charged and missent to your office and forwarded. The amount you will find in the 4th column of your *Account of Mails received*. *Form No. 3.* You will find further observations on this subject in *Section 113.*

8. The amount of the postage on unpaid *Dead Letters* is next to be entered to your credit. These letters are to be made up into mails, and forwarded with your accounts. The form of the bill you will find annexed, No. 4. *See also Chapter XIX.*

9. The amount of postage of unpaid letters on hand at the close of the quarter, is now to be entered to your credit.

This is a temporary credit, given, because you are already charged with the amount in the second article of your account. The whole sum now entered to your credit, must be entered to your debit in the 1st article of your next account, whether any of the letters be taken up, or be returned as dead letters, or otherwise.

10. Having added together the sums of the first six mentioned articles, and placed the amount in the same line opposite, you are then to deduct the amount of articles Nos. 7, 8 and 9, from that



amount, which leaves the balance, being the amount of letter postage collected by you this quarter, which is to be set down opposite No. 10.

11. The balance which has been placed on the credit side of the account, No. 10, is now to be entered to your debit, which is done under article No. 11.

12. You will next debit yourself with the whole amount of postage on the newspapers, magazines and pamphlets, which you have received from other offices during the quarter, together with the amount received on paid newspapers, magazines and pamphlets, sent from your office, carrying it short.

This amount you will obtain from your *Account of Newspapers and Pamphlets received*. See form annexed, No. 6.

13. Deduct the amount of postage on dead pamphlets and magazines, and, likewise, the amount of postage on such newspapers, as have continued to come to your office, after you have given the publishers three months notice that they are not taken out. This last deduction is not to be made, without due notice having been given to the publisher. See *Chap. XXII, Sec. 188*. Nor is it to be made, if you shall have sold the newspapers for the postage: If you have received any part of the postage on the sale, the deduction is not to be made for that part.

You will next add the amount of postages collected on letters, newspapers, pamphlets and magazines, together, and place the sum in the line opposite.

14. You will next cast your commission on the amount of postage collected on letters, during the quarter, which is the balance, No. 11, of the Account Current. The rates of commissions are fixed in the 14th Section of the Act of 1825, and recited in *Chapter XXVII*.

15. You will next cast your commission on the amount of postage collected on newspapers and pamphlets, at 50 per cent. and enter it in this place. The sum on which you are to cast this commission, is the balance, after the deductions directed in No. 13.

16. If your commission on letters, newspapers and pamphlets, do not exceed 500 dollars in one quarter, you will then set down the number of free letters received by mail, for delivery at your office, other than such as are for yourself, and carry the amount, at two cents each, to your credit. This number you will find in the 6th column of your *Account of Mails received*. Form No. 3.

17. You will next set down the number of *Ship and Steam-boat Letters*, which you have paid for this quarter, and carry in their amount at two cents. These sums you will find in the second and third columns of your *Account of Ship and Steam-boat Letters received*. Form No. 5.

18. You will next state the number, and credit yourself with

the amount paid the mail carrier for way letters. No form is prescribed for keeping this account.—*See Chap. XII.*

19. It now remains for you to make out your account of *Contingent Expenses*, and to enter the amount here. The articles of contingent expenses, which you are allowed to charge, are, wrapping paper, twine, wax, plain pine desks for the safe keeping of letters and papers, advertising letters on hand, and advertisements relative to closing the mails, repairs of portmanteaus, and for new ones. Rent, fuel, &c. are not to be charged as contingent expenses, nor any thing not herein mentioned.

(a) A strict observance of the rules herein laid down, in relation to contingent expenses, is indispensable. The bill must specify the quantity, and the price of each article charged, and contain the receipt of the person from whom it was purchased—or of the Postmaster, if furnished by himself.

(b) Some Postmasters are in the habit of settling their printer's bills only once in two or three years, and then of forwarding the advertising account, for several quarters at once. This must not be done. All contingent accounts must be forwarded with the returns to which they belong, else, after the accounts are settled and sent to the Treasury, it is too late to have them allowed.

(c) Postmasters who are allowed to charge, among the contingent expenses, advertisements of the arrivals and departures of the mails, will limit such charge to an advertisement of three weeks only—once each week.

(d) Besides the printer's account, and receipt for advertising letters on hand, the newspaper containing the advertisement, should be transmitted.

20. You will now strike the balance of the account, which shows how much you are indebted to the Department for postages this quarter.

As this Account Current is intended to show the net proceeds of the office for the quarter, no balance due on a former quarter, nor any payment to the Department is to be inserted.

233. You will keep a distinct account, in which you will charge the Post Office Department with all payments made to it, and credit it with the quarterly balances.

## CHAPTER XXVII.

### EMOLUMENTS OF POSTMASTERS.

Section 234. The emoluments of all Postmasters are fixed by the law: *Act of 1825, Sec. 14.* In no case can the Department increase them. They are as follows, viz:

1. A commission of 30 per cent. on not exceeding one hundred dollars of letter postage, collected in one quarter: *See Act of 1825, Sec. 14.*

The Postmasters who receive the mail on an average, between nine o'clock at night, and five o'clock in the morning, are allowed to charge fifty per cent. on not exceeding one hundred dollars collected in one quarter, instead of thirty. But this allowance of fifty per cent. will not be made unless the Account Current be accompanied by a certificate, signed by the Postmaster, in the following form, viz:

POST OFFICE AT 183 .

“I certify that the average time of the arrival of the mail at  
 “my Office, for the quarter ending was  
 “between the hours of 9 o'clock in the evening, and 5 o'clock in  
 “the morning.” P. M.

2. A commission of 25 per cent. on letter postages over one hundred dollars, and on a sum not exceeding 300 dollars, collected in one quarter:

3. If more postages on letters than 400 dollars, be collected in one quarter, a commission of 20 per cent. on such surplus; the 20 per cent. is not however to be cast on a greater sum than 2,000 dollars:

4. A commission of 8 per cent. on such amount of postage collected on letters, in one quarter, as exceeds 2,400:

5. Two cents for every free letter, (those addressed to yourself excepted) which you receive by post, and deliver; unless your commission, otherwise, amounts to 500 dollars in the same quarter:

6. A commission of 50 per cent. on the postages collected on newspapers, magazines and pamphlets:

7. To the postmasters who regularly receive, and despatch foreign mails—such allowance as may be fixed by the Postmaster General, not to exceed \$25 in one quarter: *Act of 1825, Sec. 14.*

8. For every letter lodged in your office merely for delivery, and not conveyed, or to be conveyed by post, one cent is to be paid by the person, who receives the letter. *See Act of 1825, Section 36:*

9. One cent for every letter received to be conveyed by any private ship or vessel beyond sea: This is allowed only to Postmasters at sea ports: *Act of 1825, Sec. 34.*

10. One cent for every letter received from any ship or vessel, and mailed, provided the commission, including this allowance, do not exceed two hundred dollars per year: *Act of 1827, Sec. 2.*

11. Ten cents for every monthly return of a Register of the Arrivals and Departures of the Mail, made under the orders of the Department:—*Act of 1825, section 14.*

12. Certain contingent expenses enumerated in *Chapter XXVI, Article 19.*

(A) Every Postmaster whose annual emoluments amount to more than two thousand dollars, will, on the 30th day of Sep-

tember in every year, make out an account, and forward it to the Department, with the returns for the third quarter of the year, stating on one side, the amount of his compensation and commissions as Postmaster; and on the other, all the necessary expenditures incident to his office, distinctly specifying each item of expenditure, as rent, fuel, candles, stationery, &c. other than those allowed by the public, and the names, ages, length of employment, and actual pay, of each person employed as an Assistant, or clerk, during the year. Each item of expenditure must be supported by a proper voucher, in the same way, as the items allowed to be charged in the contingent account.—*Act of 1825, section 41.*

## CHAPTER XXVIII.

### PAYMENTS TO THE DEPARTMENT.

SEC. 235. No monies are to be paid into the Department, directly to the Assistant Postmaster General, who acts as its Treasurer, nor paid out directly by him. The proceeds of postage, therefore, should never be remitted by Postmasters to the Department.

236. All Postmasters, who are not directed to deposite the proceeds of their offices in some bank, will consider them as *special deposits* in their hands, to meet the drafts of the Department, which are not to be dishonored, in any case.

237. All drafts must be paid, *when presented*. A failure to do so, or to deposite when directed, will be followed by a removal of the delinquent. "Want of funds" can never be an excuse; Postmasters being forbidden to make use of moneys received for postage, or to give credit for postage.

238. A Postmaster may not refuse to pay a draft, on the ground that it is in the hands of a third person, to whom its collection may have been entrusted, by the contractor in whose favor it is drawn.

239. Neither can he refuse, because the contractor is indebted to him, nor because there is an unsettled private account between them.

240. The Department will not recognise the interest of a third person, as the owner of any of its drafts on Postmasters: For which reason, it is expressed on the face of these drafts, that they are "*not negotiable*."

241. Every Postmaster, who is so directed, will deposite the proceeds of his office in the Bank designated by the Assistant Postmaster General, and take duplicate certificates of each deposite, signed by the proper officer of the bank, one of which should be transmitted to the Department by the first mail thereafter, as the Postmaster will not be entitled to a credit therefor until its reception at the Department.

242. The Cashier of the Bank, in which the deposit is made, should be requested by the Postmaster, to make the entry of the sum deposited, to the credit of the "Post Office Department," with the name of the Postmaster, and the name of the office and State.

243. Every Postmaster, who is directed to deposit, will, when the proceeds of his office do not amount to six hundred dollars in one quarter, deposit his whole quarterly balance within *fifteen* days after the close of each quarter: when the quarterly balance exceeds the rate of six hundred dollars per quarter, he will make his deposits *monthly*, within seven days after the close of each month: and when the quarterly balance exceeds the rate of three thousand dollars per quarter, he will make his deposits *weekly*—the proceeds of each month being paid within the succeeding *seven* days—and the whole quarter's balance being always paid within *fifteen* days after the close of each quarter.

244. To avoid difficulties on account of distance from the banks, in which deposits are ordered to be made, the Department guarantees the safety of remittances by mail for that purpose.

245. All payments to the Department, whether upon its drafts, or by deposit in bank, must be in *specie* or its equivalent. No allowance can be made to Postmasters for the depreciation of money received for postage; nor for losses by fire, robbery or theft.

## CHAPTER XXIX.

### ATTENTION TO THE MANNER OF CARRYING THE MAILS.

SEC. 246. You will consider yourself the Sentinel of the Department, in regard to its affairs in your immediate vicinity: and you will carefully observe, and promptly report to it, every thing tending to affect its interests, or injure its reputation.

247. It is especially expected that you will keep a vigilant eye upon the manner in which the mails are carried, to and from your office. This is amongst the most important of your duties; and, as evils, to be corrected, must first be known, upon its faithful performance rests, in a great degree, the usefulness of the Department, and the satisfaction of the public.

248. You will never entrust the mail to any carrier, unless he be a free white person, of sufficient age, size and discretion, to ensure its security, and who has been first duly sworn according to law. *Act of 1825, Sec. 2.*

249. You will report every instance, in which the mail is brought to your office, by a person not qualified as above.

250. If a mail-carrier, having the mail in charge, become intoxicated, you will instantly dismiss him, employ another at the expense of the contractor, and report the facts to the Department.

251. Report promptly all irregularities of mail carriers, in charge of the mail, and the causes, when known.

252. If the mail arrive without a lock, ascertain where the fault is, and report it to the Department.

253. If the mail be carried on horse-back, you will see that it be covered with an oil-cloth or bear-skin : If in a stage, that it be carried in a secure dry boot under the driver's feet, or in the box which constitutes the driver's seat : If in a sulky or other vehicle, you will see that it be well protected from the weather.

254. When the newspaper mail, on a stage route, is large, and separate from the letter mail, it may be carried in the boot behind the stage, but it must not be exposed to the weather there.

255. Report all instances in which the mails are carried, without the securities from the weather, above directed.

256. Contractors are required, in all cases, to carry the entire mail. You will never permit them to leave any part of it.

257. Neither are contractors permitted to leave bags of newspapers and pamphlets at any places on their routes. Report every case of this kind that may occur.

258. When the mail stops over-night, where there is a post office, it must be kept in the office.

259. Postmasters at the ends of routes, and at all places named in the schedule of the contract, will report immediately every failure of the mail to arrive within ten minutes of the time specified, the cause, if known, and the name of the contractor. They can use no discretion in this matter. The report must be made in every case. If they do not know the time fixed by the contract, they should apply to the Department, and it will be given.

260. If the passage of the mail on any post route in your vicinity be illegally obstructed, you will at once report the facts to the Department, and prosecute the person who caused the obstruction, for the penalty provided by law. *Act 1825, Sec. 9.*

## CHAPTER XXX.

### PORTMANTEAUS AND MAIL BAGS.

SEC. 261. Portmanteaus and mail bags are furnished by the Department.

262. When a Postmaster at the end of a route, discovers them to be out of repair, he will immediately have them repaired; or if they be too old to do much further service, he will inform the Department of the fact. If his office be too distant to be supplied from the Department, he will procure a new portmanteau, and charge the cost to the Department, in his next quarterly account, as a contingent expense.

263. Postmasters whose offices are not at the ends of routes, will, when they discover a mail bag or portmanteau to be out of

repair, immediately inform the Postmaster at the end of the route of the fact, and request him to have it repaired, or a new one procured, if necessary. But if the portmanteau be so unsound, as that the mail will not be secure in it, until it gets to the end of the route, the Postmaster who first discovers it, will have it repaired himself, even though it should detain the mail.

264. Mails of letters and newspapers, before being put into the mail portmanteau, are to be placed in separate linen bags, where such bags are used; and whenever these bags are worn out, or lost, the Postmasters at the ends of routes, will procure new ones.

265. All mail bags not in use, should be immediately returned to the office from which they were sent. Postmasters who send extra bags, should see that they are returned; this they can do by writing to the Postmasters who retain them. If they be not returned, the facts should be reported to the Department.

266. A sufficient number of mail bags should be retained at distributing offices, and at offices where the packets of a large mail are divided, and destined for several routes, to send all the packets.

## CHAPTER XXXI.

### MAIL LOCKS AND KEYS.

Section 267. Locks and Keys are furnished, when wanted, upon application to the Department. These applications, and all other official statements to the Department, should be signed by the *Postmaster* only, except in case of his sickness or unavoidable absence, when they may be signed by an Assistant.

268. Postmasters at the principal offices are supplied with several locks, in order that they may be used when extra portmanteaus are forwarded. In such cases, they should see that the locks are returned, and report any Postmaster, who shall unnecessarily detain them.

269. The mail key should be kept with great care. It should never be carried out of the office, but be secured therein, under lock, and accessible only to the Postmaster and his Assistant. It will be deemed highly reprehensible, in any Postmaster, to lose the mail key.

270. Applications for mail keys should be made directly to the Department, and should state the reason why a new key is wanted. If one be lost or broken, its place may be supplied by borrowing from an adjacent office, until another is furnished by the Department, when the borrowed key must be returned.

271. In case a key is lost or broken, the chain of the portmanteau ought not to be cut, but the fact should be notified to the next Postmaster, who should be requested to take out the packets addressed to that office, and send them out of the mail, until a new key be obtained.

## CHAPTER XXXII.

## BLANKS FOR ACCOUNTS, POST BILLS, &amp;c.

Section 272. Postmasters in Maine, New Hampshire and Vermont, will be supplied with blanks, upon application to the Postmaster at Concord, N. H.

273. Postmasters in Massachusetts, Rhode Island, Connecticut and in New York north and west of Albany, will be supplied, on application to the Postmaster at Boston, Ms.:—in the remainder of New York, to the Postmaster at New York.

274. Postmasters in Alabama, Mississippi, Louisiana, Arkansas, Tennessee, Kentucky, Ohio, Michigan, Indiana, Illinois, and Missouri, and in Pennsylvania west of Pittsburgh, will be supplied, on application to the Postmaster at Louisville, Ky.

275. Postmasters who are not in the States or Territories above mentioned, will apply for blanks directly to the Department.

276. When the postages collected at an office amount to \$100 per quarter, the name of the Postmaster will be printed on the post bills.

277. Stamps are only to be procured upon application to the Department. They are furnished to offices that collect in postages \$100 per quarter.

## CHAPTER XXXIII.

## MAIL ROBBERIES.

Sec. 278. If the mail be robbed, or stolen, immediate and energetic measures should be taken for its recovery, and for apprehending, and prosecuting the offender.

279. All necessary expenses, that may be incurred in recovering the mail, and in apprehending the robber, will be reimbursed by the Department.

280. In some cases, it may be proper to offer a reward, not to exceed fifty dollars, payable on conviction, for the apprehension of the criminal.

281. In every case, when the criminal is apprehended, the Attorney of the United States for the District in which the offence was committed, should be promptly informed of the facts, and his advice desired.

282. If the prosecution be had before the Federal Court for the District, which the Department prefers in every case, where it is convenient, and which should be had there, in all cases, in which State officers refuse to act, the Attorney of the United States will conduct it.

283. The Courts of the several States and Territories, having competent jurisdiction, by the laws thereof, may take cognizance of all prosecutions for mail robberies, and other offences under the post office laws. *See Act of 1825, Sec. 37.*



284. In every case, it is expected that Postmasters will spare no exertions to have justice done, and the guilty punished, by procuring testimony, and giving the prosecution every other aid in their power.

285. Cases of mail robberies should be at once reported to the Department, and information given, from time to time, of what further transpires respecting them.

## CHAPTER XXXIV

### LOST LETTERS.

Sec. 286. Money, or other valuable thing, sent in the mail, is at the risk of the owner: But, if it be lost, the Department will make every effort in its power to discover the cause, and, if there has been a theft, to punish the offender.

287. In every case of loss, the Department should be informed, without delay, of all the circumstances connected with it. Particular care should be taken, to state the name of the office in which the letter was placed—the day on which it was done—and whether by the writer himself, or by another person—the names of the writer and the person addressed—the enclosure in the letter—the amount of postage on it, whether paid or unpaid—the office to which the letter was addressed, and whether mailed direct thereto, or to another office for distribution—and the route by which it was sent.

288. A loss by mail, unless in a case of robbery, should be kept secret: A publication is sure to diminish the chances of detecting the depredator.

## CHAPTER XXXV.

### CERTAIN VIOLATIONS AND EVASIONS OF LAW.

Sec. 289. It is a violation of Law to enclose or conceal a letter, or other thing, or any memorandum in writing, in any newspaper, pamphlet or magazine, or in any package thereof, or to make any writing or memorandum thereon, and deliver the same into any post office, or to any person for that purpose, in order that it may be carried by post, free of letter postage.—*Act of 1825.*

Sec. 30.

290. If a packet of newspapers, pamphlets or magazines, come to your office in which a letter or other thing is concealed, or on which a memorandum in writing is made, as above, you will charge single letter postage on each article of which the packet is composed.

291. If the packet be addressed to the office, and contain papers for several persons, only the newspaper in which the letter or memorandum is enclosed, and its contents, should be charged with letter postage.

*Notes*  
*you*  
*with*  
*has*  
 292. If the person to whom the paper or pamphlet, containing the letter, or memorandum is addressed, refuse to pay letter postage, you will immediately enclose the paper or pamphlet to the Postmaster, from whose office it came, and request him to prosecute the person, who placed it in his office, for the penalty of \$5, provided by law.

293. It is the practice of many to address their hand-bills to Postmasters, by which means they give them an extensive circulation, free of postage. This is an abuse which must be corrected. In every instance where you receive a communication, addressed to you as Postmaster, which is of a private character, and designed to promote private interests, with an evident intention of giving circulation to it, without paying postage, you will return the same to the person who sent it, under a new envelope, with the charge of letter postage endorsed.

294. Mail carriers, or stage-drivers, cannot lawfully carry out of the mail any letter or packet, sealed or unsealed, unless it be delivered to the Postmaster at the next office as a *Way letter*.—*Act of 1825, Sections 20 and 21. See Chap. XII.*

295. It is an offence under this law, also, for any person to cause or procure a letter or packet to be carried out of the mail.

296. In every case in which a letter or packet is carried out of the mail that comes to your knowledge, you will prosecute the persons offending for the penalty provided by law, and report the facts to the Department, stating the names of the carrier and his employer.

297. It is a violation of law for any person other than the Postmaster General or his authorized agents, to set up a horse or foot post for the conveyance of letters and packets upon a post road.—*See Act of 1827, Sec. 3.* In case of a violation of this law, you will promptly report the facts to the Department, and prosecute the person offending for the penalty provided.

298. By sec. 6 of the act of 1827, it is made penal for any Postmaster or assistant postmaster, to act as agent for lottery offices, or under colour of purchase or otherwise, to vend lottery tickets—also, for a Postmaster to receive free of postage, or frank, lottery schemes, circulars or tickets. *See Sec. 293.*

299. One half the penalties recovered in prosecutions for violations of the Post-office laws, shall be for the use of the person or persons informing or prosecuting, and the other half will be paid over to the Department. Where a Postmaster prosecutes, he will give information of the fact to the Department, and hold one half of the penalty collected subject to its order. *Act of 1825, Sec. 33*

## CHAPTER XXXVI.

## MAILS TO THE BRITISH PROVINCES.

Sec. 300. By arrangements made with the proper authorities in the British Provinces, mail communications have been established at several points along the frontiers of the United States; among others, between Lewiston, N. Y., and Queenston, Upper Canada; between Ogdensburgh, N. Y., and Prescott, U. C.; from Albany, N. Y., by Plattsburgh and Lake Champlain, to Montreal; from Robbinstown, Me. to St. Andrews, N. Brunswick, &c.

301. Letters received from the British Provinces for offices in the United States, are to be rated at the first post office in the United States, at which they are received, with the proper postage from the United States' line to the office addressed.

302. Letters placed in any office in the United States addressed to offices in the British Provinces, are to be rated with the proper postage to the United States' line. This postage is not required to be paid in advance, as it will be collected, and accounted for, by the British Post Office Department.

303. Special instructions in regard to the mails to, and from the British Provinces, have been given to the distributing offices in the frontier States.

304. Postmasters in other States, will mail all letters to the British Provinces, in packets addressed *Northern, Eastern or Western*, as the case may be.

## CHAPTER XXXVII.

## MAILS TO COUNTRIES BEYOND SEA.

Sec. 305. When a letter is placed in a Post Office, to be sent to a seaport by post, and thence by ship to a foreign country the postage on it for the distance, it is to be conveyed by post, must be paid at the place of its reception, otherwise the letter is not to be forwarded.

306. Postmasters at sea-ports, will always receive letters that are offered for places beyond sea. The letters so received, together with those that come in the mail, addressed to foreign countries, should be marked with the name of the office, and the time of reception.

307. As soon as the Postmaster finds that a vessel is ready to sail, which will be convenient to carry them to the place of their destination, he will carefully examine all such letters, and see that there are none among them, destined to another place. He will then count them and enter their number in a bill made out in the *Form No. 7*. If there be few letters, and no bag for them furnished by the master of the vessel, they may be made into a

bundle like a common mail, taking care to enclose the certificate with them, sealing the wrapper with the office seal. If a bag be furnished, the string is to be sealed with the office seal. And if there be many letters, and no bag furnished by the master of the vessel, the Postmaster will furnish one, and charge it to the Department.

308. For every letter received by a Postmaster at a seaport, to be conveyed to a foreign country, there shall be paid to the Postmaster one cent.—*Act of 1825, Sec. 34.*

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THE foregoing Instructions, founded upon the laws relative to the Post Office Department, will be strictly observed by all Postmasters. Their diligence, in the performance of the duties enjoined, will ensure not only the confidence of the Department, but the approbation of the public.

WILLIAM T. BARRY,  
*Post Master General.*

POST OFFICE DEPARTMENT,  
*May 1, 1832:*

# FORMS

REFERRED TO

IN THE FOREGOING INSTRUCTIONS.



## FORM, No. 1.

LETTERS { From ANNAPOLIS, Md. *October 1st*, 1831,  
to WASHINGTON, D. C.

Rates.	Unpaid.			Paid.			Free.
Cents.	No.	Dolls.	Cents.	No.	Dolls.	Cents.	No.
10	15	1	50	2		20	4
20	2		40	1		20	
40	1		40				
60	1		60				
		2	90			40	

J. GREEN, P. M.

## FORM, No. 2.

*Account of Mails sent from the Post-Office at Annapolis, Md.  
from October 1st, to December 31st, 1831.*

Date of the bills sent.	To what Office the Letters were sent.	Unpaid Letters.		Paid Letters.		Free Letters: No.
		Dolls	Cents	Dolls	Cents	
October 1	Washington City, D. C.	2	90	40		4
" 10	Southern,		87½			
" 25	Upper Marlboro,	1	08	18		
" 29	Baltimore,	1	44			2
Nov'r 2	Alexandria, D. C.		10	10		
" 7	Cambridge,	1	00			1
" 12	Cumberland,		37½			
" 16	Hagerstown,		75			1
" 20	Northern,	2	12½	25		
" 28	Frederick Town,	1	00	20		2
" 31	Elkton,		62½	12½		
Decem'r 4	Ellicott's Mills,		30			
" 9	Southern,	3	37½			1
" 12	Baltimore,	6	06	84		
" 17	Washington City, D. C.	1	60	20		3
" 22	Georgetown, D. C.		50	30		
" 29	Northern,	4	25	75		2
		28	35½	3	34½	16

J. GREEN, P. M.

## FORM, No. 3.

*Account of Mails Received at the Post-Office at Annapolis, County of Anne Arundel, State of Maryland.*

Time of receiving.	Names of the offices from which they were received.	Date of the bills received.	Unpaid letters.		Way Letters.		Under-charged from other offices.		Overcharg-ed and mis-sent from other offices		Paid letters from other offices.		Free let-ters.
			Dolls	Cents	Dolls	Cents	Dolls	Cents	Dolls	Cents	Dolls	Cents	No.
1831		1831											
October 3	Washington City, D.C.	October 1	2	20		7							4
“ 17	Baltimore,	“ 16	5	48 $\frac{3}{4}$					12 $\frac{1}{2}$		6		2
“ 23	Hagerstown,	“ 21	1	8				12 $\frac{1}{2}$					
“ 29	Frederick Town,	“ 27		86		7			6		20		
Nov'r 1	Cumberland,	“ 28		56 $\frac{1}{4}$				18 $\frac{3}{4}$					3
“ 10	Georgetown, D. C.	Nov'r 9		50					10		forwarded		1
“ 16	Port Tobacco,	“ 14		60							30		2
“ 26	Queen Anne,	“ 26		6							6		
Dec'r 2	Washington City, D.C.	Dec'r 1	2	40					10		30		12
“ 11	Baltimore,	“ 10	4	78 $\frac{3}{4}$					18 $\frac{3}{4}$		1 10		3
“ 22	Rockville,	“ 21		30									1
“ 28	Easton,	“ 27	1	60							20		4
			20	43 $\frac{3}{4}$		14		31 $\frac{1}{4}$		57 $\frac{1}{2}$	2 22		52

J. GREEN, P. M.

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## FORM, No. 4

DEAD LETTERS { From ANNAPOLIS, Md. Dec'r 31st, 1831.  
to the Post Office Department.

Rates. Cents.	Unpaid.			Paid.			Free. No.
	No.	Dolls.	Cents.	No.	Dolls.	Cents.	
6	1		6				2
10	5		50	1		10	
12½	2		25				
18¾	1		18¾				
25	1		25				
		1	24¾			10	2

J. GREEN, P. M.



## FORM, No. 5.

*Account of Ship and Steam Boat Letters received at the Post Office at Annapolis, County of Anne Arundel, Maryland, for the quarter ending December 31, 1831.*

Number of Receipt.	Name of Vessel or Steam Boat from which received.	Number for this delivery	Number forwarded.	Whole number.	Amount Paid.		Postage chargeable to this office.	
					Dolls.	Cents.	Dolls.	Cents.
1	Brig Milton,		45	45		90		
2	Ship Elbe,	2	6	8		16		12
3	Steam Boat Potomac,	8	13	21		63	1	50
4	Steam Boat Columbia,	6	2	8		24		60
		16	66	82	1	93	2	22

J. GREEN, P. M.

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## FORM, No. 6.

*Account of Newspapers and Pamphlets received at the Post Office at Annapolis, State of Maryland, County of Anne Arundel, from 1st October to 31st December, 1831.*

Date when received.	Name of the Newspaper or Pamphlet.	Where published.	How many times in a week.	Number of subscribers.	Number of newspapers.	Number of pamphlets.	Amount of Postage.		Free.
							Dollars.	Cents.	
October 1	National Intelligencer	Washington City	6	3	234	-	2	21	13
" 1	Do. do.	do.	2	18	468	-	4	68	
" 1	Globe	do.	6	2	156	-	1	56	
" 1	Do.	do.	2	1	26	-	-	26	
" 1	U. S. Telegraph	do.	6	1	78	-	-	78	
" 1	Albion	New York	1	7	91	-	1	36 $\frac{1}{2}$	
" 1	National Gazette	Philadelphia	3	4	156	-	2	34	
Nov'r 20	Richmond Enquirer	Richmond, Va.	1	1	6	-	-	9	
" 28	Globe	Washington City	6	2	56	-	-	56	

		Various newspapers	-	-	-	-	49	-	-	48½	10
October	1	Southern Pioneer	Baltimore	monthly	13	-	39	1	17		
"	1	Children's Magazine	New York	do	12	-	36	-	54		
"	1	Sportsman's Magazine	Baltimore	do	6	-	18	-	81		
"	1	Quarterly Review	Boston	quarterly	4	-	4	1	00		
"	1	Christian Examiner	do.	-	2	-	2	-	44		
"	1	American Quarterly	Philadelphia	-	1	-	1	-	25		
Nov'r	1	Sportsman's Magazine	Baltimore	monthly	1	-	2	-	9		
Dec'r	1	Do. do.	do.	do	1	-	1	-	4½		
		Various pamphlets	-	-	-	-	16	-	78		
		Paid newspapers sent	-	-	-	-	9	-	9		
		Paid pamphlets sent	-	-	-	-	3	-	4½		
									19	59	23

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J. GREEN, P. M.

## FORM, No. 7.

UNITED STATES OF AMERICA,

*To the Postmaster at the Port of New Orleans, La.\**

This bag (or mail) sent by the Ship Triton, whereof JOHN THOMPSON is Master, bound from the port of Annapolis to New Orleans, contains twenty-three letters.

J. GREEN, P. M.

*Post Office at Annapolis, Md.**Nov. 6, 1831.*

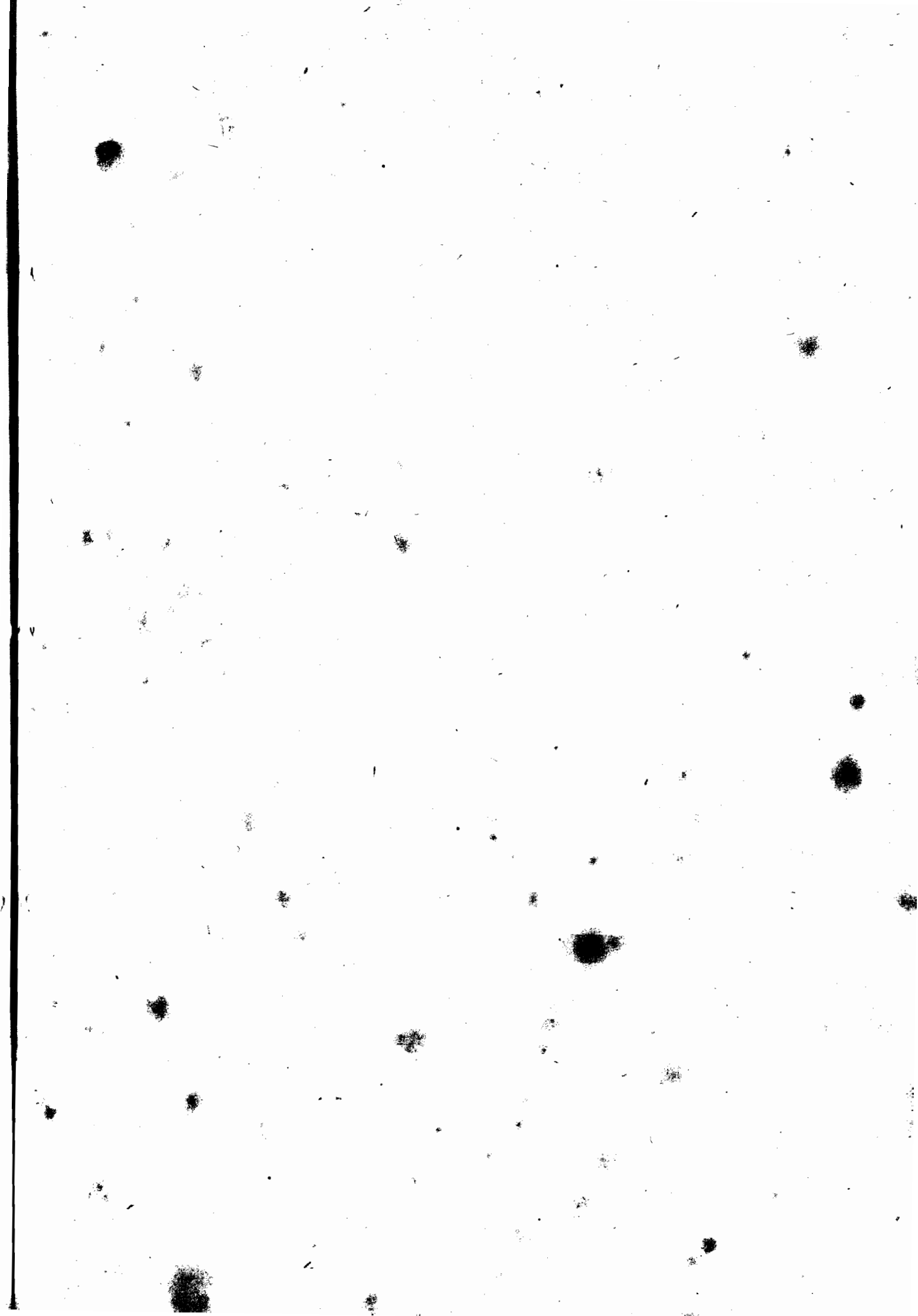
\* If the vessel be bound to a foreign port, for instance to Hamburg, then the certificate may be thus directed, "*To the Postmaster at the port of Hamburg, or whom it may concern.*"

## FORM, No. 8.

*Account of Letters sent by sea, from the Post Office at Annapolis, Md.*

Date of the bills sent.	To what ports.	Number of letters sent.	By what vessels.	Masters' names.
1831				
Oct'r 13	New York,	46	Schooner Betsy,	Thomas Williams
Nov'r 6	New Orleans,	23	Ship Triton,	John Thompson
Dec'r 21	Norfolk,	19	Brig Fame,	David Johnson
		88		

J. GREEN, P. M.



## FORM,

Dr. *The Post Office at Annapolis, County of Anne Arundel,  
Department, from 1st October,*

	<i>Dols.</i>	<i>Cts.</i>
1 To postage of letters which remained in the office last quarter, - - - - -	2	25
2 To postage of unpaid letters received from other offices this quarter, - - - - -	20	43 $\frac{3}{4}$
3 To postage of way letters received at this office ditto, - - - - -		14
4 To postage of letters undercharged from other offices ditto, - - - - -		31 $\frac{1}{4}$
5 To postage of 16 ship and steam boat letters, originally received at this office for this delivery,	2	22
6 To postage of paid letters sent from this office this quarter, - - - - -	3	34
	<u>28</u>	<u>70</u>
11 To balance as above, being the amount of postage collected on letters this quarter, - - -	24	58
12 To amount of postage on newspapers and pamphlets this quarter, - - - - - 19.59		
13 Deduct postage of dead newspapers and pamphlets, - - - - - 1.67	17	92
	<u>42</u>	<u>50</u>

## No. 9.

*State of Maryland, in account current with the Post Office Cr.*  
 1831, to 31st December, 1831,

	<i>Dols.</i>	<i>Cts.</i>
7 By postage of letters overcharged and mis-sent this quarter, - - - - -		57 $\frac{1}{4}$
8 By postage of dead letters sent to the Post of- fice Department ditto, - - - - -	1	24 $\frac{3}{4}$
9 By postage of letters now remaining in this of- fice, - - - - -	2	30
10 Balance carried down, - - - - -	24	58
/		
	28	70
14 By commission on 24 D. 58 C. letter postage at 50 per cent. - - - - -	7	37
15 By ditto on 17 D. 92 C. newspaper postage at 50 per cent. - - - - -	8	96
16 By 27 free letters delivered out of this office this quarter, at two cents each, - - - - -		54
17 By 82 ship and steam boat letters paid for this quarter, as by receipts herewith, - - - - -	1	93
18 By cash paid the mail carrier for 2 way letters, at one cent each, - - - - -		02
19 By contingent expenses, as by receipts here- with, - - - - -		75
20 Balance due to the Post Office Department,	22	93
	42	50

J. GREEN, P. M.

## POSTMASTERS

*Will make the following corrections with the pen:*

In page 14, last line but one of Section 23, make "not" "nor."

Page 23, in the fourth line from the bottom of Section 45, erase "shall" and insert "may."

Page 26, insert the word "port" after the word "from" in the second line of the third Section of the Act of 1823.

Page 40, Section 90, put the word "be" before the word "placed," at the beginning of the sixth line.



