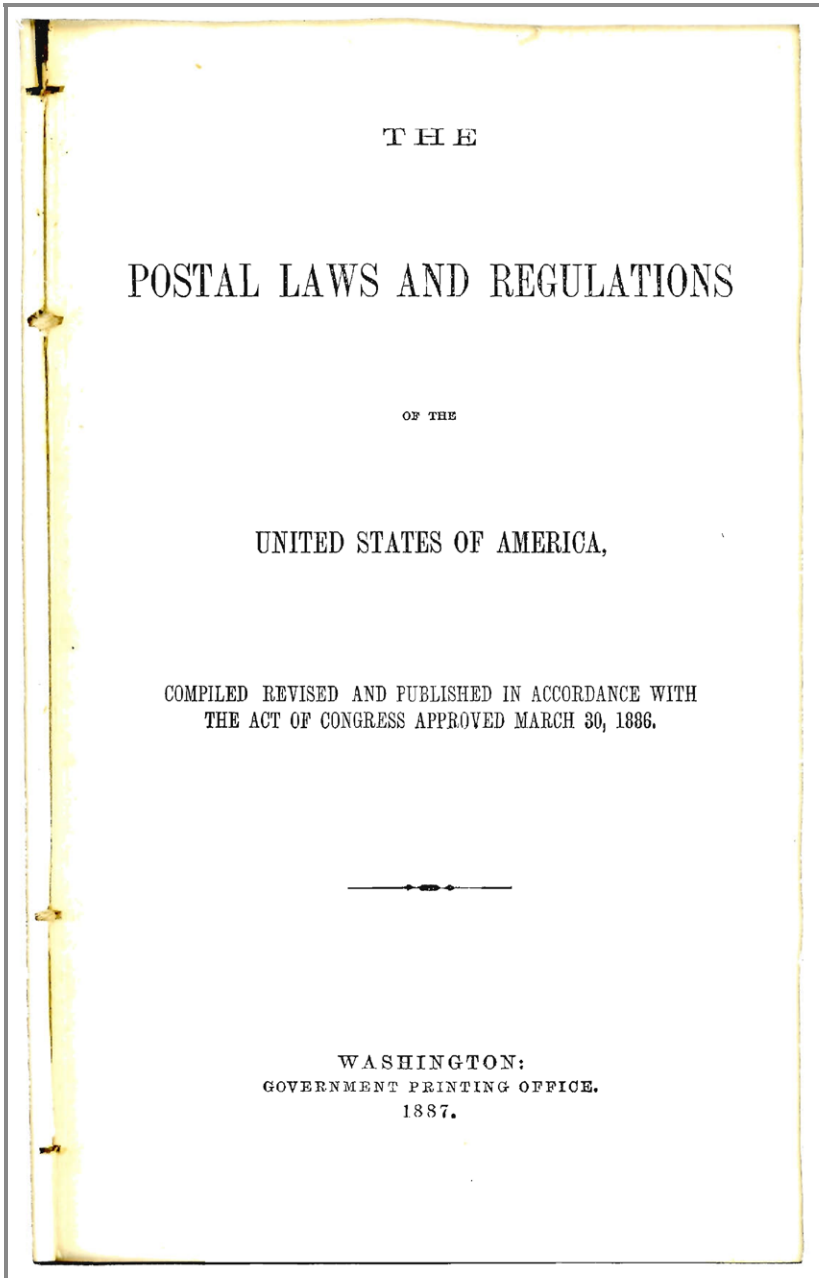


# US Postal Laws & Regulations

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Year: 1887

Delivery of mail



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will be disregarded; the husband of an addressee will be presumed her agent when she has not directed her mail to be withheld from his control.

4. A general request to forward matter should be observed until revoked.

5. The direction may be changed and matter reforwarded upon request as many times as may be necessary to reach the addressee.

6. Matter entitled thereto should be promptly forwarded in the next mail. (As to special-delivery matter, see section 694.)

7. Penalty envelopes must not be used to forward letters; but if there be insufficient space to write correction of address, a piece of paper should be attached for the purpose.

As to forwarding registered matter, see sections 1111 and 1113.

**Sec. 563. Erroneously Addressed or Delivered Matter, &c.; when to be Forwarded.**—When any article of mail matter has been erroneously delivered, it may, on being returned to the post-office, be forwarded upon due request, as if it had not passed from the post-office. Any matter proper to be forwarded free, addressed to the care of another, and returned by him redirected, may be forwarded in like manner. Matter which has been opened inadvertently upon misdelivery may be forwarded. As postal cars, mail apartments in cars and steamboats, are designated as post-offices, a deposit in such car or apartment, at the post-office originally addressed, of unopened letters properly readdressed for forwarding, is permissible; and the deposit in a letter box established by the Department, is equivalent to a deposit in the post-office.

The postmaster will correct and forward to its known destination any matter of the first and second classes which comes to his office through obvious mistake of the sender in addressing it, but should not guess at the destination, nor forward it on trial. If sure that it can be delivered from the office to which he sends it, he will postmark it and indorse: "DEFICIENCY IN ADDRESS SUPPLIED BY" (name of forwarding office).

**Sec. 564. Letters under Cover to Postmasters.**—Postmasters will forward all first-class matter on which one full rate of postage is prepaid which may reach them under cover from any other post-office with or without request to mail the same. Before forwarding, they should cancel the stamps and indorse in writing or stamp on such matter the following: "RECEIVED AT \_\_\_\_\_, UNDER COVER FROM THE POST-OFFICE AT \_\_\_\_\_."

#### DELIVERY OF ORDINARY MAIL MATTER.

**Sec. 565. Must be from Post-Offices.**—Mail matter must be delivered from post-offices. Railway postal clerks will not, in any case, deliver matter

to the persons addressed. It must be sent to and delivered at the office of address. The exceptions to this rule are the following:

1. Matter addressed to a discontinued office may be delivered from the nearest office thereto.

2. When a letter from a foreign country arrives, not in a closed mail, directed to a post-office other than that at the port of arrival, and the person addressed so specially desires, the postmaster at the port of arrival may deliver him the letter upon being satisfied of his identity.

3. Any ambassador or other diplomatic representative of a foreign government may, on his request, personally receive his mail matter from any post-office through which it may be passing, the postmaster being sure of his identity.

4. A postmaster at whose office mail matter in transit is lying, delayed by floods or other casualties which have made the mail route impassable, may deliver matter to the parties addressed, upon their personal or written application, and sure identification.

5. Railway postal clerks may deliver to any post-office inspector, who may enter their postal cars, any mail matter addressed to such inspector, when sure of his identity by seeing his commission.

**Sec. 566. General Directions for Delivery.**—The following general directions are given for the delivery of mail matter:

1. The delivery in each case should be to the person addressed, or according to his order. Such order may be implied in some cases, as where the addressee is in the habit of sending for or receiving his mail through his clerk, servant, agent, or some member of his family, and recognizing or acquiescing in such delivery.

2. When a person requests delivery to him of the mail of another, claiming that the addressee has verbally given him authority to receive it, the postmaster, if he doubts the authority, may require it to be in writing, signed and filed in his office.

3. When in doubt as to the identity of the addressee the postmaster may require proof, and should exercise great care, especially where the matter appears to be of value, to make proper delivery, as he is in peril of liability for damages to the proper party if he misdelivers.

4. Where two or more persons of the same name receive mail at the same office the postmaster should advise them to adopt some address or means by which their mail may be distinguished. He will deliver according to his best judgment; and will not return it to the mailing office for better description of the addressee, until, after inquiry, he is unable to determine to whom it should be delivered.

5. Mail matter addressed to a person in care of another should be delivered to the addressee, if he so direct, rather than to the person to

whose care it is addressed. In the absence of such direction, it should be delivered to the first of the two persons who may call for it.

6. Mail matter addressed to several persons may be delivered to any one of them.

7. Mail matter addressed to a public official, or to an officer of a corporation, by his official title, should be delivered to the person actually holding the office designated in the address, the presumption being that the matter was intended for the officer as such, rather than the individual named. This regulation also applies to the delivery of letters addressed to persons as "agent" or "agents," when the agency is of some public matter or of the business of some corporation, but not when the agency is merely of an individual or firm.

8. Neither husband nor wife can control the delivery of correspondence addressed to the other. When so instructed, a postmaster must refuse to deliver letters to the husband which are addressed to the wife, or those to the wife which are addressed to the husband. In the absence of instructions to the contrary, the wife's letters should be placed in the husband's box, and delivered to him with his own letters unless known to live separately.

9. A person engaged in a legitimate business may adopt a business name, and when duly identified, may receive his mail, registered or ordinary, by that name, as well as by his proper name.

For SPECIAL RULES GOVERNING DELIVERY OF REGISTERED MATTER, see sections 1116 to 1128.

**Sec. 567. Official Letters to Pensioners.**—A letter from the Pension Office, in Washington, D. C., may be delivered to the person in whose care it may be addressed, as well as to the pensioner or a member of his family; but a letter addressed to a pensioner from the office of an agent for paying pensions must be delivered to the pensioner or some member of his family, even though addressed in the care of a third person; because such address is prohibited. A pensioner's order, verbal or written, instructing the postmaster to deliver letters to him from a pension agent, or from the Pension Office, to an attorney, claim agent, or broker, must be disregarded. If a communication from the Commissioner of Pensions, or a pension agent, addressed to a pensioner, reaches a post-office after the pensioner has died, leaving no surviving widow or children under sixteen years of age, the postmaster should return the communication to the office from which it came, or to the Commissioner of Pensions, Washington, D. C., with a statement of the fact. If there be a surviving widow, the letter should be delivered to her. If no widow, then to the guardian, if any, of the children surviving under sixteen years of age.

**Sec. 568. Mail Matter Addressed to Minors.**—Where minor children reside with their parents, the father, or if he be dead, the mother generally is entitled to direct the disposition of mail matter addressed to such minors, and unless the minors be under guardianship, may authorize another to receive mail matter addressed to them, although they be not residing with the parent, and the postmaster should deliver accordingly, requiring directions in writing if he deem it necessary. In the absence of directions from a parent or guardian, or one authorized to control his correspondence, mail matter addressed to a minor may be delivered to him; and, especially if living independently, he is entitled to control his correspondence. Mail matter addressed to a deceased minor, who up to the time of decease resided with parents or guardian, may be delivered to the parent or guardian; but if the minor left a husband or widow, delivery may be made to him or her.

**Sec. 569. Mail Matter Addressed to Deceased Persons.**—Mail matter addressed to a deceased person must be delivered to his legal representative; if there be none, delivery may be made to a surviving husband or widow, unless there be other claimants, in which event the postmaster should report the facts of the case to the First Assistant Postmaster-General, and await instructions. If there be no legal representative, surviving husband, or widow, and others claim such mail matter, it should be sent to the Dead-Letter Office with the return of unclaimed matter, with a statement of the facts. (See section 607.)

**Sec. 570. Partnerships and Corporations.**—

1. Mail matter addressed to a firm may be delivered to any member of it.

2. The postmaster is not required to decide disputes between members of an existing firm as to delivery of its matter. If it has previously been through box or general delivery, he will continue to place the mail therein; if through carrier, he will instruct the carrier to hand the mail matter to any of the members of the firm.

3. If the firm be dissolved and contention arise, the postmaster's action will be governed by section five hundred and seventy-one.

4. Mail matter addressed to a corporation should be delivered to the agent or officer conducting its correspondence, or to such person as is authorized by the corporation to receive it.

5. Caution should be exercised to resist all attempts to secure the mail of an established house, firm, or corporation through the adoption by others of a similar name. Where disputes arise between individuals, firms, or corporations as to the use of a name or designation, the postmaster should deliver any matter addressed to a street, number, or building according to such address. When not so addressed, he will deliver

matter to the firm or corporation which first adopted the name of the address at that place. When in doubt as to the firm or corporation for which any mail matter is intended, and claim therefor is disputed, the postmaster may withhold delivery and report the facts and any statements made by either claimant to the First Assistant Postmaster-General for advice.

**Sec. 571. Postmaster to Require Appointment of Receiver.**—When a firm or company dissolves partnership, and contention arises as to whom the mail matter addressed to the former business firm or company, or its officials, shall be delivered, a postmaster, being forbidden by one party to deliver to another, should require the appointment of a receiver, retaining all mail matter until said receiver is appointed; and if no such receiver is appointed, or no agreement between the contending parties is reached, before the expiration of thirty days from the date when delivery ceased, the letters in dispute, and all that may arrive thereafter (until an agreement is made or receiver appointed), shall be sent to the Dead-Letter Office marked **IN DISPUTE**.

**Sec. 572. Delivery to Assignee or Receiver.**—Upon the dissolution of a corporation its mail matter should be delivered to the receiver or legal representative charged with the duty of winding up its affairs. When the business of a firm, corporation, or individual has passed into the hands of an assignee or receiver, the mail matter addressed to such firm, corporation, or individual should be delivered to the assignee or receiver in the following cases:

1. When the instrument of assignment authorizes the assignee to receive it and a copy thereof is filed with the postmaster; or
2. When the order of the court by which such receiver was appointed directs him to receive it; or
3. When the members of the firm, officers of the corporation, or person to whom the mail is addressed consent that he shall receive it; or
4. When the firm or corporation has not resumed business under the same name, so as to have correspondence in regard to business or property which did not pass to the assignee or receiver; or
5. When the receiver has been appointed to take charge of, continue, or wind up the business of an existing corporation.

The mail matter should be delivered to the firm or person instead of the assignee or receiver—

1. When the person making the assignment has not consented or agreed that the assignee shall receive mail matter addressed to him, the assignor, and arriving after the assignment, or when it reasonably appears that the matter does not relate to the business assigned.
2. When the firm whose business has been placed in the receiver's



hands is engaged in conducting a new or other business under the former name, or has subsequently acquired or has other property that does not pass into the receiver's hands. In such cases it will be presumed that the mail matter relates to the new or other business.

3. When the order of the court by which the receiver is appointed directs that the mail matter shall be delivered to the person, firm, or some officer of the corporation, instead of the receiver.

**Sec. 573. Delivery according to Agreement of Parties.**—When parties interested in mail matter enter into an agreement as to its delivery, and instruct the postmaster as to whom he shall deliver it, he will deliver accordingly until his instructions are changed by mutual consent of the parties, or until the judgment or order otherwise of a court of competent jurisdiction. He may require the instructions to be in writing.

This rule governs the case of the sale of a business. The postmaster is not required to construe the contract or determine rights, but only to comply with such plain directions as may be given by the seller, in their absence delivering to the addressee. The authority to the vendee is not revocable by the seller if there be a right to the mail in the vendee.

**574. To Fictitious Addresses.**—Letters and packages addressed to fictitious persons and firms, to initials, or to no particular person or firm, unless directed to be delivered at a designated place, as a post-office box, street, and number, or to the care of a certain person or firm, within the delivery of the post-office, are undeliverable, and must be sent to the Dead-Letter Office, as prescribed by section six hundred and two, unless the envelope contain the card of the sender, or a request to return, in which case the letters or packages should be returned accordingly.

Whenever a postmaster has reason to believe that a street or number, designated place, box, or address in care of another is being used by any one for conducting, under a fictitious address, correspondence forbidden circulation in the mails, he should promptly report the fact and the reason for his belief to the First Assistant Postmaster-General, and await his instructions, giving notice at the same time at the place where such letters and packages have been received that, pending instructions from the Department, the claimant of such matter must call at the general delivery to receive it, where it is the duty of the postmaster to have it placed, and to deliver it to the person calling for it, upon establishing his identity.

**Sec. 575. To Agent of Club.**—Any number of citizens may employ an agent, and give him a written order on the postmaster for their mail; and when such order is presented to the postmaster, it is his duty to deliver the mail of such parties, and also mail addressed to a person

placing under cover indorsed on the tag, after which it should again be attached to the parcel.

**Sec. 1099. Postage-Stamp Packages Damaged in Transit.**—Registered packages of postage stamps, stamped envelopes, or postal cards, damaged in transit, must be securely rewrapped and sealed by the postmaster discovering the damage, or at the terminal post-office to which such matter is delivered by railway postal clerks. After indorsing the package, as provided in section one thousand and ninety-six, the postmaster will attach to it a label, "REGISTERED POSTAGE-STAMP PACKAGE," "POSTAL-CARD PACKAGE," or "STAMPED-ENVELOPE PACKAGE," as the case may be; will mark the original address and registry number on the wrapper, indorsed as follows: "PLACED UNDER COVER AT ——— POST-OFFICE, ———, 18—." He will then enter the package upon the transit book, send it to its destination, noting the fact of its being damaged and placed under cover, and make a full report of the facts to the Third Assistant Postmaster-General.

**Sec. 1100. Postmasters to Receive Matter from Railway Postal Clerks.**—Postmasters at terminal offices of routes on which there is railway mail service must at all times be prepared to receive and properly receipt for registered matter brought to their offices by railway postal clerks. No delay of trains or unseasonable hours of arrival will authorize a deviation from this regulation.

#### MATTER RECEIVED FOR DELIVERY.

**Sec. 1101. Receiving Matter at a Post-Office for Delivery.**—On the opening of a pouch, if a registered package addressed to the postmaster is found in the pouch, the registered-package receipt must first be signed and returned, as required in section one thousand and eighty-three. The registered package will then be opened by cutting the end with the point of a knife, so as not to detach the end of the envelope. The initials of the opener will be marked on the registered-package envelope, and the addresses, &c., of the registered letters or parcels contained therein compared with the entries on the registry bill. If these are found to correspond, the postmaster will examine the letters or parcels as to their condition, postmark them on the back, enter them at once on the delivery book in the order in which they appear on the registry bill, giving date of arrival, the number and postmark of the registered package, and the number and addresses of the registered letters or parcels, and attach the return receipts to the letters or parcels by bands or thread. The registry bill is then to be signed, postmarked in the proper place on the date when leaving the office, and remailed without cover by next mail. Postmasters receiving registered stamp packages, postal-card

packages, or envelope packages, addressed to their post-offices, must enter such packages on the delivery book and sign for them in delivery column.

**Sec. 1102. Matter found among Ordinary Mail Matter.**—Matter which has once been registered can never lose its character as such until it has been delivered to the rightful owner. When a postmaster discovers any registered letter or parcel among ordinary mail matter, he must enter it upon his delivery book, and treat it as a registered piece. If the registered letter or parcel is addressed to his own post-office, he will deliver it to the person for whom it was intended, and if addressed to another post-office he will re-register and inclose it in a registered-package envelope and forward it, and in each case immediately report all the facts to the Third Assistant Postmaster-General. Where an official envelope has been wrongfully used in place of a registered-package envelope, the postmaster will send the envelope, with a report of the case, to the Third Assistant Postmaster-General.

**Sec. 1103. Envelope with Return Receipt or Registry Bill.**—If a registered-package envelope arrive at an office with only a registry bill and return receipt inclosed, the postmaster will ascertain if the letter or parcel to which bill and receipt refer has been received in the ordinary mail, in which case he will, if practicable, obtain the receipt of the addressee for it on the delivery book and the return receipt—the bill and receipt after signature being returned to the sending office. The case should also be reported to the Third Assistant Postmaster-General. In case the missing letter or parcel has not been received, the matter must be reported to the Chief Post-Office Inspector without delay.

**Sec. 1104. Omissions on Registry Bill and Return Receipt to be Supplied.**—If the sending postmaster has failed to properly fill up his registry bill or registry-return receipt, the receiving postmaster must supply the omission. Before returning the registry bill he will note any irregularity thereon under his signature.

**Sec. 1105. Failure to Send Registry Bill or Registry-Return Receipt.**—If, on opening a registered package, no bill is found, the receiving postmaster must fill out a bill and indorse it **NO BILL RECEIVED**, sign it, address it properly, postmark it, and send it without cover to the mailing post-office. If no registry-return receipt accompanies a registered letter or parcel, the postmaster opening the package must fill one out, attach it to the letter or parcel, and mail it to the sender when signed. A report of every such case must be made to the Third Assistant Postmaster-General.

**Sec. 1106. Treatment of Letters Arriving in Bad Order.**—If on opening a registered package a registered letter is found in bad order, the post

master will indorse the letter, "RECEIVED IN BAD ORDER," and sign his name. He will then inclose it in an ordinary official envelope, seal the envelope, and address it to the person to whom the registered letter is addressed, indorsing on the envelope "HAVE THIS EXAMINED ON DELIVERY," and make proper entry thereof on the delivery book. On delivery of this letter the addressee should be requested to open it in presence of the postmaster, delivery clerk, or letter carrier, and if there should be any of its contents missing, the original envelope of the letter should be obtained from the addressee, with his indorsement thereon as to the deficiency; and this envelope, with the registered-package envelope, should be sent with a full report of the facts to the Chief Post Office Inspector for investigation.

**Sec. 1107. Letters Found Unsealed.**—If a registered letter arrive unsealed, the postmaster will indorse it "RECEIVED UNSEALED," and sign his name, then place it in an official envelope, and deliver it as directed in the preceding section, obtaining from the addressee the original envelope of the letter, with the indorsement of the addressee thereon, stating whether the contents are correct or incorrect. If the contents are found correct, a report must be made of the case to the Third Assistant Postmaster-General, accompanied with the envelope. If incorrect, the case should be reported and the envelope of the letter and the registered-package envelope sent to the Chief Post-Office Inspector.

**Sec. 1108. Matter Found Without Cover in Registered-Package Envelopes.**—If a registered-package envelope is found to contain money or other registered matter, without other envelope, the receiving postmaster will note all particulars on the registered-package envelope, and have the same signed by two witnesses, if practicable. If the enclosure be a postal or money-order remittance, the postmaster will receipt for the same. If the contents are for a private address, they will be carefully sealed in an official envelope, addressed according to the return receipt, and delivered as prescribed in section one thousand one hundred and seventeen, and a full report of the case made to the Third Assistant Postmaster-General. When the postmaster is in doubt as to the ownership of the matter he will await instructions from the Department.

**Sec. 1109. Registered-Package Envelopes Empty when Opened.**—If on opening a registered-package envelope neither registry bill, return receipt, nor registered pieces are found, the receiving postmaster will at once make note of the facts on the registered-package envelope. The sending post-office will be ascertained from the postmark on this envelope, the postmaster at which office will be advised of the facts, and a full report of the case will be made to the Chief Post-Office Inspector, and also to the Third Assistant Postmaster-General.

**Sec. 1110. Entries; how made in Delivery Book.**—Entry of registered letters and parcels must be made upon the delivery book in the same order as upon the accompanying registry bills, and immediately after the registered-package envelopes containing them are cut open.

**Sec. 1111. Missent Letters or Parcels Received.**—If on opening a registered package addressed to his post-office a postmaster finds a registered letter or parcel inclosed addressed to another post-office, he will indorse the bill "MISSENT," sign and remail it, file the registered-package envelope, and enter the letter or parcel on his delivery book, making a note in delivery column "MISSENT AND FORWARDED," re-register it, and forward it to its proper destination.

**Sec. 1112. Misdirected Letters or Parcels; how Treated.**—If on opening a registered package addressed to his office a postmaster should find inclosed an unaddressed or misdirected letter or parcel, or one addressed to a place not a post-office, he must make entry of such letter or parcel on his delivery book, make the note "RETURNED FOR PROPER DIRECTION," in the delivery column, giving the date, re-register and return it to the mailing office. If the postmark on the letter or parcel be illegible, or the name of the mailing office cannot be otherwise ascertained, the matter should be registered and sent, with a letter of advice, to the Dead-Letter Office, and the proper entry thereof made in delivery book.

**Sec. 1113. Forwarding Matter.**—All registered matter may be forwarded upon the written request of the party addressed without additional charge for registry fee. Matter prepaid at first-class rates should be forwarded without additional charge for postage; but all other registered matter when forwarded is subject to an additional charge for postage at the same rate as if originally mailed at the office so forwarding the same, and the postmaster forwarding such matter shall indorse thereon "POSTAGE DUE FOR FORWARDING — CENTS"; and it shall be the duty of the postmaster at the office of final delivery to affix thereto postage-due stamps sufficient to cover the deficient postage, and in all cases collect the same before delivery. If the party addressed should refuse to pay such additional postage, the matter must be disposed of as REFUSED. (See section 1134.) In all cases where registered matter is forwarded, the postmaster must make an entry of it on his delivery book, and in the delivery column thereof make a memorandum showing when and where forwarded. He must alter the address of the registered letter or parcel as to destination only, and indorse it "FORWARDED." It must then be entered in registration book as if mailed at his post-office, numbered anew, and forwarded in a registered-package envelope, with a registry bill, and the original return receipt. The order for for-

warding or returning must be filed as a voucher. No order for forwarding should be recognized unless signed by the addressee of the matter, or by some person specially authorized in writing by the addressee to control such matter. In cases of emergency, however, telegraphic orders may be recognized, where the postmaster is satisfied that no fraud is intended.

If postage stamps or money sufficient to pay the postage for forwarding should be furnished by the party addressed, the postmaster at the forwarding office must affix to the matter forwarded the necessary stamps, and cancel them, the same as if the letter or parcel had been originally mailed at his office.

All registered first-class matter and matter in penalty envelopes may be reforwarded as often as the addressee may order.

**Sec. 1114. Registry Fee not Prepaid is not to be Collected at Office of Delivery.**—If any registered matter on which a fee is chargeable shall, by inadvertence or neglect of the mailing postmaster, or from any cause, be dispatched without full prepayment of postage and registry fee, the postmaster at the office of destination shall collect from the party addressed, when the matter is delivered, the amount of postage that may be due. The amount due as deficiency in the registry fee will be collected by the Department from the delinquent postmaster as a penalty for his neglect, upon receipt of report from the postmaster at the office of destination. Such reports should be made weekly to the Third Assistant Postmaster-General, and should state the number of the letter or parcel, the date of mailing, the post-office of origin, and the amount of the deficiency in each case.

The following rules will render the postmaster's duty plain in such cases :

1. If the letter or parcel should arrive at destination bearing no stamps whatever, the postmaster will rate up the postage at double rates, and collect the same from the party addressed before delivering the matter. The case will be reported by the postmaster in his weekly report to the Third Assistant Postmaster-General, who will require payment of the registry fee by the sending postmaster.

2. If the letter or parcel should arrive at destination partially prepaid, the postmaster will rate up the deficiency in postage (not at double rates, however) and collect the same from the party addressed. The deficiency in fee will be collected by the Third Assistant Postmaster General, as in the preceding case, upon report of the facts by the postmaster in his weekly report.

3. In ascertaining the amount of deficiency on a registered letter or parcel arriving at destination partially prepaid, the postmaster must

regard the stamps which he finds attached to the matter as having been intended by the sender, first, to pay the postage, and then, if there be any surplus, to go to the payment of the registry fee. The following illustrations will render the application of this rule easy: If the matter on which the deficiency exists be a single-rate letter bearing five cents in stamps, two cents must be credited to postage and three cents to registry fee, leaving a deficiency of seven cents in the fee to be collected by the Department from the sending postmaster when report of the case is received. If the letter be a double-rate letter, four cents must be credited to postage and one cent to registry fee, leaving a deficiency of nine cents in fee. If the letter require three rates, the whole five cents must be credited to postage, leaving a deficiency of one cent in postage to be collected by the postmaster from the party addressed, and ten cents deficiency in fee, to be collected by the Department from the sending postmaster.

4. In collecting deficient postage in any case from the party addressed, the postmaster must make use of postage-due stamps, requiring payment of the deficiency in money.

5. If the addressee should refuse to receive registered matter under these provisions, it must be held as required by section eleven hundred and thirty-four, stamped "REFUSED," and when returned to the mailing post-office a report, showing the entire amount of deficiency involved, should be made to the Third Assistant Postmaster-General (Division of Registration).

**Sec. 1115. Registry Notices to be Sent.**—Immediately on receipt of a registered letter or parcel at a post-office (not a free-delivery office), the postmaster must notify the addressee of its arrival, using for that purpose a "REGISTRY NOTICE," which notice must be delivered to the addressee in the same manner as ordinary mail matter. If the registered letter or parcel be not delivered within three days, a second notice must be sent, the notice and letter to be marked "SECOND NOTICE."

**Sec. 1116. Delivery at Letter-Carrier Offices.**—At free-delivery offices registration notices for all registered pieces not clearly for carriers' routes should be promptly and invariably deposited, without cover of envelopes, in boxes or in the general delivery. The clerk assorting and depositing notices should postmark the day of the month, and in post-offices where stamps have been provided therefor, the hour, when distribution is made. This requirement should be additional to other methods for ascertaining the correct delivery for such registered pieces. At such offices, when the postmaster finds it necessary to send registration notices to guests at hotels, or whenever for any special reason it is desirable to send registration notices by carriers to business places

or residences, the registration notices must be prepared by a registry clerk, and after being postmarked or dated, sent from the office under cover of sealed penalty envelopes.

**Sec. 1117. Delivery of Letter or Parcel.**—On application for a registered letter or parcel, the applicant proving to be the proper person to receive it, the postmaster will require signature to be given on the delivery book; also on the return-registry receipt which accompanies the registered letter or parcel, and will then deliver the letter or parcel.

**Sec. 1118. Receipt to be Taken upon Delivery of Matter.**—A receipt shall be taken upon the delivery of any registered mail matter, showing to whom and when the same was delivered, which shall be returned to the sender, and be received in the courts as prima facie evidence of such delivery. (R. S., § 3928.)

**Sec. 1119. Delivery of Matter by Carriers.**—Postmasters at free-delivery post-offices must, unless requested to the contrary by addressees, deliver through the carriers all registered letters and parcels addressed to street and number, or to parties whose street address is given in the city directory. If the addressee is a box-holder all of his registered mail should be held for desk delivery, unless he has specially requested such matter to be delivered by carrier. Carriers are required to deliver all registered letters and parcels where the persons addressed usually receive their mail by carriers. Registered matter of the third and fourth classes must have preference over unregistered matter of such classes in delivery. Weight or bulk of registered matter will not excuse a carrier for not making delivery.

Carriers should receipt for registered letters and parcels on the delivery book or otherwise when specially directed by the Department.

**NOTE.**—Desk deliveries of registered matter should be encouraged by postmasters where satisfactory to business patrons of the registry system, especially where the number of registered pieces to be delivered is considerable, or where such pieces are known to be of considerable value.

**Sec. 1120. Name of Carrier delivering Matter must Appear.**—Carriers' delivery books must show the name of the carrier who delivers each registered letter or parcel. Carriers must enter in such books with ink the numbers of the letters or parcels, the names of addressees, and when in care of another, the street and number, except in the cases of well known persons, corporations, or firms. For convenience in signing by agents and others than addressees, carriers should devote two lines to each entry in their delivery books. In delivering registered matter carriers must take receipts on both delivery book and registry-return receipts. Wherever it is possible signatures should be in ink or indelible pencil.



**Sec. 1121. Care in Delivery—Identification of Addressee.**—Registered letters or parcels must in no case be delivered to any person but the addressee, or on his written order. Identification should be required when the applicant is unknown, and written orders should be verified and placed on file. These orders may be for the delivery of a specific letter or parcel, or for all registered matter addressed to the person giving the order. All general orders should be complied with by the postmaster until countermanded in writing.

**Sec. 1122. Registered Special-Delivery Letters.**—At free-delivery offices registered letters for special delivery should be intrusted only to adult employés of a post-office, or, if this be not practicable, only to messengers of undoubted discretion and good judgment. There is, of course, no objection to the postmaster himself making the delivery where he can do so.

**Sec. 1123. Responsibility for Wrong Delivery.**—Postmasters are, as a general rule, responsible to the persons to whom registered matter is addressed for a wrong delivery thereof, and therefore, for their own protection, must exercise the greatest care to ascertain the proper persons to receive it.

**Sec. 1124. Deposit and Examination of Carriers' Books, &c.**—At free-delivery offices carriers should invariably deposit their delivery books and registry-return receipts in the post-office after their last delivery trip, which books and receipts should be examined and checked by the proper post-office employé.

Carriers should make as frequent trials to deliver registered pieces during each day as their arrangement of trips will permit. At each trial they should enter on the face of the letters or parcels the reasons for non-delivery, their initials, and the number of the district. Whenever on any day the efforts to deliver have proved unsuccessful, the carrier will return the undelivered registered matter to the proper post-office employé, who will receipt for the same on the carrier's delivery book and in his presence. All letters and parcels as often as returned by carriers will be re-entered on the Post Office delivery book, and as often as taken from post-office for further trial will be receipted for by carriers, who will make proper re-entries in their delivery books. Carriers are not permitted to transfer the delivery of registered letters among themselves, but such transfers, when necessary, must be made by passing receipts through the proper post-office employé.

**Sec. 1125. Proper Signature Required.**—When registered matter is delivered to a person other than the addressee, the names of both addressee and recipient must be signed by the latter on both the delivery book and the registry-return receipt. In signing the return receipt in

any such case, the character of the connection or relationship between the recipient and the addressee should be stated: *e. g.*, "Clerk," "Agent," "Messenger," &c.

**Sec. 1126. Registry-Return Receipt to be Remailed to the Sender.**—As soon as any registered matter has been delivered and the registry-return receipt therefor has been properly signed, the receipt must be postmarked with date of delivery (which is also the mailing postmark) and sent by next mail, without cover of an envelope, to the address of the sender.

**Sec. 1127. Delivery of Matter when the Addressee is Dead.**—If it be made to appear to the postmaster at the office of destination that the person to whom a registered letter or parcel is addressed is dead, the same may be delivered to the legal representative of the deceased, that is, to his executor, administrator, or other person appointed by the court to take charge of the effects of the deceased, on satisfactory proof of the official character of such representative. If there be no such legal representative, and the letter or parcel be of domestic origin and contain a return request, the postmaster will return the same to the sender, as prescribed in section one thousand one hundred and thirty-four. If the letter or parcel be of domestic origin and bear no return request, and be claimed by relatives of the deceased, the postmaster will notify the mailing office that the addressee is reported to be dead, giving in the notice the number of the letter or parcel, date and office of mailing, name of sender and address, and stating that the matter is held subject to the sender's direction as to delivery. The postmaster of the mailing office shall thereupon immediately notify the sender by mail of the facts reported from office of destination, and the sender may in writing direct the disposal to be made of the letter or parcel. Such direction, with the signature of the sender identified by the mailing postmaster, shall be forwarded upon sender's paying postage thereon to the postmaster at whose office the registered matter remains, and the same shall be delivered or returned in accordance therewith. If no such direction be received after notice has been given, or if the matter be of foreign origin, and there be no executor or administrator to whom the same may be delivered, and it be claimed by relatives of the addressee, the postmaster will immediately report all the facts to the Third Assistant Postmaster-General, and await instructions from the Department.

**Sec. 1128. Disposal of Matter Addressed to a Person who is Insane.**—Registered matter addressed to a person who has been judicially declared by competent authority to be insane, may be delivered to the person appointed by the proper tribunal to have charge of his estate.

If there be no such person, the matter should be retained, and the same action taken as that required by the preceding section.

**NOTE.**—Reference is here made to sections 566 and following of these regulations, concerning the delivery of ordinary mail matter, which will govern in all cases where there can be no question as to their applicability to registered matter.

**Sec. 1129. Mail Matter not Subject to Attachment or Garnishment.**—A registered letter or parcel, or any mail matter, is not subject to attachment, garnishment, trustee process, or levy upon execution, while in the hands of a postmaster or postal employé, after deposit in a post-office and before delivery to the person addressed. It is deemed, while in possession of the officials of the postal service, to be in the custody of the law. Postmasters, railway postal clerks, and letter carriers will therefore refuse to give up registered or other mail matter in their possession, upon the demand of sheriffs or constables presenting legal process and seeking to levy on such mail matter in postal custody. They will make answer to any garnishee or similar process served upon them for reaching such mail matter, setting forth their official character, and that the mail matter came to their hands, according to the facts, by virtue of their official authority, and was delivered or transmitted in accordance with their duty in respect thereto.

#### RETURN OR RECALL OF REGISTERED MATTER.

**Sec. 1130. Order for Return, Marked Fraudulent.**—The Postmaster-General may, upon evidence satisfactory to him that any person is engaged in conducting any fraudulent lottery, gift enterprise, or scheme for the distribution of money or of any real or personal property, by lot, chance, or drawing of any kind, or in conducting any other scheme or device for obtaining money through the mails by means of false or fraudulent pretenses, representations, or promises, instruct postmasters at any post-offices at which registered letters arrive directed to any such person to return all such registered letters to the postmasters at the offices at which they were originally mailed, with the word "fraudulent" plainly written or stamped upon the outside of such letters; and all such letters so returned to such postmasters shall be by them returned to the writers thereof, under such regulations as the Postmaster-General may prescribe. But nothing contained in this title shall be so construed as to authorize any postmaster or other person to open any letter not addressed to himself. (R. S., § 3929.)

**Sec. 1131. Matter not to be Treated as "Fraudulent" without express Order.**—Registered matter is not to be marked "Fraudulent" and returned to sender by any postmaster, unless he has express order directed to the postmaster at his office, from the Postmaster-General, instruct-