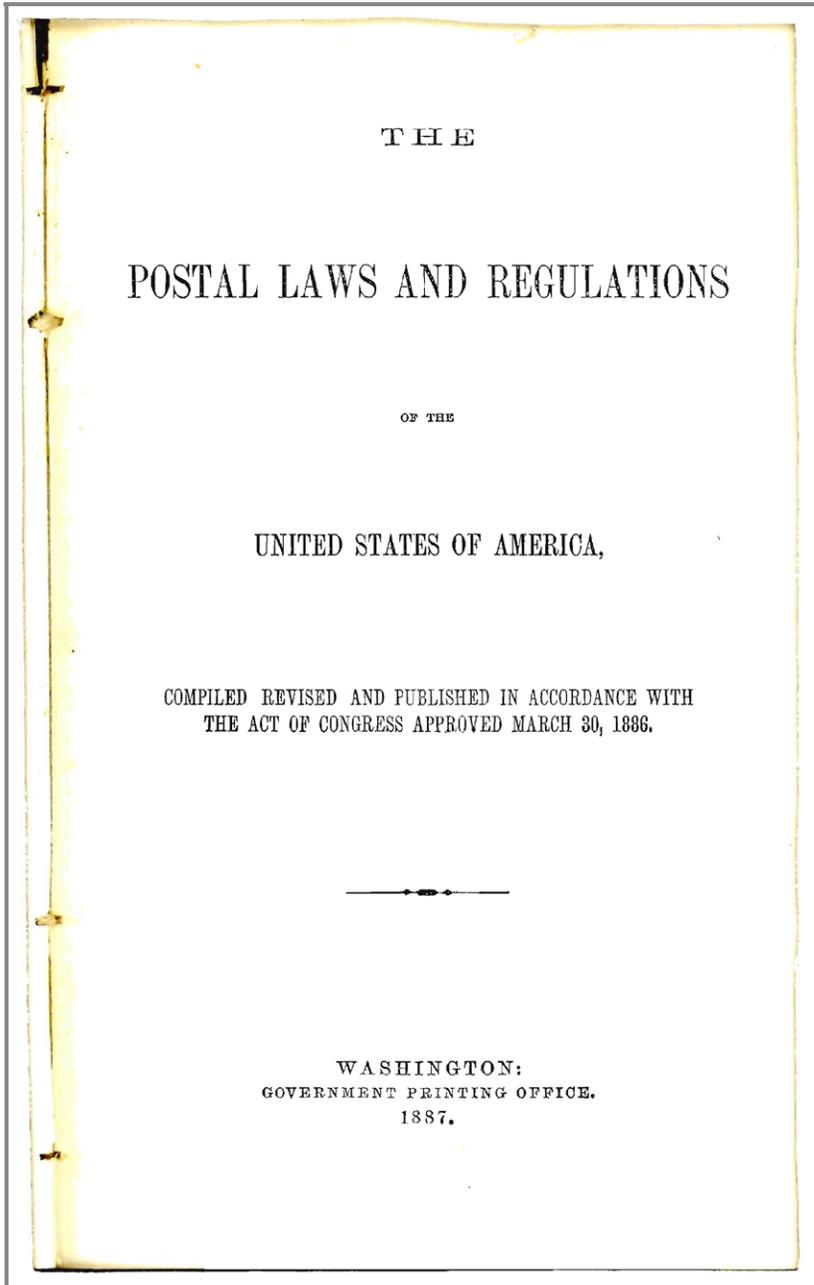


# US Postal Laws & Regulations

Brought to you by the US Postal Bulletins Consortium

Year: 1887

Foreign mails



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cate money orders and postal notes, and all such duplicates are prepared therein, and, after being signed by the Superintendent, are transmitted to postmasters.

*The Division of Domestic Correspondence* prepares replies to inquiries from postmasters and the public in cases involving construction of the postal laws and regulations relating to the money-order business, and relating also to disputes between postmasters and the public as to the payment of money orders on postal notes; and to it is assigned the preparation of the annual list of post-offices to be established as money-order and postal-notes offices.

*The Division of Drafts, Credits, and Transfers* prepares for transmittal to postmasters, upon their application, blank drafts to supply them with funds for the payment of money orders and letters of credit upon the postmaster at New York for the same purpose, and keeps a record thereof; it also records all transfers made for a similar purpose by the postmasters from their postal funds to their money-order funds.

*The International Division* conducts correspondence between postmasters and this office, and between this office and foreign post-office departments, relating to international money orders; it also issues duplicates of, and authorizes repayment of international money orders.

*The Postal Note Agency* acts as an intermediary between the Post-Office Department and the contractors for inspection and furnishing supplies of blank postal notes; has custody of the stock of distinctive postal note paper, receives from the contractors books of postal notes, and transmits the same to postmasters; and, in general, serves as the representative of the Postmaster-General at the place of business of the contractors.

*The Chief Clerk of the Money-Order System* reviews all correspondence and papers prepared in this office; distributes the duties of the clerks therein according to law; supervises, under the direction of his immediate superior, the duties of the other clerks therein, and performs such other duties as may be required by the Superintendent.

#### VII. OFFICE OF THE SUPERINTENDENT OF FOREIGN MAILS.

This office has the supervision of all details connected with the exchange of mails with foreign countries, except correspondence and special directions for the treatment of registered mail, including arrangements for the ocean transportation of all mails from the United States, and the preparation of postal treaties and conventions, except those relating to international money orders; the preparation of special instructions to postmasters at the United States exchange post-offices in regard thereto; preliminary consideration and preparation of cases

arising on questions touching foreign mail matter and for the remission of erroneous or excessive postage charges on matter for or from foreign countries; and the adjustment of the rates to be paid by foreign countries for transportation through the United States of their mails for other countries. Also the general correspondence with foreign countries, except that relating to the money-order and registry systems; the translation of letters and documents in foreign languages received by the Department; consideration of inquiries relating to our international postal service; the charges for United States customs duties made on articles received in the mails, whether from foreign postal officials or from private citizens at home or abroad; and application for the return to senders, or change of address, of articles contained in the mails exchanged with foreign countries; preparation of the blank forms for use in exchange of mails and their issue to postmasters on their requisition; preparation of monthly schedule of the sailings of mail steamers; the examination of the accounts of each vessel or line carrying mails from the United States, and preparation of recognitions by the Postmaster-General for payment of sums due for such service, and performance of such other duties as are from time to time required by the Postmaster-General.

#### VIII. THE DEAD LETTER OFFICE.

This office, under direction of the Superintendent thereof, is charged with the treatment of all unmailable and undelivered mail matter which is sent to it for disposition; the enforcement of the prompt sending of such matter according to regulations; the duty of noting and correcting errors of postmasters connected with the delivery or withholding of mail matter; the investigation by correspondence of complaints made with reference thereto; the verification and allowance of claims for credit by postmasters for postage-due stamps affixed to undelivered matter; the examination and forwarding or return of all letters which have failed of delivery; inspection and return to country of origin of undelivered foreign matter; recording and restoration to owners of letters and parcels which contain valuable inclosures; care and disposition of all money, negotiable paper, and other valuable articles found in undelivered matter, and correspondence, both foreign and domestic, relating to these subjects.

Its clerical force is distributed into six divisions, with duties assigned as follows:

*The Opening Division*, in charge of a principal clerk, receives all returns of unclaimed matter, keeps count of the same, verifies the returns from and keeps account of unpaid postage with free-delivery post-offi-

**Sec. 381. Postmasters are Responsible for the Admission of Improper Matter,** and will exercise great care to exclude whatever is manifestly unmailable. When articles of the fourth class are offered for mailing under the provisions of section three hundred and seventy they must be examined and excluded if the conditions of admission have not been complied with. In cases of doubt the matter should be referred to the General Superintendent of the Railway Mail Service. (See section 896.)

As to the treatment of unmailable matter generally and its disposition, see sections 528, 529, 530, 546, 608, and 609.

**Sec. 382. Punishment of Officer or Employé for Mailing, &c.**—Whoever, being an officer, agent, or employé of the Government of the United States, shall knowingly aid or abet any person engaged in any violation of any of the provisions of law prohibiting importing, advertising, dealing in, exhibiting, or sending or receiving by mail, obscene or indecent publications, or representations, or means for preventing conception or procuring abortion, or other articles of indecent or immoral use or tendency, shall be deemed guilty of a misdemeanor, and shall for every offense be punishable by a fine of not less than one hundred dollars and not more than five thousand, or by imprisonment at hard labor for not less than one year nor more than ten, or both. (R. S., § 1785.)

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## CHAPTER TWELVE.

### FOREIGN MAIL MATTER; ITS CLASSIFICATION AND RATES OF POSTAGE.

#### POSTAL CONVENTIONS.

**Sec. 383. Postal Conventions with Foreign Countries.**—For the purpose of making better postal arrangements with foreign countries, or to counteract their adverse measures affecting our postal intercourse with them, the Postmaster-General, by and with the advice and consent of the President, may negotiate and conclude postal treaties or conventions, and may reduce or increase the rates of postage on mail matter conveyed between the United States and foreign countries. (R. S., § 398.)

**NOTE.**—In execution of the authority given by this section, the Postmaster-General is not limited by the statute fixing a limit of weight to matter in the domestic mails. (See Opinion of Attorney-General, June 30, 1887.)

**Sec. 384. Publication of Postal Conventions.**—The Postmaster-General shall transmit a copy of each postal convention concluded with foreign

governments to the Secretary of State, who shall furnish a copy of the same to the Congressional Printer for publication; and the printed proof sheets of all such conventions shall be revised at the Post-Office Department. (R. S., § 399.)

The Postmaster-General shall transmit a copy of every postal convention to the Secretary of State for the purpose of being printed, and the printed copy thereof shall be revised by the Post-Office Department instead of by the Secretary of State. (R. S., § 3804.)

**Sec. 385. Copy to Public Printer.**—The Secretary of State shall furnish the Congressional Printer with a correct copy of every act and joint resolution as soon as possible after its approval by the President of the United States, or after it shall have become a law in accordance with the Constitution without such approval; and also of every treaty between the United States and any foreign government after it shall have been duly ratified and proclaimed by the President, and of every postal convention made between the Postmaster-General, by and with the advice and consent of the President, on the part of the United States, and equivalent officers of foreign governments on the part of their respective countries. (R. S., § 3803.)

**Sec. 386. Duty of Public Printer Thereon.**—The Congressional Printer, on receiving from the Postmaster-General a copy of any postal convention between the Postmaster-General, on the part of the United States, and an equivalent officer of any foreign government, shall immediately cause an accurate printed copy thereof to be executed and sent in duplicate to the Postmaster-General. On the return of one of the revised duplicates, he shall at once have the marked corrections made, and cause to be printed, and sent to the Postmaster-General, any number of copies which he may order, not exceeding five hundred, and to be printed separately, and sent to the two houses of Congress, the usual number. (R. S., § 3806.)

#### EXISTING ARRANGEMENTS.

**Sec. 387. General Explanation.**—The foreign countries with which the United States exchange mails are divisible into three classes, namely:

1. Those with which the exchange of mails is governed by direct postal convention.

2. Those countries which have no direct convention with the United States, but with which mails are exchanged through the intermediary service of some foreign country with which the United States have treaty relations.

3. Those foreign countries with which neither a direct convention

exists nor special relations are established through an intermediary by treaty.

**Sec. 338. Treaty Relations.**—The countries with which mails are exchanged in pursuance of direct postal conventions may be arranged as follows:

1. *The Universal Postal Union countries, namely:*

ARGENTINE REPUBLIC, including eastern parts of Patagonia and Tierra del Fuego, and Staten Island.

AUSTRIA-HUNGARY, including the principality of Lichtenstein.

BELGIUM.

BOLIVIA.

BRAZIL.

BRITISH INDIA: Hindostan and British Burmah (Aracan, Pegu, and Tenasserim), and the Indian Postal establishments of Aden, Muscat, Persian Gulf, Guadur, and Mandalay.

BULGARIA.

CANADA.

CHILI, including western parts of Patagonia and Tierra del Fuego.

COLOMBIA, Republic of.

CONGO, Independent State of.

COSTA RICA.

DENMARK, including Iceland and the Faroe Islands.

DANISH COLONIES:

Greenland.

St. Croix.

St. Thomas.

St. John.

DOMINICAN REPUBLIC.

ECUADOR.

EGYPT, including Nubia and Soodan.

FRANCE, including Algeria, the principality of Monaco, and French post-office establishments at Tunis, Tangier (Morocco), and at Shanghai (China).

FRENCH COLONIES:

1. In Asia, French establishments in India (Chandernagore, Karikal, Mahé, Pondicherry, Yanaon), and in Cochin China (Saïgon, Mytho, Bien-Hoa, Poulo-Condor, Vinh-Long, Hatien, Tschandok),

FRENCH COLONIES—Continued.

and the offices at Cambodia, Annam and Tonquin as appurtenant to Cochin China.

2. In Africa: Senegal and dependencies (Gorée, St. Louis, Bakel, Dagana), Mayotte and Nossi-bé, Gaboon (including Grand Bassam and Assinie), Réunion (Bourbon), Ste. Marie and Tamatave, Madagascar, and Obock, east coast.

3. In America: French Guiana, Guadeloupe and dependencies (Desirade or Descada, Les Saintes, Marie Galante, and the north portion of St. Martin), Martinique, St. Bartholomew, St. Pierre, and Miquelon.

4. In Oceanica: New Caledonia, Tahiti, Marquesas Islands, Isle of Pines, Loyalty Islands, the Archipelagoes of Gambier, Toubouai, and Tuamotou (Low Islands).

GERMANY, including the island of Heligoland.

GREAT BRITAIN AND IRELAND, including Gibraltar, Malta, the dependencies of Malta (Gozzo, Comino, and Cominotto), and the island of Cyprus, and the British Postal Agency at Tangier, Morocco.

BRITISH COLONIES:

1. In Asia:

Ceylon.

Hong-Kong, and the post-offices maintained by Hong-Kong at Kiungchow, Canton, Swatow, Amoy, Foochow, Ningpo, Shanghai, and Hankow (China).

Labuan.

Straits Settlements (Singapore, Penang, and Malacca).

## BRITISH COLONIES—Continued.

## 2. In Africa :

British colonies on the west coast of Africa (Gold Coast, Lagos, Senegambia, and Sierra Leone). Mauritius and dependencies (the Amirante Islands, the Seychelles, and Rodrigues).

## 3. In America :

Antigua, W. I.  
Bahamas.  
Barbadoes, W. I.  
Bermudas.  
British Guiana.  
British Honduras.  
Dominica, W. I.  
Falkland Islands.  
Grenada, W. I.  
Jamaica.  
Montserrat, W. I.  
Nevis, W. I.  
Newfoundland.  
St. Christopher, W. I.  
St. Lucia, W. I.  
St. Vincent, W. I.  
Tobago, W. I.  
Trinidad, W. I.  
Turk's Island.  
Virgin Isles, W. I.

GREECE, including the Ionian Isles.

GUATEMALA.

HAYTI.

HAWAIIAN ISLANDS.

HONDURAS, Republic of, including Bay Islands.

ITALY, including the Republic of San Marino, the Italian offices of Tunis and Tripoli, in Barbary, Massouah, Egypt, and Assab, Abyssinia.

JAPAN, and Japanese post-offices at Shanghai (China), and Fusam-po, Genzanshin, and Jinsen (Corea).

LIBERIA.

LUXEMBURG.

MEXICO.

MONTENEGRO.

NETHERLANDS.

## NETHERLANDS COLONIES\*:

1. In Asia : Borneo, Sumatra, Java (Batavia), Billiton, Celebes (Macassar), Madura, the Archipelagoes of Banca and Rhio (Riouw), Bali Lombok, Sumbawa, Flores, the southwest portion of Timor, and the Moluccas.

2. In Oceanica : The northwest portion of New Guinea (Papua).

3. In America : Netherlands Guiana (Surinam), Curaçoa, Aruba, Bonaire, part of St. Martin, St. Eustatius, and Saba.

NICARAGUA.

NORWAY.

PARAGUAY.

PERSIA.

PERU.

PORTUGAL, including the islands of Madeira and the Azores.

## PORTUGUESE COLONIES :

1. In Asia : Goa, Damao, Diu, Macao, and part of Timor.

2. In Africa : Cape Verde, Bissao, Cacheo, Islands of St. Thome and Prince's, Ajuda, Mozambique, and the province of Angola.

ROUMANIA (Moldavia and Wallachia).

RUSSIA, including the Grand Duchy of Finland.

SALVADOR.

SERVIA.

SIAM.

SPAIN, including the Balearic Isles, the Canary Islands, the Spanish possessions on the north coast of Africa (Ceuta, Peñon de la Gomer, Alhucemas, Melilla, and the Chaffarine Islands), the Republic of Andorra, and the postal establishments of Spain on the west coast of Morocco (Tangier, Tetuan, Larrache, Rabat, Mazagan, Casablanca, Saffi, and Magadore).

## SPANISH COLONIES :

1. In Africa : Islands of Fernando Po, Annobon, and Corisco.

2. In America : Cuba and Porto Rico.

## SPANISH COLONIES—Continued.

3. In Oceanica : The Archipelagoes of the Mariana (Ladrone), and the Caroline Islands.
4. In Asia : The Philippine Archipelago (Luzon, with Manilla, Mindanao, Palawan, Panay, Amar, &c.).

## SWEDEN.

## SWITZERLAND.

TURKEY (European and Asiatic).

## URUGUAY.

VENEZUELA, United States of.

All of which are embraced within and subject to the Universal Postal Union Convention, concluded at Paris in 1878, as amended by the additional act concluded at Lisbon, in March, 1885.

2. *The Dominion of Canada* : under the Conventions of 1851, 1856, and 1873, as amended and revised by the Convention of 1875. The latter Convention practically controls, in most particulars, the direct relations between Canada and the United States, as a special arrangement within the Postal Union.

3. *The Republic of Mexico* : under the Postal Convention of 1887, which supersedes pre-existing direct conventions, and, except as therein provided, also the Universal Postal Union Convention, in the direct relations between the United States and Mexico.

4. *The Colony of New Zealand* : under the Convention of 1870, as amended by the Convention of 1877.

5. *The Colony of New South Wales* : under the Convention of 1874, as amended by the Convention of 1875.

6. *The Colony of Queensland* : under the Convention of 1876.

7. *The Colony of Victoria* : under the Convention of 1878.

8. *The Colony of Tasmania* : under the Convention of 1886.

**Sec. 389. Countries Reached through Intermediary.**—The Universal Postal Union Convention provides for the exchange of correspondence between any Postal Union country and any country not within the Postal Union, by use of the mails of any Postal Union country which has such relations with the country foreign to the Union as to enable such Union country to exchange mails with the country foreign to the Union. Those countries foreign to the Universal Postal Union, with which the United States now exchange mails through the intermediary service of a Postal Union country, are the following, namely :

1. All African countries not within the Postal Union.
2. The Island of Ascension.
3. China.
4. Madagascar (except Ste. Marie and Tamatave, which are Postal Union offices).
5. The Island of St. Helena.

**Sec. 390. Rates to Foreign Countries of the Third Class.**—The rate of United States postage on mail matter sent to or received from foreign countries with which different rates have not been established by postal convention or other arrangement, when forwarded by vessels regularly employed in transporting the mail, shall be ten cents for each half ounce or fraction thereof on letters, unless reduced by order of the Postmaster-General; two cents each on newspapers; and not exceeding two cents per each two ounces, or fraction thereof, on pamphlets, periodicals, books, and other printed matter, which postage shall be prepaid on matter sent and collected on matter received; and to avoid loss to the United States in the payment of balances, the Postmaster-General may collect the unpaid postage on letters from foreign countries in coin or its equivalent. (R. S., § 3912.)

Under this section rates of postage are fixed, so far as the service of the United States extends, on mails for the following countries, namely:

The Australian colonies of North Australia, South Australia, West Australia, and Alexanderland; the Fiji Islands, the Samoan Islands, and other islands of the Pacific not before enumerated.

**Sec. 391. Retaliatory Postage on certain Foreign Matter.**—The Postmaster-General, under the direction of the President of the United States, is hereby authorized and empowered to charge upon, and collect from, all letters and other mailable matter carried to or from any port of the United States, in any foreign packet-ship or other vessel, the same rate or rates of charge for American postage which the government to which such foreign packet or other vessel belongs imposes upon letters and other mailable matter conveyed to or from such foreign country in American packets or other vessels as the postage of such government, and at any time to revoke the same; and all custom-house officers and other United States agents designated or appointed for that purpose shall enforce or carry into effect the foregoing provision, and aid or assist in the collection of such postage, and to that end it shall be lawful for such officers and agents, on suspicion of fraud, to open and examine, in the presence of two or more respectable persons, being citizens of the United States, any package or packages supposed to contain mailable matter found on board such packets or other vessels or elsewhere, and to prevent, if necessary, such packets or other vessels from entering, breaking bulk, or making clearance until such letters or other mailable matter are duly delivered into the United States post-office. (R. S., 4015.)

For rule when letters are brought in on foreign vessels, see section 714.

**Sec. 392. Consuls to pay Foreign Postage in certain Cases.**—The Postmaster-General or the Secretary of State is hereby authorized to empower the consuls of the United States to pay the foreign postage on such letters destined for the United States as may be detained at the ports of foreign countries for the non-payment of postage, which postage shall be by the consul marked as paid by him, and the amount thereof shall be collected in the United States as other postage, on the delivery of the letters, and repaid to said consul, or credited on his account at the State Department. (R. S., 4014.)

#### MAILS WITH THE UNIVERSAL POSTAL UNION COUNTRIES.

**Sec. 393. Classification of Mail Matter.**—Mail matter within the Universal Postal Union is classified as follows :

1. Letters.
2. Postal cards, and postal cards with paid reply.
3. Commercial papers.
4. Printed matter of every kind.
5. Samples of merchandise.

**Sec. 394. Postal Cards** cannot exceed  $5\frac{3}{8}$  inches in length and  $3\frac{3}{8}$  inches in width. They must be mailed without cover. On the address side must be nothing but the address, except that the sender may place on that side his name and address by means of a stamp, a stamp facsimile of his signature, or by any other typographical process. Nothing must be joined or attached to the card.

Postal cards with paid reply are in two parts; one must bear the printed label "Postal card with paid reply," the other "Reply postal card," and be folded together, but not in any manner stuck or closed against inspection. On the address side of the reply part the sender may write his name and address; but return will be made only to an address in the country where it originated.

Postal cards issued by private persons are not admissible to international mails except when entirely in print and properly stamped at foreign rates of postage.

Domestic postal cards may be used by the addition of a one-cent stamp.

**Sec. 395. Commercial Papers** include all instruments or documents, written or drawn wholly or partly by hand, which have not the character of *an actual and personal correspondence*, such as papers of legal procedure, deeds of all kinds drawn up by public functionaries, way bills or bills of lading, invoices, the various documents of insurance companies, copies or extracts of deeds under private seal written on

stamped or unstamped paper, scores or sheets of manuscript music, manuscripts of works or of newspapers forwarded separately, &c.

They must be mailed under band, so as to be open to examination, or in an open envelope, and packets of such papers cannot exceed four pounds six ounces in weight, nor eighteen inches in length, breadth, or thickness.

**Sec. 396. Printed Matter** includes newspapers and periodical works, books stitched or bound, pamphlets, sheets of music, visiting cards, address cards, proofs of printing, with or without the manuscripts relating thereto, papers with raised points for the use of the blind, engravings, photographs, pictures, drawings, plans, geographical maps, catalogues, prospectuses, announcements, and notices of various kinds, whether printed, engraved, lithographed, or autographed, and, in general, all impressions or reproductions obtained upon paper, parchment, or cardboard by means of printing, engraving, lithographing, and autographing, or any other mechanical process easy to recognize, except the copying press.

Such matter, if made by the mechanical processes called chromography, polygraphy, hectography, papyrography, velocigraphy, &c., must, to be mailable, be presented for mailing at the post-office windows, and in the minimum number of twenty perfectly identical copies.

Packets of printed matter must not exceed four pounds six ounces in weight, nor eighteen inches in length, breadth, or thickness; except that *rolls* of printed matter are transmissible which may be placed within a cubic box of eighteen inches in dimensions, measuring in length and size respectively as follows:

- Of  $\frac{1}{2}$  inch in diameter, 29 $\frac{3}{4}$  inches in length.
- Of 1 inch in diameter, 28 $\frac{1}{2}$  inches in length.
- Of 2 inches in diameter, 27 inches in length.
- Of 3 inches in diameter, 24 $\frac{1}{2}$  inches in length.
- Of 4 inches in diameter, 22 $\frac{1}{2}$  inches in length.
- Of 5 inches in diameter, 20 $\frac{1}{2}$  inches in length.
- Of 6 inches in diameter, 19 $\frac{3}{4}$  inches in length.

They must either be placed under band, upon a roller, between boards, in a case open at one side or at both ends, or in an unclosed envelope, or simply folded in such a manner as not to conceal the nature of the packet, or, lastly, tied by a string easy to unfasten, so that they may be readily and thoroughly examined by postmasters.

Address cards, and all printed matter presenting the form and consistency of an unfolded card, may be mailed without band, envelope, fastening, or band. Cards bearing the title "Postal Card" are not admitted at the rate for printed matter.

**Sec. 397. Permissible Additions.**—No packet of commercial papers or

printed matter must contain any letter or manuscript note having the character of an actual and personal correspondence. But it is permitted to affix the signature of the sender, or to designate his name, trade, or profession, rank, the place whence sent, and the date of dispatch; also a dedication or mark of respect by the author of printed matter mailed; passages of a text may be marked by figures or signs to call attention. Prices in quotation lists may be added or altered by hand, the prices current of exchange or markets, in catalogues, prospectuses, and notices of different kinds; on printed offers of, or orders for, books, the offers and orders may be indicated by crossing out or underscoring the printed text. Invoices or bills may be inclosed with printed matter when relating thereto; typographical errors in printed matter may be corrected; annotations may be made on proofs of printing or musical compositions, relating to the text or execution of the work.

Sec. 398. Samples of Merchandise must not exceed  $8\frac{3}{4}$  ounces in weight, 8 inches in length, 4 inches in breadth, and 2 inches in thickness. They must be placed in boxes, bags, or removable envelopes, in such a manner as to admit of easy inspection; they must not be of merchantable value, nor bear any other writing than the name and business address of the sender, address of destination, merchant's mark or trade mark, serial numbers, prices, or marks indicating weight, size, and dimensions, as well as quantities to be disposed of.

Between the United States and the countries of France, Great Britain, Belgium, Switzerland, and the Argentine Republic respectively, samples of merchandise are only limited to a weight of 12 ounces, and a length of 12 inches, width of 8 inches, and thickness of 4 inches.

Between the United States and Germany, Argentine Republic, Austria-Hungary, Belgium, Chili, Venezuela, Denmark, Dutch Guiana, Egypt, Spain, France, French colonies, Greece, The Hawaiian Kingdom, Hayti, British India, Italy, Japan, Luxemburg, Norway, The Netherlands, Netherland colonies, Peru, Portugal, Roumania, Salvador, Servia, Siam, Sweden, Switzerland, and Turkey, samples of liquids, fatty substances, and powders, whether coloring or not (except such as are dangerous, inflammable, explosive, or exhale a bad odor), will be admitted to the mails provided they conform to the following conditions, viz: They must be placed in thick glass bottles hermetically sealed; the bottles must be placed in a wooden box containing sufficient spongy matter to absorb the contents if the bottles should break; the whole to be inclosed in an outside metal case bearing the address; the wooden box and outside case must be closed so that they may be easily opened for examination of the contents, and the whole packet not exceed the size and weight hereinbefore prescribed.

**Sec. 399. The Rates and Payment of Postage.**—The rates of postage for the conveyance of postal articles throughout the entire extent of all Postal Union countries, including delivery at the residence of the addressee, where free-delivery service exists, are as follows:

1. For letters, five cents for each half ounce or fraction thereof if prepaid, and double that rate for each half ounce or fraction thereof if not prepaid.

2. For postal cards, two cents each; and for postal cards with paid reply, two cents on each part.

3. For printed matter of every kind, commercial papers, and samples of merchandise the rate is one cent for each weight of two ounces or fraction thereof; but at least five cents must be paid on each packet of commercial papers, and at least two cents on each packet of samples of merchandise.

Letters will be forwarded without prepayment of any rate; other articles will only be forwarded if prepaid in part; and in all cases of insufficient prepayment, double the amount of the deficiency will be collected of the addressee.

Prepayment can be made only by affixing stamps valid in the country of origin; in the United States, the domestic stamps provided by the Department.

All mailable matter will be reforwarded without extra charge within the limits of the Union, and the deficient postage, if any, collected at the office of delivery. Matter erroneously or incompletely addressed and returned to the sender for correction will not be reforwarded except upon payment of postage therefor anew.

*Compound packages.*—Printed matter, commercial papers, and samples may be sent in one packet, if each article does not exceed the respective limitations in weight and size applicable to it, and the weight of the whole packet does not exceed four pounds six ounces; but the minimum postage will be five cents if the packet contains any commercial papers, and two cents if it contains only printed matter and samples.

**Sec. 400. Recall or Change of Address.**—The sender may cause an article to be withdrawn by the Department from the mails and returned, or may cause the address to be changed before delivery to the addressee, but at his cost of postage on the request if sent by mail, and of ordinary telegraph rates if the request be telegraphed.

In the United States the sender must apply therefor to the Superintendent of Foreign Mails through the office of mailing.

**Sec. 401. Unmailable Matter.**—Articles are unmailable in the international mails between the Postal Union countries in the following cases:

1. All articles, except letters, which are not prepaid, at least in part.
  2. Postal cards not conforming to section three hundred and ninety-four.
  3. Printed matter, commercial papers, and samples of merchandise, which contain any letter or manuscript note having the character of an actual and personal correspondence.
  4. Printed matter, commercial papers, and samples of merchandise which are not made up in packets in such manner as to admit of their being easily examined.
  5. Matter printed by special processes mentioned in section three hundred and ninety-six, when not presented as therein directed.
  6. Samples of merchandise which have a merchantable value, or which exceed the prescribed weight or size.
  7. Packets of commercial papers and prints of all kinds which exceed the prescribed weight or size.
  8. All articles of a nature likely to soil or injure the mails.
- Besides the foregoing, it is forbidden to the public to send by mail—
1. Letters or packets containing pieces of money.
  2. Any packets whatever containing articles liable to customs duty.
  3. Gold or silver bullion, precious stones, jewelry, or other precious articles to or through the mails of any country whose legislation prohibits their being placed in the mails or forwarded.

## MAILS WITH CANADA.

Sec. 402. Classification and Rates of Postage.—Mail matter exchanged with Canada is divided into four classes, corresponding with the classification of domestic matter, but limited in character, as follows:

1. Letters and postal cards.
2. Newspapers and periodicals, from the office of publication as well as from private parties.
3. Magazines, pamphlets, books, maps, plans, engravings, drawings, photographs, lithographs, sheets of music, &c.
4. Patterns and samples of merchandise, including grains and seeds, but not exceeding the weight of eight ounces, and never closed against inspection, but always so wrapped or inclosed that they may be readily and thoroughly examined by postmasters. Samples of liquids, packed as required in section three hundred and seventy are also admissible.

Prepayment of postage is in all cases obligatory; to be paid in domestic stamps and at the domestic postage rates of the country of origin, except that the postage on each pattern or sample shall be ten cents.

## MAILS WITH MEXICO.

**Sec. 403. Classification and Rates of Postage.**—Except as provided in the next section, articles of mail matter for Mexico are classified and admitted to the mails at the same rates of postage and in all respects according to domestic regulations of the United States, and mails from Mexico will be received and delivered as domestic mails, except as otherwise specially provided in these regulations.

Articles other than letters in their usual and ordinary form must never be closed against inspection, but must be so wrapped or inclosed that they may be readily and thoroughly examined by postmasters or customs officers.

Full prepayment of postage is required in both countries upon correspondence of all kinds, except letters, upon which prepayment of at least one full rate is compulsory. Such prepayment will be made in the domestic stamps of the country of origin.

Should any correspondence addressed to a Mexican office be tendered for mailing at a post-office in the United States, obviously with the intention to evade the higher rates of postage applicable in Mexico, it must be refused unless payment be made of such higher rates, it being designed to prevent persons whose correspondence belongs to the Mexican mails from availing themselves of the rates of postage of the United States. Postmasters on the Mexican border, and at offices near that country, are especially enjoined to carefully observe this provision.

**Sec. 404. Unmailable Matter.**—All articles which are not wrapped or inclosed as provided in the preceding section; all publications which violate the copyright laws of the country of destination; packets, except single volumes of printed books, which exceed four pounds six ounces in weight; liquids, poisons, explosive or inflammable substances, fatty substances, those which easily liquefy, live or dead animals, not dried, insects and reptiles, confections, pastes, fruits and vegetables and jelly liable to decomposition, substances which exhale a bad odor, lottery tickets or circulars, obscene or immoral articles, and other articles that are in any way liable to damage the mails or injure persons engaged in handling them, are unmailable.

**Sec. 405. Return of Correspondence.**—Fully prepaid letters which bear requests by senders for their return in case of their non-delivery by a certain date or within a specified time, must be reciprocally returned without charge directly to the dispatching exchange office, at the expiration of the period for their retention indicated in the requests.

Fully prepaid letters bearing on the covers the business card, names, addresses of the senders, or designation of places to which they may be

returned, as a post-office box, street and number, &c., without requests for their return in case of non-delivery within a specified time, must be returned without charge directly to the dispatching exchange office at the expiration of thirty days from the date of their receipt at the office of destination.

The sender of any article of mail matter may cause its return, or a change of its address, in the manner prescribed in section four hundred.

MAILS WITH THE COLONIES OF NEW ZEALAND, NEW SOUTH WALES,  
QUEENSLAND, VICTORIA, AND TASMANIA.

**Sec. 406. Classification of Mail Matter.**—Mail matter exchanged with the colonies of New Zealand, New South Wales, Queensland, Victoria, and Tasmania, is classified as follows:

1. Letters.
2. Newspapers.
3. Other articles of printed matter, patterns, and samples of merchandise.

Postal cards are not admitted, except at letter rates.

All printed matter, except newspapers, patterns, and samples of merchandise, mailed to either of said colonies will be limited as to weight and size by the laws and regulations for domestic mail matter in the United States, and are subject to the same laws and regulations in respect to their liability to be rated with letter postage when containing written matter and in all other respects.

**Sec. 407. Rates of Postage.**—The single rate of letter postage between the United States and each of said colonies is twelve cents in the United States and sixpence in each of said colonies on each letter weighing half an ounce or less, and a like rate for each additional weight of one-half ounce or fraction thereof. At least one full single rate must be prepaid on all letters, and any letter prepaid less than one such rate is unmailable; but insufficiently paid letters, on which a single rate or more has been prepaid, will be dispatched charged with the deficient postage, to be collected and retained by the country of destination.

Newspapers will be charged two cents each, irrespective of weight, and must be prepaid in all cases.

All other articles of printed matter, patterns, and samples of merchandise will be charged at the rate of four cents for each weight of four ounces or fraction of four ounces, and must be prepaid in all cases.

Prepayment will be made by affixing domestic stamps of the country of origin.

## MAILS WITH OTHER FOREIGN COUNTRIES.

Sec. 408. Rates Published in Official Guide.—The classification of mail matter for countries of the second class mentioned in section three hundred and eighty-nine, is the same as within the Universal Postal Union. For countries of the third class, the classification of matter is indicated in section three hundred and ninety. The rates of postage for all these countries, being dependent in the one case on the intermediary, and in the other case on orders of the Postmaster-General, cannot be defined by regulation and are subject to frequent change. The current governing rates on the various articles of mailable matter to such countries will be published to postmasters through the Official Guide, and must in all cases be fully prepaid or the articles refused mailing.

Special rates may be imposed in certain cases between countries of the Universal Postal Union. When so imposed, the rates will be published to postmasters in like manner.

Postmasters will carefully observe the table of special rates published in the Official Postal Guide, and exact prepayment of all such special rates.

Full payment of postage on all foreign mail matter secures cheaper postage in all cases when not compulsory, and should be encouraged by postmasters whenever advice or information may be afforded by them to senders of such matter.

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## CHAPTER THIRTEEN.

### OF FREE MATTER.

#### OF MATTER TO BE FRANKED.

Sec. 409. Congressional Documents.—That from and after the passage of this act, Senators, Representatives, and Delegates in Congress, the Secretary of the Senate, and Clerk of the House of Representatives may send and receive through the mail, free, all public documents printed by order of Congress; and the name of each Senator, Representative, Delegate, Secretary of the Senate, and Clerk of the House shall be written thereon with the proper designation of the office he holds, and the provisions of this section shall apply to each of the persons named herein until the first Monday of December, following the expiration of their respective terms of office. (Act of March 3, 1879, part of §1; 20 Stats., 356.)

Sec. 410. Congressional Record.—That from and after the passage of

this act the Congressional Record, or any part thereof, or speeches or reports therein contained, shall, under the frank of a member of Congress, or Delegate, to be written by himself, be carried in the mail free of postage, under such regulations as the Postmaster-General may prescribe. (Act of March 3, 1875, part of § 5; 18 Stats., 343.)

**Sec. 411. Seeds and Agricultural Reports.**—That seeds transmitted by the Commissioner of Agriculture, or by any member of Congress or Delegate receiving seeds for distribution from said Department, together with agricultural reports emanating from that Department, and so transmitted, shall, under such regulations as the Postmaster-General shall prescribe, pass through the mails free of charge. And the provisions of this section shall apply to ex-members of Congress and ex-Delegates for the period of nine months after the expiration of their terms as members and Delegates. (Act of March 3, 1875, § 7; 18 Stats., 343).

**Sec. 412. Special Grants of Franking Privilege.**—All mail matter carried to the following-named persons, or sent by them under their respective written autograph signatures, will, in pursuance of the acts respectively referred to, be conveyed free of postage during their respective natural lives, namely:

Sarah Polk, widow of the late President James K. Polk, by an act of January 10, 1850; 9 Stats., 421.

Lucretia R. Garfield, by act of December 20, 1881 (22 Stats., 1).

Julia D. Grant, widow of the late President Ulysses S. Grant, by act of June 28, 1886 (24 Stats., —.)

No signature or mark is necessary to the free carriage of mail matter to either of the above-named persons. The address is sufficient.

**Sec. 413. Regulations of Franking Privilege.**—No matter can be transported under the franking privilege unless admissible to the mails under the provisions of chapter eleven. To entitle to free carriage the word "free" should be printed or written and signed with the name and official designation, if any, of the person entitled to frank it, on the address face of the package, except in case of matter addressed to the persons named in the preceding sections. In the case of the Congressional Record the name of the Senator, member, or Delegate must be written by himself; in other cases the name may be written by any one duly deputed by him for that purpose. A Senator, member, or Delegate who holds his certificate of election is entitled to the franking privilege from the commencement of his term.

All franked matter may be forwarded like any other, but such matter, when once delivered to the addressee, cannot be remailed unless properly franked again. A bulk package of franked articles may be sent

to one addressee, who, on receiving and opening the package, may place addresses on the franked articles and remail them for carriage and delivery to the respective addresses.

**Sec. 414. Census Matter.**—That the Superintendent [of Census], his chief clerk, supervisors, and enumerators are hereby authorized to transmit through the post-office any paper or document relating to the census, by writing thereon “Official Business, Census,” and subscribing the same, with the addition to his name of his official title. But this privilege shall extend to nothing but documents and papers relating to the census, which shall pass free. And any Superintendent, supervisor, enumerator, or clerk, who shall use or exercise this privilege for any other purpose other than the legitimate discharge of the duties of his office, shall be deemed guilty of a misdemeanor, and, upon conviction, shall forfeit for each offense a sum not exceeding one hundred dollars. (Act of March 3, 1879, § 16; 20 Stats., 477.)

That all mail matter of whatever class relative to the census and addressed to the Census Office, to the Superintendent, his chief clerk, supervisors, or enumerators, and indorsed, “Official Business, Department of the Interior, Census Office,” shall be transported free of postage; and if any person shall make use of any such indorsement to avoid the payment of postage on his private letter, package, or other matter in the mail, the person so offending shall be deemed guilty of a misdemeanor, and subject to a fine of three hundred dollars, to be prosecuted in any court of competent jurisdiction. (Act of April 20, 1880, § 1; 21 Stats., 75.)

#### OFFICIAL MATTER.

**Sec. 415. Official or Penalty Envelopes.**—That it shall be lawful to transmit through the mail, free of postage, any letters, packages, or other matters relating exclusively to the business of the Government of the United States: *Provided*, That every such letter or package to entitle it to pass free shall bear over the words “Official Business,” an indorsement showing also the name of the Department, and if from a Bureau or office, the names of the Department and Bureau or office, as the case may be, whence transmitted. And if any person shall make use of any such official envelope to avoid the payment of postage on his private letter, package, or other matter in the mail, the person so offending shall be deemed guilty of a misdemeanor and subject to a fine of three hundred dollars, to be prosecuted in any court of competent jurisdiction. (Act of March 3, 1877, § 5; 19 Stats., 335.)

That for the purpose of carrying this act into effect, it shall be the duty of each of the Executive Departments of the United States to

provide for itself and its subordinate offices the necessary envelopes, and in addition to the indorsement designating the Department in which they are to be used, the penalty for the unlawful use of these envelopes shall be stated thereon. (Act of March 3, 1877, § 6; 19 Stats., 336.)

The provisions of the fifth and sixth sections of the act entitled "An act establishing post-routes, and for other purposes," approved March third, eighteen hundred and seventy-seven, for the transmission of official mail matter, be, and they are hereby extended to all officers of the United States Government, not including members of Congress, the envelopes of such matter in all cases to bear appropriate indorsements containing the proper designation of the office from which or officer from whom the same is transmitted, with a statement of the penalty for their misuse. And the provisions of said fifth and sixth sections are hereby likewise extended and made applicable to all official mail matter of the Smithsonian Institution: *Provided*, That any Department or officer authorized to use the penalty envelopes may inclose them with return address to any person or persons from or through whom official information is desired, the same to be used only to cover such official information and indorsements relating thereto: *Provided further*, That any letter or packet to be registered by either of the Executive Departments, or Bureaus thereof, or by the Agricultural Department, or by the Public Printer, may be registered without the payment of any registry fee; and any part-paid letter or packet addressed to either of said Departments or Bureaus may be delivered free; but where there is good reason to believe the omission to prepay the full postage thereon was intentional, such letter or package shall be returned to the sender: *Provided further*, That this act shall not extend or apply to pension agents or other officers who receive a fixed allowance as compensation for their services, including expenses of postages. And section thirty-nine hundred and fifteen of the Revised Statutes of the United States, so far as the same relates to stamps and stamped envelopes for official purposes, is hereby repealed. (Act of July 5, 1884, § 3; 23 Stats., 158.)

And it shall be the duty of the respective Departments to inclose to Senators, Representatives, and Delegates in Congress, in all official communications requiring answers, or to be forwarded to others, penalty envelopes addressed as far as practicable, for forwarding or answering such official correspondence. (Act of March 3, 1883, part of § 2, 22 Stats., 563.)

**Sec. 416. Regulations as to Use of Penalty Envelopes.**—1. The name of the Department, and Bureau, office, or proper designation of the office or officer, from whence transmitted, and thereunder the words "Official Business" should be printed on the upper left-hand corner of the ad-

dress face of the envelope, and the penalty clause in the upper right-hand corner in the following or equivalent words :

This envelope is for use only by authorized persons on business of the Government. Its use to avoid payment of postage on private matter of any kind is punishable as a misdemeanor by a fine of \$300.

2. Persons, not officers, writing to the Departments or to officers of the United States concerning the business of the writers with the Government cannot use the penalty envelope to transmit their correspondence; hence officers authorized to use such envelopes should not furnish them for use to contractors with the Government. Collectors of internal revenue and their deputies have no authority to furnish them to taxpayers to be used in sending their reports or in applying for stamps.

3. Officers desiring official information from or through persons not officers can furnish the penalty envelopes to cover the same only with return address printed or written thereon. Where the information is to be forwarded periodically or on more than one occasion, the envelopes bearing printed return address may be furnished in quantities for the transmission of such information.

4. The right of an officer of the United States to use the penalty envelope ceases immediately upon his going out of office; and he is not authorized to use such envelopes in transmitting papers connected with the settlement of his accounts or other business pertaining to the office he has vacated, except as he may receive them with requests for official information, with return address thereon, from a Department or office of the Government.

(Opinion of the Attorney-General, May 2, 1885.)

5. Postmasters have no right to stop census matter or any mail matter in an official-penalty envelope upon the mere suspicion that the penalty envelope or census indorsement is being used to cover private matter; but if they have good reason to believe that any person is using official envelopes in violation of law, he should promptly report the case to the Department for investigation.

#### MAIL MATTER OF AGRICULTURAL COLLEGES, ETC.

Sec. 417. Reports of Agricultural Colleges, &c.—The act of Congress approved July 2, 1862, entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," requires that "An annual report shall be made regarding the progress of each college, recording any improvements and experiments made, with their cost and results, and such other matters, including State, industrial, and economical statistics, as may be supposed useful; one copy of which shall be transmitted

by mail free, by each, to all the other colleges which may be endowed under the provisions of this act, and also one copy to the Secretary of the Interior." (§ 5; 12 Stats., 505.)

Pursuant to the above provision, postmasters at offices where such colleges have been established and are in existence will receive from the officers thereof the report required by the statute addressed, one copy each, to such other colleges and to the Secretary of the Interior, and affix to each a penalty label or official envelope of the post-office, and forward the same free.

**Sec. 418. Reports of Agricultural Experimental Stations, &c.**—That in order to aid in acquiring and diffusing among the people of the United States useful and practical information on subjects connected with agriculture, and to promote scientific investigation and experiment respecting the principles and applications of agricultural science, there shall be established, under direction of the college or colleges or agricultural department of colleges in each State or Territory established, or which may hereafter be established, in accordance with the provisions of an act approved July second, eighteen hundred and sixty-two, entitled "An act donating public lands to the several States and Territories which may provide colleges for the benefit of agriculture and the mechanic arts," or any of the supplements to said act, a department to be known and designated as an "agricultural experiment station": *Provided*, That in any State or Territory in which two such colleges have been, or may be, so established the appropriation hereinafter made to such State or Territory shall be equally divided between such colleges, unless the legislature of such State or Territory shall otherwise direct. (Act of March 2, 1887, § 1; 24 Stats., 440.)

That in States having colleges entitled under this section to the benefits of this act and having also agricultural experiment stations established by law separate from said colleges, such States shall be authorized to apply such benefits to experiments at stations so established by such States; and in case any State shall have established under the provisions of said act of July second aforesaid, an agricultural department or experimental station, in connection with any university, college, or institution not distinctively an agricultural college or school, and such State shall have established or shall hereafter establish a separate agricultural college or school, which shall have connected therewith an experimental farm or station, the legislature of such State may apply in whole or in part the appropriation by this act made, to such separate agricultural college, or school, and no legislature shall by contract express or implied disable itself from so doing. (Act of March 2, 1887, § 8; 24 Stats., 441.)

That bulletins or reports of progress shall be published at said stations at least once in three months, one copy of which shall be sent to each newspaper in the States or Territories in which they are respectively located, and to such individuals actually engaged in farming as may request the same, and as far as the means of the station will permit. Such bulletins or reports and the annual reports of said stations shall be transmitted in the mails of the United States free of charge for postage, under such regulations as the Postmaster-General may from time to time prescribe. (Act of March 2, 1887, § 4, 24 Stats., 441.)

**Sec. 419. Regulations for Free Transmission of Bulletins and Reports,** under the preceding statute, are prescribed as follows :

1. Any claimant of the privilege must apply for authority to exercise it to the Postmaster-General, stating the date of the establishment of such station, its proper name or designation, its official organization and the names of its officers, the name of the university, college, school, or institution to which it is attached, if any, the legislation of the State or Territory providing for its establishment, and any other granting it the benefits of the provision made by Congress as aforesaid (accompanied by a copy of the act or acts), and whether any other such station in the same State or Territory is considered, or claims to be, also entitled to the privilege ; and also the place of its location and the name of the post-office where the bulletins and reports will be mailed. The application must be signed by the officer in charge of the station.

2. If such application be allowed after examination by the Department, the postmaster at the proper office will be instructed to admit such bulletins and reports to the mails in compliance with these regulations, and the officer in charge of the station will be notified thereof.

3. Only such bulletins or reports as shall have been issued after the station became entitled to the benefits of the act can be so transmitted free ; and they must be inclosed in unsealed envelopes, or so wrapped as to admit of easy and thorough examination. On the exterior of the envelope or wrapper must be written or printed the name of the station and the place of its location, the designation of the inclosed bulletin or report, and the word "FREE" over the autograph signature of the officer in charge of the station. No other person can frank them. If any other matter, printed or written, be added, the whole will be unmailable free.

4. The bulletins may be mailed to the stations, newspapers, or persons to whom they are by the foregoing act authorized to be sent, and the annual reports to any address within the United States.

## COPYRIGHT BOOKS, ETC.

**Sec. 420. Postmaster to Receive and Mail, when.**—The statutes require that any citizen or resident who seeks a copyright as author, inventor, designer, or proprietor (or as his personal representative or assignee) of any book, map, chart, dramatic or musical composition, engraving, cut, print, or photograph or negative thereof, or of a painting, drawing, chromo, statue, statuary, and of models or designs intended to be perfected as works of the fine arts, shall deliver to the Librarian of Congress, or deposit in the mail addressed to him, at Washington, District of Columbia, before publication, a printed copy of the title of the book or other article, or a description of the painting, &c.; and, after publication, two copies of the copyright book or other article, or a description or photograph of the other articles mentioned. (R. S., §§ 4952, 4956, 4959.) “The postmaster to whom such copyright book, title, or other article is delivered shall, if requested, give a receipt therefor, and when so delivered he shall mail it to its destination.” (R. S., § 4960.) For this purpose he will affix a penalty label or use the penalty envelope of his office.

## SECOND-CLASS MATTER WITHIN THE COUNTY.

**Sec. 421. When Carried Free.**—That publications of the second class, one copy to each actual subscriber residing in the county where the same are printed, in whole or in part, and published, shall go free through the mails; but the same shall not be delivered at letter-carrier offices, or distributed by carriers, unless postage is paid thereon at the rate prescribed in section thirteen of this act. (Act of March 3, 1879, part of § 25; 20 Stats., 361.)

See section 352 for the rate prescribed.

**Sec. 422. Regulations Respecting Free County Publications—**

1. *As to Mailing.*—The portion of a publication entitled to pass free in the county should be deposited in the post-office by itself, in a separate package, sack, or bundle. The portion chargeable with postage, that is, copies for other than subscribers in the county of publication, copies in excess of one to each subscriber resident in the county, and sample copies, should be separately mailed. If the office of mailing be a letter-carrier office, the part of the edition for local delivery must also be made up separately by the publisher.

Admissible supplements, wherever printed, may be folded with free county matter; but a publisher cannot send folded with his own paper to his subscribers within the county another second-class publication. He can only mail the same separately at the pound rates when acting as a news agent. (See section 350.)

2. *As to the Office of Mailing and Address.*—A publication of the second class, claiming two or more offices of publication not in the same county, is entitled to pass free in neither county; but the publisher may elect which office he will regard as his office of publication, and notify the postmaster thereof, who must notify the other post-office of such selection.

The copy addressed to a subscriber actually residing within the county of printing and publication is entitled to pass free, though his post-office address be not within the county but in an adjoining county; but copies to subscribers not residing in the county are not free, although addressed to post-offices within it.

#### FREE MATTER IN FOREIGN MAILS.

Sec. 423. *Official Correspondence Only.*—Under the Universal Postal Union Convention official correspondence relative to the postal service and exchanged between the postal administrations of the several countries is alone exempt from payment of postage and admitted free.

The same is the rule under the separate conventions with the colonies of New Zealand, New South Wales, Queensland, Victoria, and Tasmania.

In the mails for Mexico and for Canada official correspondence, which is admissible free by domestic law and regulations, will also be transported and delivered free.

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## CHAPTER FOURTEEN.

### THE DEAD-LETTER OFFICE.

Sec. 424. *Establishment as Separate Office.*—The Dead-Letter Office, formerly a division of the office of the Third Assistant Postmaster-General, is now a separate office under the charge of a Superintendent. The general assignment of duties therein is given in section seven.

The object for which this office is maintained is—

1. To receive from the various post-offices all mail matter required to be forwarded thereto.
2. To assort the same, and to forward such of said matter as is properly deliverable to the person for whom it is intended.
3. To return to the senders all letters and mail matter of obvious value which cannot be delivered to the person to whom addressed.
4. To keep proper registry of all letters containing valuable inclosures which cannot be delivered to the party addressed nor to the writers.

## MATTER ADDRESSED TO POST-OFFICES IN FOREIGN COUNTRIES.

**Sec. 615. When Mailed at Other than Exchange Offices.**—When mail matter addressed to foreign countries is mailed at post-offices not designated as exchange offices, it is the duty of the postmaster:

1. To examine the same, to ascertain that it belongs to one of the classes of matter admissible to the foreign mails, viz: Letters, postal cards, postal cards with paid reply, printed matter, patterns or samples of merchandise, and commercial papers (see sections 392-408), and that it is not prohibited matter. (See section 401.)

2. To ascertain that it is so wrapped or inclosed as to conform to the conditions prescribed in chapter twelve, and is within the size, weight, and dimensions permissible in foreign mails, as prescribed therein.

3. To ascertain that sufficient postage has been prepaid upon it to authorize its dispatch in foreign mails (see sections 398, 402, 403, 407, 408); if not, it should, if possible, be returned to the sender.

4. Being satisfied of its mailability, to dispatch it to the proper exchange office as designated in the next sections; unless a special request be indorsed by the sender that it be sent to a particular office, which should be followed.

**Sec. 616. Exchange Offices.**—Mails are exchanged with foreign countries through certain post-offices in each country, authorized thereto, and designated as EXCHANGE POST-OFFICES. The following are the United States exchange post-offices, with the names of the countries with which each exchanges mails, namely:

NEW YORK, with NORTH, SOUTH, and CENTRAL AMERICA, the WEST INDIES, EUROPE, AFRICA, BRITISH INDIA, STRAITS SETTLEMENTS, SIAM, and the DUTCH EAST INDIES.

BOSTON, with GREAT BRITAIN, FRANCE, GERMANY, and BELGIUM.

PHILADELPHIA, with GREAT BRITAIN, FRANCE, GERMANY, BELGIUM, and CUBA.

BALTIMORE, with GERMANY, BRAZIL, THE ARGENTINE REPUBLIC, PARAGUAY and URUGUAY, THE ISLAND of ST. THOMAS, and BARBADOES.

WASHINGTON, with CUBA.

NEWPORT NEWS, VA., with BRAZIL, THE ARGENTINE REPUBLIC, PARAGUAY, URUGUAY, the ISLAND of ST. THOMAS, and BARBADOES.

TAMPA, FLA., with CUBA.

JACKSONVILLE, FLA., with CUBA.

KEY WEST, FLA., with CUBA, and occasionally the BAHAMA ISLANDS.

NEW ORLEANS, with CUBA, NICARAGUA, COSTA RICA, GUATEMALA, BRITISH HONDURAS, REPUBLIC of HONDURAS, the BAY ISLANDS, and occasionally with the UNITED STATES of COLOMBIA.

CHICAGO, ILL., with GREAT BRITAIN, GERMANY, DENMARK, SWEDEN, and NORWAY.

ST. LOUIS, MO., with GREAT BRITAIN, FRANCE, GERMANY, SWEDEN, and MEXICO.

SAN FRANCISCO, CAL., with the HAWAIIAN KINGDOM, NEW ZEALAND, AUSTRALIA,

TASMANIA, the FIJI and SAMOAN ISLANDS, NEW CALEDONIA, JAPAN, SHANGHAI, HONG-KONG, and dependent CHINESE ports, and the EAST INDIES, except BRITISH INDIA, STRAITS SETTLEMENTS, SIAM, and the DUTCH SETTLEMENTS.

*Mails for Mexico* are dispatched by sea from New York, New Orleans, and San Francisco, and the principal mails are dispatched overland from New York, Saint Louis, Laredo, and El Paso, Texas. Other United States post-offices along the Mexican border are authorized to make local exchanges with the Mexican post-offices opposite them.

*Mails for Canada* are dispatched principally from Boston, New York, Suspension Bridge, Chicago, San Francisco, and by the following railway post-offices, namely: Albany and Rochester, Boundary Line and Saint Paul, Detroit and Chicago, Detroit and Peru, Fort Gratiot and Chicago, Fort Gratiot and Detroit, Neche and Barnesville, New York and Chicago, Norwood and Rome, Ogdensburg and Utica, Port Huron and Detroit, Port Townsend and Tacoma, Richfield and Springfield, Rouse's Point and Albany, Saint Alban's and Boston, Saint Alban's and North Bennington, and Vanceboro' and Bangor. Other United States post-offices are authorized to make local exchanges of mails with the Canadian post-office opposite them.

**Sec. 617. Treatment in Exchange Offices.**—Only exchange post-offices make up mail for foreign countries. When mail matter is received at an exchange office for dispatch to a foreign country, the duty of the postmaster is—

1. To examine each article and see whether it conforms to the conditions prescribed for such articles in the mails for the country to which it is addressed.

2. If it fail to conform to the conditions, to return to the sender direct, when mailed at the exchange office and the sender be known; if received from another post-office the postmark of which is legible, to return it thereto with reason for return marked on the cover.

3. To separate such articles as conform to the prescribed conditions and are fully prepaid from those which are wholly or partly unpaid; to stamp "T" and mark the short-paid articles with the number of rates of postage to which each is liable and the amount of deficient postage.

4. To then tie up the paid letters and postal cards in one package, the unpaid and short-paid letters in another; affix to each a printed label bearing the words "PAID LETTERS" or "SHORT-PAID LETTERS," as the case may be.

5. To weigh the letters and postal cards and note the weights, and then place the packages in a canvas sack, and attach thereto a printed white linen label bearing the words "FROM \_\_\_\_\_, LETTER MAIL, FOR \_\_\_\_\_" (giving the name of the foreign exchange office).

6. To separate articles other than letters, which are fully prepaid from those but partly prepaid, stamp each article of the latter "T," and mark with the deficient postage; to tie printed matter, commercial papers, and samples of merchandise, as far as practicable, in bundles, the fully prepaid articles labeled "PAID" separate from the partly prepaid, which are labeled "SHORT-PAID;" to weigh each package and note the weight; then place them in a canvas sack, to which is attached a buff linen label bearing the words "FROM \_\_\_\_\_, PRINTED MATTER, &c., FOR \_\_\_\_\_."

7. To then make out a "letter bill" on the blank form furnished for such use, addressed to the foreign exchange office to which the mail is dispatched, showing the dispatching office, the receiving exchange office, the steamer or other vessel which conveys it, the exact time of its departure, the number of sacks of mail matter, a description of each registered article in the mail, and a list of the "closed mails" which have been received from foreign offices and forwarded to their destination by the same dispatch. The letter bill is to be placed around the package of registered articles, or in the small sack provided for registered articles. The letter bills for each foreign exchange office are required to be numbered in an annual series, beginning with No. 1 for the first mail dispatched in the year.

8. To close the sacks by means of twine tied tightly in a hard knot about the necks of the sacks, the ends of the twine being passed through two holes in a small tin seal cup exclusively used for this purpose, when they are tied again and the knot covered with sealing-wax, on which is impressed the seal of this Department.

9. To make out also in duplicate a "way bill" of the mails, showing the number of sacks of letters and of other articles and of the empty sacks dispatched by each steamer or vessel, where the mails were made up, the destination of each, and the exact time of departure. The exchange office which receives the mails from the steamer enters upon the way bill the exact time of their receipt, and returns one copy to the dispatching office.

10. To make out in triplicate, upon the blank form furnished therefor, a "Statement of weights" of the mails conveyed by each steamer or vessel, which is to give the net weights of the letters and other articles, as ascertained before placing them in the sacks, stated in grams of the French metric system, metric balances being furnished for the purpose (see section 471); to transmit one copy of such statement to the Sixth Auditor, one to the Superintendent of Foreign Mails, and retain one in the dispatching office.

AS TO REGISTERED MATTER FOR FOREIGN COUNTRIES, see section 1151 *et seq.*

## MAILS RECEIVED FROM FOREIGN COUNTRIES.

**Sec. 618. Treatment at Exchange Offices.**—When mails are received at an exchange post-office, the duty of the postmaster is—

1. To count the sacks, and if found to agree with the way bills thereof, to enter the exact time of receipt, and sign the same as a receipt of the mails, noting any errors on the way bill before signing.

2. To then cause the sacks or packages to be opened and examined by two officials to ascertain whether they correspond with the entries in the accompanying letter bills.

3. If errors or omissions are detected, to immediately make corrections in the letter bill, care being taken to strike out erroneous entries in such manner that the original entry may be read; to then enter the errors and corrections in a blank form designated a "bulletin of verification" which is then signed by the two officials who opened the mail; to impress the postmark of the post-office thereon and send the bulletin registered by first opportunity to the dispatching exchange office, which, after examination, returns it with any observations deemed necessary.

4. To separate from the sealed packages such as are supposed to contain articles liable to custom duties, which are disposed of as prescribed in section six hundred and twenty-one.

5. To distribute all fully prepaid matter not detained for customs duties and forward the same to destination by the most direct route.

6. To rate up the unpaid and short-paid articles, stamp thereon "DUE ——— CENTS," or "U. S. CHARGE TO COLLECT ——— CENTS," and forward to destination with as little delay as possible.

As to registered matter see chapter thirty-six.

**Sec. 619. Receipt at Office of Destination and Delivery.**—On receipt of foreign letters fully prepaid the postmaster at the office of address delivers, forwards, advertises as unclaimed, as in the case of domestic matter, and sends to the Dead-Letter Office when dead, as directed in sections six hundred and five and following. Upon unpaid or short-paid matter postage-due stamps are to be affixed and postage due collected, as in other cases. (See sections 557 to 559.)

*But when received from Canada request and card matter will, under a recent arrangement with that country, be returned to the senders like domestic matter, as prescribed in sections five hundred and ninety-two to five hundred and ninety-four.*

*Dead Foreign Printed Matter, when unclaimed, the usual time, must be sent to the Dead-Letter Office as part of the regular return, but no*

entry thereof need be made on the bill, except of that on which postage may be due. (See section 607.)

**Sec. 620. Foreign Closed Mails.**—Mails made up in one foreign country addressed to another and sent to the United States to be forwarded on to destinations, are not to be opened. The United States exchange office which receives them will first examine them, and if they are found unsealed, or the seals damaged, sacks or covers torn or damaged, the imperfections must be corrected as far as practicable, so that the same may leave the United States in good condition. The facts in respect to condition must then be reported to the foreign dispatching exchange office in the bulletin of verification. Such mails must then be entered on the letter bill in the proper place therefor, and forwarded intact by first opportunity to destination.

**Sec. 621. Treatment of Foreign Matter Supposed to be Liable to Customs Duties.**—When the postmaster at the exchange office has reason to believe that letters or packages received in foreign mails contain articles liable to customs duties, it is his duty—

1. *As to letters or packages sealed or closed against inspection*, to immediately notify the customs officer of the district in which his office is embraced, or the officer designated by the Secretary of the Treasury to examine mails arriving at his office from foreign countries, of the receipt of such letters or packages and of the addresses thereon.

2. If the address be to a person within the delivery of his office, to notify him, by mail, at the time of arrival, that such matter has been received, is believed to be liable to customs duties, and that he must appear at the post-office at a time designated, not exceeding twenty-four hours from date of notice, and receive and open the letter or package in the presence of an officer of the customs.

3. Upon the appearance of the addressee and customs officer, to deliver the matter to the former, subjecting him to no longer delay than is necessary to secure the presence of the officer.

4. In no case to deliver to the officer or permit him to seize any such sealed letter or package while the same is in his custody as postmaster.

5. If such sealed or inclosed matter be addressed beyond the delivery of his office, to mark or stamp upon the same "SUPPOSED LIABLE TO CUSTOMS DUTIES," and forward the same, without longer detention than twenty-four hours, to the office of destination.

6. To extend to customs officers designated therefor all necessary facilities in examining incoming foreign mail matter, in order to protect the customs revenue.

7. *As to unsealed packages*, which are found on examination by the customs officer to contain dutiable matter, to deliver the same to the

proper officer of the customs, and immediately notify the addressee by mail of such delivery.

8. To return to the dispatching exchange office all such unsealed packages of samples of merchandise, including grains and seeds, received in mails from Canada, which are found to exceed eight ounces in weight, and are declared by the customs officer to be dutiable.

9. *As to dutiable books* received from Postal Union countries, addressed to other than the exchange office, to forward them promptly by mail to the office of destination charged with the amount of duties levied thereon respectively.

(See section 359; also, as to duty on printed matter, 22 Stats., 510, 518.)

**Sec. 622. Dutiable Matter at Office of Destination.**—Upon the receipt of sealed matter at the office of destination from an exchange office, marked "SUPPOSED LIABLE TO CUSTOMS DUTIES," the postmaster will at once notify the nearest customs officer of the receipt thereof and the addresses thereon. He will also notify the addressee to appear at a time designated and open the package in the presence of the customs officer; and upon their appearance together will deliver the matter to the addressee in the officer's presence. When books are so received with an amount of customs duties charged and marked thereon, the postmaster will collect the same upon delivery, and promptly remit the amount in penalty envelope, under free registration, to the collector of customs of the port or district in which the exchange office of receipt is situated.

If the books or other unsealed matter remain unclaimed for thirty days from receipt, or the addressee refuse to pay the customs duties and any postage charges thereon, the postmaster will return the matter to such collector of customs in the manner above prescribed. Moneys collected as customs are not to be credited or charged in postal account.

Letters and sealed packages supposed to contain articles liable to customs duty, which remain unclaimed for thirty days, or on which the addressees refuse to pay the customs duties and any postage charges, will be treated as other unclaimed and refused matter.

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## CHAPTER NINETEEN.

### FREE-DELIVERY SERVICE.

**Sec. 623. Letter-Carrier Post-Offices.**—That letter carriers shall be employed for the free delivery of mail matter, as frequently as the public business may require, at every incorporated city, village, or borough

charged to the contractor, provided that such payment shall not in any case exceed the rate of pay per annum of the contractor or subcontractor. (Act of May 4, 1882, 22 Stats., 54.)

**Sec. 823. Postmaster-General may Annul Sublet Contracts.**—That whenever any contractor or subcontractor shall sublet his contract for the transportation of the mail on any route for a less sum than that for which he contracted to perform the service, the Postmaster-General may, whenever he shall deem it for the good of the service, declare the original contract at an end, and enter into a contract with the last subcontractor, without advertising, to perform the service on the terms at which the last subcontractor agreed with the original contractor or former subcontractor to perform the same: *Provided*, That such last subcontractor shall enter into a good and sufficient bond, and that the original contractor shall not be released from his contract until a good and sufficient bond has been made by such last subcontractor and accepted by the Post-Office Department: *Provided further*, That when a contract hereafter made is declared void on account of its having been sublet, the contractor shall not be entitled to one month's extra pay as provided by law. (Act of May 4, 1882, 22 Stats., 53.)

**Sec. 824. Copies of Mail Contracts for the Auditor.**—The Postmaster-General shall deliver to the Sixth Auditor, within sixty days after the making of any contract for carrying the mail, a duplicate copy thereof. (R. S., § 404.)

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## CHAPTER TWENTY-SEVEN.

### FOREIGN MAIL SERVICE.

**Sec. 825. Transportation of Domestic Mails through Foreign Countries.**—The Postmaster-General, after advertising for proposals, may enter into contracts or make suitable arrangements for transporting the mail through any foreign country, between any two points in the United States, and such transportation shall be by the speediest, safest, and most economical route; and all contracts therefor may be revoked whenever any new road or canal shall be opened affording a speedier, more economical, and equally safe transportation between the same points; but in case of the revocation of any such contract, a fair indemnity shall be awarded to the contractor. (R. S., § 4006.)

**Sec. 826. Contracts for Carrying Foreign Mails.**—The Postmaster-General may, after advertising for proposals, enter into contracts for the transportation of the mail between the United States and any foreign

country whenever the public interests will thereby be promoted. (R. S., § 4007.) No contract for carrying the mails between the United States and any foreign port shall be for a longer time than two years, unless otherwise directed by Congress. (Act of May 17, 1878, § 5, 20 Stats., 62.)

**Sec. 827. How Foreign Mails may be Carried.**—The mail between the United States and any foreign port, or between ports of the United States touching at a foreign port, shall be transported in steamships; but the Postmaster-General may have such transportation performed by sailing vessels when the service can be facilitated thereby. (R. S., § 4008.)

**Sec. 828. Limit of Compensation for Carrying Foreign Mails.**—For transporting the mail between the United States and any foreign port, or between ports of the United States touching at a foreign port, the Postmaster-General may allow as compensation, if by a United States steamship, any sum not exceeding the sea and United States inland postage; and if by a foreign steamship or by a sailing vessel, any sum not exceeding the sea postage, on the mail so transported. (R. S., § 4009.)

**Sec. 829. Foreign Mail Contractors may be Fined.**—The Postmaster-General may impose fines on contractors for transporting the mail between the United States and any foreign country, for any unreasonable or unnecessary delay in the departure of such mail, or the performance of the trip; but the fine for any one default shall not exceed one-half the contract price for the trip. (R. S., § 4010.)

**Sec. 830. Foreign Mail Contracts may be Terminated by Congress.**—Every contract for transporting the mail between the United States and any foreign country shall contain, besides the usual stipulation for the right of the Postmaster-General to discontinue the same, the further stipulation that it may be terminated by Congress. (R. S., § 4011.)

**Sec. 831. Transportation of Foreign Mails through the United States.**—The Postmaster-General may, by and with the advice and consent of the President, make any arrangements which may be deemed just and expedient for allowing the mails of Canada, or any other country adjoining the United States, to be transported over the territory of the United States from one point in such country to any other point in the same, at the expense of the country to which the mail belongs, upon obtaining a like privilege for the transportation of the United States mail through the country to which the privilege is granted; but such privilege may at any time be annulled by the President or Congress from and after one month succeeding the day on which notice of the act of the President or Congress is given to the chief executive or head of the Post-Office Department of the country whose privilege is to be annulled. (R. S., § 4012.)

**Sec. 832. Foreign Mails in Transit to be Treated as Domestic.**—Every foreign mail shall, while being transported across the territory of the United States under the provisions of the preceding section, be deemed and taken to be a mail of the United States, so far as to make any violation thereof, or depredation thereon, or offense in respect thereto, or any part thereof, an offense of the same grade, and punishable in the same manner and to the same extent as though the mail was a mail of the United States; and in any indictment for any such offense the mail, or any part thereof, may be alleged to be, and on the trial of any such indictment it shall be deemed and held to be, a mail or part of a mail of the United States. (R. S., § 4013.)

FOR AUTHORITY OF POSTMASTER-GENERAL TO MAKE POSTAL CONVENTIONS WITH FOREIGN COUNTRIES and provisions respecting their publication, see sections 383-387.

FOR STATUTE FORBIDDING ANY VESSEL DEPARTING for any port to convey any mail not received from a post-office, see section 713.

FOR STATUTE REQUIRING ANY VESSEL ARRIVING TO PROMPTLY DELIVER LETTERS IN POST-OFFICE, see section 714.

#### SPECIAL ARRANGEMENTS WITH POSTAL UNION COUNTRIES.

**Sec. 833. Rights of Transportation.**—Any Postal Union country may send by the postal transportation service of other Postal Union countries, both closed mails and admissible correspondence in open mails according to the requirements of trade and the convenience of the postal service, either by sea or land.

FOR LIST OF POSTAL UNION COUNTRIES and CLASSIFICATION OF MAIL MATTER AND RATES OF POSTAGE, see chapter twelve.

**Sec. 834. Transportation Charges.**—Each Postal Union country whose transportation is so employed is entitled to be paid by the transmitting country the following transit charges, viz :

1. For territorial conveyance, two francs ( $38\frac{6}{10}$  cents) per kilogram (two pounds and three ounces) of letters or postal cards, and twenty-five centimes (five cents) per kilogram of other matter.

2. For sea conveyance fifteen francs (two dollars and  $89\frac{1}{2}$  cents) per kilogram of letters and post cards, and one franc ( $19\frac{3}{10}$  cents) per kilogram of other articles.

Subject, however, to the condition that wherever the rate of sea transit was in 1873 five francs per kilogram of letters and post cards and fifty centimes per kilogram of other articles, such rates continue.

3. But every sea conveyance not exceeding three hundred nautical miles is gratuitous, if the administration furnishing it is already entitled, on account of mails or correspondence receiving the benefit of such conveyance, to the compensation for territorial transit above pro-

vided ; otherwise for such sea conveyance it receives the rate of territorial transit therefor.

4. When the sea conveyance is effected by two or more administrations the entire cost is limited to the rate provided in the second paragraph, to be shared between the administrations pro rata for the distances traversed, unless different arrangements are made between the parties interested.

5. The foregoing rates do not apply to conveyance by countries foreign to the Postal Union, nor to the expedited service of the East India Mail, transportation of closed mails by the United States between the Atlantic and Pacific Ocean, or railroad transportation between Colon and Panama ; all of which are regulated by mutual agreement between the countries concerned.

6. No charge is made for conveyance of correspondence of the postal administrations of the different countries with each other, for the return of postal reply cards to the country of origin, for articles forwarded or missent, undeliverable articles, return receipts, post-office money-orders, advices of the issue of orders, or any other document relative to the postal service.

**Sec. 835. Settlement of Transportation Charges** is made upon the basis of statistics taken during a period of twenty-eight days in each three years.

For detailed provisions, see Postal Union Convention.

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## CHAPTER TWENTY-EIGHT.

### SHIP AND STEAMBOAT LETTERS.

**Sec. 836. Letters on Inland Steamboats.**—The master of any steamboat passing between ports or places in the United States, and arriving at any such port or place where there is a post-office, shall deliver to the postmaster, within three hours after his arrival, if in the day time, and if at night, within two hours after the next sunrise, all letters and packets brought by him, or within his power or control and not relating to the cargo, addressed to or destined for such port or place, for which he shall receive from the postmaster two cents for each letter or packet so delivered, unless the same is carried under a contract for carrying the mail ; and for every failure to so deliver such letters and packets, the master or owner of the steamboat shall be liable to a penalty of one hundred and fifty dollars. (R. S., § 3977.)

**Sec. 837. Payment for Ship Letters.**—The Postmaster-General may pay