

US Postal Laws & Regulations

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Forwarding



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duplicate bill, from the stub of the original, attaching it to and incorporating it with his regular dead-letter bill, indorsing in the blank space at the end, "DUPLICATE, ORIGINAL NOT RETURNED," or "ORIGINAL RETURNED WITHOUT STAMPS."

When a postmaster at an office other than a free-delivery office, receives matter from a free-delivery office to which postage-due stamps have been affixed, and which proves undeliverable, he should send the same to the Dead-Letter Office with special claim for credit for postage-due stamps refunded by him, attached thereto.

In forwarding to foreign countries mail matter on which postage-due stamps have been canceled, the original bill, indorsed "FOREIGN LETTER FORWARDED," should be attached to and sent with the dead-letter bill. (See section 607.)

Sec. 561. *First-class Rate on Matter Closed Against Inspection Cannot be Remitted*, as the statute forbids its delivery at less rate than for matter of the first class. (See section 376.) If the addressee feels aggrieved at such charge, he may deposit the deficient postage and require the package to be sent unopened to the Third Assistant Postmaster-General for his decision whether it be so wrapped as to require it to be rated as first-class matter; and the postmaster shall promptly transmit it accordingly, under penalty envelope, with proper letter of advice. The postmaster must give the claimant a receipt for his deposit; the receipt to be returned to him on delivery of the article, if his decision be confirmed.

FORWARDING MAIL MATTER.

Sec. 562. *Prepaid Matter to be Forwarded*.—Prepaid letters shall be forwarded from one post-office to another, at the request of the party addressed, without additional charge for postage. (R. S., § 3940.)

1. The matter to be forwarded at request of addressee without additional charge for postage, includes letters prepaid at one full rate (two cents), parcels prepaid at first-class rates, postal cards, official matter, and free county publications (within the county of publication).

2. Other mail matter, whenever forwarded, must be charged with additional postage at the same rate as if originally mailed at the forwarding office, with the rate noted thereon thus: "POSTAGE DUE FOR FORWARDING, ——— CENTS," unless the addressee or some one for him prepay the postage required for forwarding; in which case the necessary stamps will be affixed and canceled. At the office of destination, the matter will be treated as deficient matter unless the postage for forwarding has been prepaid.

3. Requests to forward given by any other person than the addressee, or his lawful agent, or the person in whose care the matter is addressed,

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

of receipt to be used will be furnished by the Department, for which postmasters should make requisition as they may be needed.

Sec. 692. Registered Special-Delivery Matter.—In case of registered letters received for special delivery the usual registered receipts in addition to the special delivery receipts must be taken, and all other requirements of the registry system must be observed.

Sec. 693. Record of Special-Delivery Articles; how Kept.—A record must be kept in the post-office, for which an appropriate book or blank will be furnished by the Department, in which will be entered, in consecutive numbers, according to the receipt of the articles, each and every letter, postal card, parcel, or other article of mailable matter bearing a special-delivery stamp; and this record will show in columns under appropriate headings the number, the postmark, the full address of the article, the date and precise time of its receipt at the office, the name of the person who delivers it, and also the precise time when it was delivered, if delivered, and the name of the person signing the receipt therefor; and, under the head of "REMARKS," the reason for its non-delivery, or for any delay in its delivery, if either occurred, and a statement of what subsequent action was taken with regard to such article, in each such case. The time of delivery and name of receptor will be transcribed from the delivery receipt immediately on its return to the post-office in all cases. If an article is also registered, that fact should be noted, and a proper entry also made in the regular record of registered matter. This record book or blank will be carefully preserved in the post-office.

Sec. 694. Special-Delivery Matter; when and how to be Forwarded.—After a special-delivery article has been taken out for delivery, and has been returned with the information that the person addressed has removed to the delivery of another office, and the article is then forwarded, it is not to be regarded as entitled to special delivery at the office of second address. Every special-delivery article forwarded as above, after an attempt to deliver it has been made, will, so far as it concerns the compensation of the forwarding postmaster, be regarded as delivered. Such article should be indorsed by the forwarding postmaster, "Forwarded, delivery fee paid by office of first address." But where request to forward by a general or special authorization has been given by the addressee in advance of the arrival of the matter, so that no attempt to deliver is necessary, the article should be forwarded without such indorsement, and the postmaster, at the office of final destination, will, in such case, make special delivery of the matter as he would of other special-delivery matter arriving at his office.

Matter other than first class, when forwarded from one office to

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-

registered matter also, except that the receipt of the addressee must first be obtained by the postmaster before any opening of the registered letter or parcel by the addressee is permitted. If he refuse to sign a receipt for such matter, it must be marked "REFUSED," held the proper length of time, and then sent to the Dead-Letter Office.

Sec. 1166. Forwarding Matter.—Registered letters or parcels received from one country in the Postal Union may be forwarded from the post-office to which they are addressed to any other country in the Postal Union, or to any other post-office in the United States, without additional charge for postage and registry fee. Domestic letters or parcels, upon being forwarded to a foreign country, are chargeable with additional postage sufficient, with that already paid, to equal the amount required had they been addressed to the foreign country in the first instance. Such additional postage must be prepaid with ordinary postage stamps affixed to the letter or parcel before forwarding. No additional registry fee is required.

Sec. 1167. Do not Write to Foreign Officials.—Postmasters at other than exchange offices must not correspond with foreign postal officials on registry business. On all matters requiring correspondence with such officials postmasters must communicate promptly with the Third Assistant Postmaster-General. (See section 1042.)

Sec. 1168. Return of Matter.—Registered letters or parcels between countries of the Postal Union, except Great Britain and the British colonies, Canada, British India, Venezuela, Hayti, Japan, Nicaragua, and Bolivia, may be returned to the senders upon request, as provided in section four hundred.

RULES FOR EXCHANGE POST-OFFICES.

Sec. 1169. Preparation of Return Receipts.—When demanded in accordance with section one thousand one hundred and fifty-seven the return receipt must be made out by the exchange post-office which dispatches the registered matter to the foreign country, on a form specially provided for the purpose.

Sec. 1170. Registered Matter to be Postmarked at Exchange Post-Offices.—All registered letters to or from foreign countries must be postmarked at exchange post-offices with the date of dispatch or receipt. This applies to all foreign registered letters and parcels passing through the United States. The postmark of the exchange post-offices of ingress and egress must be put on such letters and parcels, except where they are sent in sealed bags, as through matter, under article 4 of the Postal Union Convention.

Sec. 1171. Label for Foreign Matter.—Under paragraph 4 of Article