

# US Postal Laws & Regulations

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Held for postage



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by section three hundred and seventy-one, it is subject to postage at letter, or first-class, rates, and will be treated as a letter; that is, if one full rate, two cents, has been paid, it will be rated up with the deficient postage at letter rates; if less than one full rate has been paid, it will be treated as prescribed in section five hundred and twenty-five.

#### UNMAILABLE MATTER.

**Sec. 378. Definition and Classification.**—Unmailable matter includes all matter which is by law, regulation, or treaty stipulation prohibited from being transmitted in the mails; or which, by reason of illegible, incorrect, or insufficient address, it is found impossible to forward to destination. For convenience it is divided into the following classes:

1. *Held for postage*: That matter which is insufficiently prepaid to entitle it to be forwarded in the mail. This includes all domestic matter of the first class which is not prepaid at least one full rate of postage, and all other domestic matter not fully prepaid; and all insufficiently prepaid matter addressed to foreign countries on which prepayment is necessary.

2. *Misdirected*: That matter which is without address or so incorrectly, insufficiently, or illegibly addressed that it cannot be forwarded to its destination.

3. *Destructive matter*: That which, from its harmful nature, is forbidden to be in the mails. (See section 368.)

4. *Coin and jewelry*: That matter, to wit, coins, jewelry, or precious articles, which is by treaty stipulation prohibited from being sent in the mails to certain foreign countries. (See section 401.)

5. *Obscene matter*: That matter which is by sections three hundred and eighty declared unmailable and prohibited from being sent in the mails.

6. *Lottery*: That matter which is by section three hundred and seventy-nine prohibited from being sent in the mails.

7. *Mutilated*: That matter which is recovered from wrecked or burned mail cars or vessels, or which has been so damaged by any other means that it cannot be forwarded to its destination. This includes all matter of value found loose in the mails, separated from the wrapper, label, or envelope containing the address, so that the destination cannot be known; and all matter recovered from depredations on the mails, which the Postmaster-General is required to restore to the owners when ownership is proved. (Section 151.)

8. *Excess of weight and size*: Those packages of domestic third and fourth class matter weighing more than four pounds each, except single books exceeding that weight, and of foreign matter which are in ex-

no through pouches to be dispatched by mail trains unless specially instructed to do so.

**Sec. 543. Facing Slips to be Used.**—Facing slips, bearing postmark with date and time of close or dispatch, and name of person making up the same, must be placed upon each package of letters or circulars, and in each pouch or canvas sack of newspapers, or on the label holder, if any, attached thereto. For form of facing slip, see section 994.

**Sec. 544. No Hooks on Mail Bags.**—The use of hooks in handling mail bags is forbidden.

**Sec. 545. Delivery of Mail Matter on Mail Cars by Postmasters.**—Postmasters are required to dispatch mail to railway post-offices in the lock pouches provided for that purpose, except in the case of a few late letters or postal cards, which they may deliver in person or by a sworn assistant after the postmark of the mailing office has been impressed thereon and the stamps canceled. Such postmarked and canceled letters and postal cards must not be received by the postal clerk from a mail-messenger nor from the public, as after the mail is once deposited in a post-office it cannot again come into the hands of the public until its final delivery. (See sections 532 and 979.)

#### AT OFFICES IN TRANSIT.

**Sec. 546. Missent or Unmailable Matter Inadvertently Sent and Misdirected Matter.**—Misdirected, destructive, or manifestly obscene matter, which should not have been, but through inadvertence may have been, dispatched from the post-office of mailing, should be detained and withdrawn from the mails by any postmaster into whose hands the same may come in transit. But other matter which should have been detained at the office of mailing as "held for postage," "excess of weight or size," "coin," or "lottery" (see section 379), must not be stopped in transit.

Misdirected matter of the first class, if it bear the card or request of the sender, should be withdrawn and returned to him with the words written or stamped thereon, "RETURNED FOR BETTER DIRECTION." (See section 526.)

Missent matter, or that which is plainly addressed, but sent in the wrong direction, should, when discovered, be placed in the first mail going in the proper direction.

**Sec. 547. Mail Stopping Over Night.**—When the mail stops over night where there is a post-office, it must be kept in the post-office, except at points where transfer clerks are on duty during the night in charge of such mail, or where otherwise ordered by the Department.

For time allowed in opening mail, see section 510.

ing (see section 530), or received through the mails, for which other treatment is not specially provided, on hand at the time of return.

**Sec. 609. Returns of Unmailable Matter; how Made up and Transmitted.—**

1. Each return of unmailable matter must be accompanied by a list made on the proper form (No. 1522) for such matter, stating as nearly as possible the full name and address of each article sent.

2. First-class matter should be entered on a list separate from third and fourth class matter.

3. Should be further separated into the classes named in section three hundred and seventy-eight, and the "Held for postage" matter subdivided into "Drop" and "Mail" letters.

4. Each class and subdivision must be arranged and entered on the list alphabetically, and every piece and its entry must be numbered to correspond. Where third and fourth class matter is without address, the pieces should be numbered and a description of each article given. But postal cards and miscellaneous printed matter of no obvious value need be entered only by a memorandum giving the number of the pieces,

5. Every piece of matter so sent must have plainly written or stamped upon it the specific reason of its being sent, as unmailable, stating whether "held for postage," "coin," "jewelry," "excess of weight or size," "misdirected," &c., and must also bear the name of the post-office, and the date on which it was sent to the Dead-Letter Office, care being taken in indorsing or stamping not to deface the original postmark or address.

6. Postmasters receiving matter postmarked and indorsed "DEFICIENCY IN ADDRESS SUPPLIED," &c., and forwarded in accordance with section five hundred and sixty-three, which cannot be delivered, must, after the expiration of seven days from receipt, send the same to the Dead-Letter Office as unmailable.

7. The returns of unmailable matter must be securely fastened in one package, with the list inclosed, addressed "DEAD-LETTER OFFICE, WASHINGTON, D. C.," and plainly indorsed, "RETURN OF UNMAILABLE MATTER FROM" (here add the name of the post-office). All matter should be included in the same return, unless the quantity of third and fourth class matter be too large to be conveniently made into one package, in which case the first-class matter should be sent in one parcel and the third and fourth in another, each with its proper list.

8. Duplicates of all lists and statements must be retained by postmasters for reference in making searches for missing matter.

9. Unmailable matter and the returns thereof must not be sent with returns of ordinary unclaimed matter.

FOR RETURN OF LETTERS RECEIVED FROM DEAD-LETTER OFFICE, see section 580.