

US Postal Laws & Regulations

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Year: 1887

Money orders, international/foreign



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postal note more than seven years old, upon the presentation of satisfactory proof to the Postmaster-General of the ownership of such money order or upon the production of such invalid postal-note in accordance with the provisions of section one of this act; and the total amount of such lost or invalid money orders and invalid postal notes more than seven years old paid during each year by duplicate shall be deducted from the aggregate amount of unpaid money orders and postal notes to be deposited at the close thereof in the Treasury as hereinbefore provided. (Act of March 3, 1883, § 5, 22 Stats., 528.)

That all laws or parts of laws inconsistent with the provisions of this act shall be void in so far as they may apply to cases which may arise under this act: *Provided*, That the provisions of this act shall be put into operation by the Postmaster-General within six months after the date of its approval by the President. (Act of March 3, 1883, § 6, 22 Stats., 529.)

CHAPTER FORTY-TWO.

THE INTERNATIONAL MONEY-ORDER BUSINESS.

Sec. 1322. Foreign Money-Order Arrangements.—The Postmaster-General may conclude arrangements with the post departments of foreign governments, with which postal conventions have been, or may be, concluded, for the exchange, by means of postal orders, of small sums of money, not exceeding fifty dollars in amount, at such rates of exchange, and compensation to postmasters, and under such rules and regulations as he may deem expedient; and the expenses of establishing and conducting such system of exchange may be paid out of the proceeds of the money-order business. (R. S., § 4028.)

Pursuant to this authority such arrangements have been made that any postmaster may be authorized to issue international money orders payable in, and may pay orders properly issued by, the following countries, viz:

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| <ol style="list-style-type: none"> 1. CANADA. 2. GREAT BRITAIN (and through Great Britain, British India, Ceylon, Egypt, Constantinople (Turkey), Hong Kong (China), Bermuda, Falkland Islands, Straits Settlements (Singapore, Penang, and Malacca), Western Australia, Gambia, Mauritius, Natal, St. Helena, Trinidad, Malta, and Gibraltar. | <ol style="list-style-type: none"> 3. GERMANY (and through Germany Denmark, Iceland, and the Grand Duchy of Luxemburg). 4. SWITZERLAND (and through Switzerland Austria and Hungary). 5. ITALY. 6. FRANCE and ALGERIA (and through France), Alexandria (Egypt), and Constantinople, Beyrouth, Salonica, and Smyrna (Turkey). |
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| <p>7. SWEDEN.
8. NEW ZEALAND.
9. NEW SOUTH WALES.
10. VICTORIA.
11. BELGIUM.
12. PORTUGAL and the AZORES and
MADEIRA ISLANDS.
13. JAMAICA.
14. TASMANIA.</p> | <p>15. WINDWARD ISLANDS.
16. JAPAN.
17. CAPE COLONY.
18. HAWAII.
19. QUEENSLAND.
20. LEEWARD ISLANDS.
21. NORWAY.
22. NETHERLANDS.</p> |
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Sec. 1323. Indirect Exchange Through Germany.—In pursuance of an agreement made with the German Postal Department, postmasters at international money-order offices in the United States are authorized to issue money orders payable, through that Postal Department, in Denmark, and the Grand Duchy of Luxemburg. Money orders payable in either of those countries are to be issued in German money, on the same form now used for German orders, and in the same manner, and the fees exacted from the remitters are the same as are now paid for German orders.

The remitter should be notified in every instance that the following deductions will be made by the German Postal Department from the amounts of money orders received from the United States payable in the above-named countries, to wit:

1. *Denmark and Iceland.*—From each money order payable in Denmark or in Iceland five pfennigs are deducted for every twenty marks or fraction thereof; but the deduction on a single money order will not be less than twenty pfennigs.

2. *Luxemburg.*—From each money order payable in Luxemburg ten pfennigs are deducted for sums not exceeding one hundred marks; fifteen pfennigs for sums over one hundred and not exceeding two hundred marks; twenty pfennigs for sums over two hundred marks. The amount of each order, after the proper deduction has been made as above specified, will be transmitted to the payee by the German Postal Department.

Sec. 1324. Indirect Exchange through Switzerland.—Under a similar arrangement with the Post Department of Switzerland, orders may be drawn upon that country for payment in the Austro-Hungarian monarchy. The values of such orders must be expressed in Swiss money (francs and centimes), and the orders are to be treated in all respects as Swiss orders. The Swiss exchange office at Basle forwards to the beneficiary in Austria or Hungary the amount of each such order after deducting the proper commission or fee for this service, namely, twenty-five centimes for every twenty-five francs or fraction thereof; but the deduction on a single order will not be less than fifty centimes.

Orders issued in Switzerland for payment in Austro-Hungary are drawn in Swiss money, and upon their arrival in the country of destination the amounts expressed are converted into the money of the latter country.

Sec. 1325. Indirect Exchange with British Colonies.—Postmasters at international offices may also draw British orders for sums in sterling money, payable to residents of any of the British colonies or dependencies named in the list in section one thousand three hundred and twenty-two, under the head of Great Britain, not in direct exchange with the United States, as well as upon points in Egypt. From the amounts of such orders, however, the British Post-Office Department will deduct for its services as intermediary in conducting the exchange additional fees according to the following schedule:

For sums not exceeding £2 sterling.....	3d. sterling.
For sums exceeding £2, but not exceeding £5.....	6d. “
For sums exceeding £5, but not exceeding £7.....	9d. “
For sums exceeding £7, but not exceeding £10.....	1s. “

Every remitter of such an order should be advised at the time of its issue that this second fee will be deducted in London from the value of the remittance. Orders may be drawn upon “The postmaster at the British post-office, Constantinople,” and are not subject to any second charge by the London office.

Sec. 1326. Indirect Exchange with French Post-Offices in the Levant.—In like manner orders may be drawn in French money upon “The French post-offices” in Alexandria (Egypt) and Constantinople, Beyrouth, Salonica and Smyrna (Turkey). Such French orders are not subject to any charge except the fee payable by the remitter in this country, which is the same as that for all other international orders.

Orders may be drawn upon either the British or the French post-office in Constantinople, and no second charge is made in either case. Upon this point a postmaster should consult the remitter, who may have reason for desiring an order drawn in one of these ways in preference to the other.

Sec. 1327. Denominations of Foreign Moneys.—The denominations of the moneys of the countries named in the foregoing list, with the signs employed to express them, and their relative values in the currency of the United States, as fixed by authority of the various postal treaties concluded with the Governments of those countries, are shown in the following table:

Great Britain	Pounds, shillings, and pence..	£ s. d.	£1 = \$4.87.
New Zealand	" " "	s 1 = \$0.24.
New South Wales...	" " "	d 1 = \$0.02.
Victoria	" " "	
Queensland	" " "	
Tasmania	" " "	
Cape Colony	" " "	
Jamaica	" " "	
Windward Islands..	" " "	
Leeward Islands ..	" " "	
France	Francs and centimes	Frs. cent ..	Fr. 1 = 19½ cents.
Switzerland	" "	
Belgium	" "	
Italy	Lire and centesimi	L. cent	L. 1 = 19½ cents..
The Netherlands ..	Florins and cents	Fl. cents ..	Fl. 1 = 41 cents.
Portugal	Milreis and reis	Milreis 1 = \$1.10.
Germany	Marks and pfennigs	M. pfg	M. 1 = 24½ cents.
Sweden	Kronor and öre	} Kr. öre	{ Kr. 1 = 27 cents.
Norway	" "		
Canada	Dollars and cents	\$. c	{ Kr. 3.73 = \$1.00.
Hawaii	" "	
Japan	

The money of Great Britain, New Zealand, New South Wales, Victoria, Queensland, Tasmania, Cape Colony, Jamaica, the Windward Islands and the Leeward Islands is identical in denomination and in value. Therefore, the table for the conversion of United States money into that of Great Britain answers equally well for the conversion of United States money into that of the other countries named above.

The monetary unit of France, Switzerland, Belgium, and Italy has the same value in the currency of the United States. Therefore, the table for the conversion of United States money into that of France answers equally well for the conversion of United States money into that of the three other countries.

The currencies of Canada and Hawaii are the same in denomination and value as that of the United States.

The denominations of the money of Norway are the same as those of Sweden, and the same conversion table may be used in the transaction of money-order business with these two countries.

Orders drawn on Japan are converted into Japanese currency at Tokio.

Sec. 1328. Fees.—The fees to be collected from the intending remitters of orders payable abroad are:

For sums not exceeding \$10	10 cents.
Over \$10 and not exceeding \$20	20 cents.
Over \$20 and not exceeding \$30	30 cents.
Over \$30 and not exceeding \$40	40 cents.
Over \$40 and not exceeding \$50	50 cents.

Sec. 1329. Maximum Amount of a Single Order.—The maximum amount for which orders may lawfully be drawn is:

For orders payable in:

GREAT BRITAIN, NEW ZEALAND, NEW SOUTH WALES, VICTORIA, QUEENSLAND, TASMANIA, CAPE COLONY, JAMAICA, WIND- WARD ISLANDS, LEEWARD ISLANDS	\$50.	£10. s 5. d 4.
FRANCE	Frs. 250.	\$49.38.
BELGIUM	Frs. 250.	\$49.38.
SWITZERLAND	Frs. 253.15.	\$50.
ITALY	\$50.	L. 253.15.
PORTUGAL	\$50.	Milreis. 45. 450.
NETHERLANDS	\$50.	Fl. 121.95.
GERMANY	\$50.	M. 206. 17 pfg.
SWEDEN	\$50.	Kr. 186.50 öre.
NORWAY	\$50.	Kr. 186.50 öre.
CANADA	\$50.	
HAWAII	\$50.	
JAPAN	\$50.	

Sec. 1330. Fractions of a Cent, &c., Inadmissible.—Fractions of a cent, of a penny, of a demi-décime (five centimes), of 4 öre, or of 10 reis must not be introduced into the amount of an order.

Sec. 1331. The Application.—The applicant for a money order payable in a foreign country must give the particulars in writing, on the special form of application (No. 6701), furnished postmasters for the purpose, and in accordance with the instructions printed on the form.

Sec. 1332. Postmaster Prohibited from Filling up Application.—A postmaster may assist an intending remitter by advice, but is prohibited under any circumstances from filling up the form of application. If the applicant is unable to write he should request some one not connected with the post-office to prepare the application. Should a postmaster disregard this caution, and an improper payment be occasioned by his stating the address imperfectly, he will be held accountable for the amount.

Sec. 1333. Particulars to be Given in Application.—Upon receiving an application for an international money order the postmaster should examine it carefully to see that the particulars are plainly given and are understood. The full name and exact address of the payee should be stated, including the name of the city, town, or village, and of the country, canton, department, or district, as the case may be.

When the payee resides in a town or city, the name of the street and the number of the house should, if possible, be given.

If the person to whom the money is to be sent is a soldier, his rank, company, regiment, and the arm of the service (infantry, cavalry, ar-

tillery, &c.), to which he is attached should be stated, in addition to the name of the place where he may be stationed.

In case of the inability of the applicant to converse with the postmaster intelligibly in a common language, recourse should be had to the services of an interpreter. The application for a German order should not be written in German characters.

Sec. 1334. Form of the Order and Manner of Issue.—The forms for the issue of all international money orders are the same, and consist of the order, the advice, and coupon, which are numbered consecutively for each office and are bound in books.

The blanks are to be taken from the books in their regular sequence as applicants present themselves. The country in which payment is to be made must be indicated by writing at the top of each of the forms in the space indicated the words "British," "German," &c., as the case may be. For each order payable in Germany the postmaster must prepare an additional form—the small order printed on card board and called technically, to distinguish it, the "Card Order."

From the items contained in the application the order, advice, and coupon are to be prepared.

It is particularly urged upon postmasters to scrutinize closely the applications for orders payable in Germany, for the reason that in that country the delivery and payment of money orders are commonly made, at the same time, by letter carriers, and no greater precautions are observed than in the delivery of valuable letters. In case of an imperfect address, therefore, the order is likely to fail of reaching the intended beneficiary, or to be paid to another person of like name. In case of erroneous payment, unless proof of neglect on the part of the paying officer be quite clearly established, the rightful claimant is without redress from the country of payment.

Sec. 1335. The Amount; how Expressed.—The amounts of all orders must be expressed in figures in the money of the United States, and in that of the country where payment is to be made, in the spaces designated for that purpose. In the body of the order the amount in foreign money must be written in full in letters, except in the case of Italian, Swedish, Norwegian, Netherlands, and Japanese orders, when the amount is to be entered in the body of the order in United States money.

Sec. 1336. Name of Exchange Office must be Written in Canadian Order and Coupon.—Postmasters are required to write in the margin, at the top of each Canadian order issued by them, the name of the exchange office through which the corresponding advice is sent for certification, thus: "THROUGH BUFFALO, N. Y.," &c. Neglect of this precaution may

occasion great delay in the payment of a money order in the event of an application for a duplicate advice, the original of which shall have failed to reach the paying office. The name of the exchange office must invariably be written on the coupon as well as on the order.

Sec. 1337. Lists of Money-Order Offices.—In the case of money orders payable in Canada, the United Kingdom of Great Britain and Ireland, France and Algeria, Jamaica, New Zealand, New South Wales, Victoria, Tasmania, Queensland, Cape Colony, Hawaii, the Windward and the Leeward Islands, the postmaster is required to designate the office of payment, and therefore must consult the lists of money-order offices in those countries.

Separate lists, published in book form, of the money-order offices in Great Britain and Ireland, and in France and Algeria, are supplied to postmasters at international money-order offices.

Lists of money-order offices in the other countries named above are printed in the pamphlet "List of Money-Order Offices," published annually about the 1st of July by the Department.

As regards orders payable in Germany and Denmark, Switzerland and Austro-Hungary, Italy, Belgium, Portugal, Sweden, Norway, The Netherlands, and Japan, the postal authorities in the paying country provide for payment at the place most convenient for the payee, and therefore no lists of offices in those countries are furnished to postmasters, and it is only required that the address of the payee should be fully entered in every such advice as well as in the German Card Order.

No lists of money-order offices in India, Egypt, or in any of the British colonies not in direct exchange with the United States, are furnished by the Department.

Sec. 1338. Spoiled Forms.—If a mistake is made in filling up either the order or advice, which is observed before delivery of the order to the purchaser, the next following order, advice, and coupon form must be substituted therefor. The spoiled blanks, order, advice, and coupon, must be detached from the book of forms, marked "Not issued," "Replaced by order No. —, 188—," and must be sent to the Department with the next weekly statement of money-order transactions. (See section 1266.)

In no case, however, should an order be canceled or treated as "not issued" after the dispatch of the corresponding advice to the exchange office. In case an error has been made in filling up the original advice, which is not detected until after the corresponding order has been delivered to the remitter and has passed beyond the control of the issuing office, the issue of a duplicate advice becomes a necessity, and the original advice must then be destroyed to prevent its ever reaching the exchange office. In that case the words "Original advice spoiled in issu-

ing and destroyed," should be written in red ink across the face of the duplicate advice, or in the margin at the top.

Sec. 1339. Comparison of Order Advice and Coupon.—The order, advice and coupon, after being filled out, should be carefully compared with each other and with the remitter's application, that it may be seen whether they fully agree and are regular in all respects.

Sec. 1340. When Order Should be Sent by Remitter to Payee.—The order must then be delivered to the remitter, who must send it at his own cost to the payee if the latter reside in :

CANADA.	QUEENSLAND.
GREAT BRITAIN AND IRELAND.	CAPE COLONY.
FRANCE AND ALGERIA.	HAWAII.
NEW ZEALAND.	JAMAICA.
NEW SOUTH WALES.	WINDWARD ISLANDS.
VICTORIA.	LEEWARD ISLANDS.
TASMANIA.	CONSTANTINOPLE.

Sec. 1341. When Order Should be Retained by Remitter as Receipt.—But the order should be retained by the remitter if the intended beneficiary live in any of the following named countries :

GERMANY or DENMARK.	NORWAY.
SWITZERLAND (or AUSTRO-HUNGARY).	NETHERLANDS.
ITALY.	BRITISH INDIA.
BELGIUM.	EGYPT.
PORTUGAL.	JAPAN.
SWEDEN.	HONG-KONG (CHINA).

In which case it is of no value except as evidence of the deposit by him of the sum therein mentioned, and he should be advised that another and different form of order will be forwarded to the payee by the exchange office in the country of payment.

Sec. 1342. The Advice.—The amount, the name of the paying office, and the name and residence of the payee must be written in a neat and perfectly legible hand, and all proper names must be spelled correctly, or at least as spelled by the remitter, if the issuing postmaster is unacquainted with the correct orthography.

Sec. 1343. Corrections of Particulars after Certification.—If an error is discovered after the certification of an advice, or if a remitter desires to alter the particulars of the name or address of a payee, the correction must be communicated, on Form 6760, to the exchange office to which the advice was sent; a second advice form must not be used for this purpose.

Sec. 1344. Special Envelopes for Advices.—The utmost care must be observed in dispatching advices to the proper exchange office by the earliest mail after the issue of the corresponding orders.

Special envelopes are furnished by the Department, and may be obtained upon application to the Third Assistant Postmaster-General, for covering international advices and German card orders transmitted by postmasters to the New York exchange office.

These envelopes are $4\frac{3}{4}$ by $6\frac{1}{2}$ inches in size, and will contain the German card orders without the necessity of folding, and thereby frequently breaking them. This must always be avoided, because payment in Germany is effected upon the original card order, which should therefore be neither torn nor broken. Postmasters should be careful to use these envelopes and no other for international advices and German card orders.

Specially printed envelopes, but not of a peculiar size or pattern, are furnished postmasters to be used in transmitting the advices of orders drawn on Canada to the exchange offices concerned in the transaction of the business with that country.

Sec. 1345. Exchange Offices to which Advices must be Sent.—The advices of international orders are not to be sent direct to the offices of payment, but to that exchange office in this country charged with the duty of keeping a record of all orders issued in the United States for payment in any particular foreign country, and reciprocally, of orders originating in that country for payment here.

The Exchange Offices on the Part of the United States are: For orders payable in—

THE UNITED KINGDOM OF GREAT BRITAIN
AND IRELAND, THE GERMAN EMPIRE, SWITZERLAND,
ITALY, FRANCE and ALGERIA,
BELGIUM, PORTUGAL, SWEDEN, NORWAY,
NETHERLANDS, JAMAICA, CAPE COLONY,
WINDWARD ISLANDS, LEEWARD ISLANDS..Exchange office, NEW YORK.
NEW ZEALAND, NEW SOUTH WALES, VICTORIA,
TASMANIA, QUEENSLAND, JAPAN, HAWAII..Exchange office, SAN FRANCISCO.

The Exchange Offices on the Part of the United States for Orders Payable in Canada are:

PROVINCE OF ONTARIO.....Exchange office, BUFFALO, N. Y.,
or DETROIT, MICH.
PROVINCE OF QUEBEC.....Exchange office, SAINT ALBANS,
VT.
PROVINCE OF NOVA SCOTIA, PROVINCE OF NEW
BRUNSWICK, NEWFOUNDLAND, and PROV-
INCE OF PRINCE EDWARD ISLAND.....Exchange office, BANGOR, ME.
PROVINCE OF MANITOBA, ALBERTA TERRITORY,
ASSINABOIA TERRITORY.....Exchange office, SAINT PAUL,
MINN.
BRITISH COLUMBIA.....Exchange office, PORTLAND,
OREG.

Sec. 1346. Exchange Offices on Part of Foreign Countries.—The exchange offices on the part of foreign countries are: For orders issued in—

THE UNITED KINGDOM OF GREAT BRITAIN AND IRE-	
LAND.....	LONDON.
THE GERMAN EMPIRE.....	COLOGNE.
SWITZERLAND.....	BASLE.
ITALY.....	TURIN.
FRANCE and ALGERIA.....	*NEW YORK, N. Y.
BELGIUM.....	ANTWERP.
PORTUGAL.....	LISBON.
NORWAY.....	CHRISTIANIA.
SWEDEN.....	MALMO.
NETHERLANDS.....	THE HAGUE.
JAMAICA.....	KINGSTON.
THE WINDWARD ISLANDS.....	BRIDGETOWN, BARBADOES.
CAPE COLONY.....	CAPETOWN.
THE LEEWARD ISLANDS.....	St. JOHNS, Antigua.
NEW ZEALAND.....	AUCKLAND.
NEW SOUTH WALES.....	SYDNEY.
VICTORIA.....	MELBOURNE.
TASMANIA.....	HOBART.
JAPAN.....	TOKIO.
HAWAIIAN KINGDOM.....	HONOLULU.
QUEENSLAND.....	BRISBANE.
CANADA.....	ST. JOHN, N. B.
	MONTREAL, Quebec.
	TORONTO, Ontario.
	HAMILTON, Ontario.
	LONDON, Ontario.
	WINNIPEG, Manitoba.
	VICTORIA, B. C.

Sec. 1347. Payment of Orders.—The general rules laid down for the guidance of postmasters regarding the payment of domestic money orders apply equally to international orders. Greater care must be exercised in regard to the latter class of orders, because of the increased liability to error arising from the inability, in many instances, of the persons presenting such orders to speak the English language. Regarding the precautions to be observed in identifying applicants for payment and the measure of a postmaster's responsibility in the event of payment being made to the wrong person, see sections one thousand two hundred and ninety and one thousand two hundred and ninety-seven.

When an order is presented for payment, the postmaster will carefully examine the document to see that it is in proper form and agrees as to date, number, and amount with the advice. After satisfying himself that the applicant is the person entitled to receive the money he should

* By mutual agreement the New York office acts for both countries.

pay the order, provided that neither it nor the advice contain any fatal defect enumerated in section one thousand three hundred and fifty-five.

Sec. 1348. Payment to Person not Residing at Money-Order Office.—When international money orders are sent to an international money-order office, with directions to forward the money for the same, the payee residing at a place where there is no money-order office, the postmaster at such international money-order office should inclose the amount in a penalty envelope (duly registered) to the party entitled to receive the same, without charging the usual registry fee.

Sec. 1349. Certification of Orders from Abroad.—The advice of every order originating in a foreign country for payment in this is sent by the issuing postmaster to the exchange office of that country. There the advices are verified and the particulars entered upon descriptive lists, a special international number in a current series being assigned to each order in addition to the original or printed number which appears thereon.

(In the exchange of orders with France the office at New York acts for both countries, certifying the advices of orders issued in France and Algeria as well as the advices of the United States orders.)

Sec. 1350. When Orders are Sent Directly to Payees in United States.—Orders issued in the countries named below are forwarded to the payees in the United States. The corresponding advices are sent through the exchange office at New York or at San Francisco to the paying offices.

GREAT BRITAIN (including also orders issued in CONSTANTINOPLE), CAPE COLONY, JAMAICA, THE WINDWARD ISLANDS, THE LEEWARD ISLANDS, FRANCE, ALGERIA, NEW ZEALAND, NEW SOUTH WALES, VICTORIA, QUEENSLAND, TASMANIA, and HAWAII.

Sec. 1351. When New Inland Orders are Issued in the United States.—If the orders are issued in any of the following countries a list is sent to New York or San Francisco, from the particulars contained in which new inland orders and advices are issued:

GERMANY (including also orders issued in DENMARK and ICELAND and the GRAND DUCHY OF LUXEMBURG), SWITZERLAND (and AUSTRIA-HUNGARY), ITALY, PORTUGAL, BELGIUM, SWEDEN, NORWAY, NETHERLANDS, and JAPAN.

Advices of orders issued in the Dominion of Canada or the colony of Newfoundland are forwarded direct by the exchange office in Canada to the paying postmaster without passing through an exchange office in this country. The corresponding orders are sent directly by remitters to payees.

Every advice drawn directly on the United States in sterling money should bear upon its face a statement made by the exchange office in the issuing country showing the equivalent in United States currency of the sum received from the remitter.

The values of orders and advices issued in France and Algeria are expressed in United States money.

Sec. 1352. Payment to Indorsees, Attorneys, or the Legal Representatives of Deceased Payees.—The laws and regulations which govern the payment of domestic orders to indorsees, attorneys, and the legal representatives of deceased payees apply also to international orders. Although no printed form of indorsement appears upon most orders of foreign issue, the indorsement may be written after the form printed on the back of the domestic order.

When an order is presented by an indorsee or attorney he occupies precisely the same position as the payee were the latter to claim payment in person, and if unknown should be required to establish his identity to the satisfaction of the postmaster and to give the name of the remitter, furnishing such proof as the postmaster may require as to the genuineness of the indorsement.

Sec. 1353. Stamping, &c., of Paid Orders.—The date of payment should be stamped upon the advice as well as upon the order. In the case of orders issued in Great Britain or in any of the British colonies or dependencies, the value of the order in United States money must be written across its face plainly in figures in red ink. If this be not done the Auditor will reject the voucher. The international number stamped on the back of the advice must also be written in red ink on the face of every paid order except such as are issued by the exchange offices at New York and San Francisco, which bear the international number written on the face.

Sec. 1354. Name of Exchange Office must be Written on Paid Canadian Orders.—Postmasters must be careful, also, to write in the margin at the top of every Canadian order paid, besides the international number, the name of the exchange office by which the advice was certified.

Sec. 1355. When Payment Should be Refused.—Payment should be refused:

1. When no advice has been received.
2. When the advice has not been certified by the exchange office and the amount to be paid is not plainly stated thereon.
3. When the name stated in the advice differs from that of the person presenting or indorsing the order.
4. When either order or advice contains any erasure or alteration affecting the amount or the name of the payee.
5. When the order bears more than one indorsement.
6. When one year or a longer period has elapsed since the date of issue.

Sec. 1356. Missing Advices of Orders Payable in the United States.—When an order is presented for payment, if no advice has been received,

immediate application must be made for one to the exchange office in this country, through which the advice should have passed. An exception to this rule is to be made as to Canadian orders, in which case the application is to be made to the exchange office in Canada, indicated upon the order.

In applying to New York for missing advices postmasters must use Form 6752, unless the required advice be that of a French order, in which case Form 6757, printed in the English and French languages, should be employed. Form 6752a is intended for applications to San Francisco. For use in the transaction of business with Canada a special form, No. 6425, combining a letter of inquiry and advice, has been provided.

Sec. 1357. Disposal of Uncertified Advices.—When a postmaster receives an international advice which has not been certified he should promptly return it to the proper exchange office to have the omission rectified.

Sec. 1358. Exchange Office to Obtain Corrections.—In case of a difference between the name stated in the advice and that given by the applicant, or, in the event of an alteration or erasure affecting the value of the order, the exchange office must at once be notified of the facts and requested to obtain a correction.

Sec. 1359. Discrepancies in Amount.—In case an order be drawn for a greater sum than that expressed in the advice the postmaster is at liberty, with the consent of the payee, to pay the lesser amount, but he must write across the face of the order, in red ink: "Paid \$— amount of advice in compliance with the payee's request."

If the amount entered in the order be less than that in the advice, the sum expressed in the order may be paid.

If the sum expressed in the order and advice exceed the lawful limit of a single order as prescribed by postal convention, provided the document be regular in all other respects, the postmaster may pay, with the payee's consent, the amount of \$50.

A postmaster must, however, report to the Department and to the proper exchange office every case of discrepancy as to amount between an order and advice and state the action taken by him.

If it appears upon investigation that a further sum is due the payee, an additional order will be issued for the residue.

In general, it should be borne in mind that in the event of a discrepancy as to amount between the order and the relative advice, the smaller sum only is to be paid.

Under no circumstances will the Auditor accept an order as a voucher for the payment of any sum greater than that expressed upon its face.

Sec. 1360. Missing Advices of Orders Issued in the United States for Payment in Foreign Countries.—Upon the receipt by an inland postmaster of a notification from an exchange postmaster that the advice of an international order had not been received, a duplicate advice should be issued and forwarded to the exchange office. Such duplicate advice must bear the same number as the original which it replaces. The name of the issuing office must be written at the top of the form. The impress of the money-order stamp should indicate the actual date of issue; but the written date in the body of the form should be that of the original advice.

Postmasters are enjoined to exercise the utmost care in the employment of the duplicate-advice forms. Should a double payment result from lack of due precaution in the issue of a second advice, the postmaster at fault will be held responsible for the amount overpaid.

As a general rule, a duplicate advice must not be issued except upon formal application from the exchange office to which the original was sent. In such case the application should be returned to the exchange office accompanied by the duplicate asked for. A memorandum of the action taken should also be noted upon the register of orders issued.

Should information reach the issuing postmaster from other sources, however, indicating the loss of the original advice, he should take immediate steps, by communicating with the exchange office, to ascertain whether the loss occurred between that office and the place of issue, or upon foreign territory.

Sec. 1361. Missing Orders for Sums Payable in the United States.—Duplicates of international money orders, payable in the United States, in lieu of orders missent, lost, or destroyed, can only be issued by or through the Post-Office Department at Washington, D. C. Applications for such duplicates must be made by the inland postmaster, upon Form No. 6753, to the Superintendent of the Money-Order System at Washington, D. C., when the requisite measures will be taken to secure the issue of duplicates.

Sec. 1362. Duplicates of Invalid Orders.—If application be made to a postmaster for payment of an order which has become invalid by reason of being more than a year old it should be attached to Form No. 6753, and sent to the Superintendent of the Money-Order System with a request for the issue of a duplicate order.

Sec. 1363. Missing Orders for Sums Payable in Foreign Countries.—In case the remitter of an international order, the advice of which had been certified by an exchange office in the United States to the country of payment, should notify the postmaster from whom it was obtained that he had lost the order, or that the payee had not received it, the remit-

ter should be directed to advise the payee to make application for a duplicate at the office of payment in the foreign country. The only exceptions to the general rule regarding the issue of duplicate orders by the postal administration of the paying country occur in the exchange of money orders with France, the convention with that country providing that duplicates of lost, missent, or destroyed orders shall be issued by the country of origin and not by that of payment, and in the exchange with Germany, where the United States issues all duplicates.

Sec. 1364. Repayment.—Repayment of an international money order must not, in any case, be made without the express authority thereof of the Superintendent of the Money-Order System, to whom application should be made upon Form No. 6759. If the order and advice have not been forwarded to their intended destination they should be attached to the application for repayment and sent direct to the Department; but if the advice has been dispatched the application for repayment should be forwarded to the Superintendent through the exchange office.

After the advice has been certified by the exchange office and forwarded to the country drawn upon, the formal consent of the postal administration of that country must be obtained before permission for repayment can be granted.

Unless notice of the proposed repayment be given to the postmaster drawn upon, and the advice be withdrawn from him, it might happen that the amount would be paid both to the payee and the remitter.

Sec. 1365. Invalid Orders.—By the terms of the conventions with the various foreign countries with which the United States exchanges money orders, the amounts of orders which remain unpaid for one year from the date of issue revert to the country of origin. Postmasters will therefore be careful to send promptly to the Superintendent of the Money-Order System the advices of all international money orders which become invalid by reason of age. Such advices should not be enclosed with the weekly statement of money-order transactions, but should be placed in separate envelopes marked "Special," and indorsed "Advices of Invalid International Orders."

Sec. 1366. Complaints from Remitters of International Orders.—A considerable number of persons appear to be under the erroneous impression that in accepting sums of money from them for payment in foreign countries the Post-Office Department incurs an obligation to obtain for them acknowledgments of the receipt of their remittances.

If the purchaser of an order has made unsuccessful efforts to communicate with the payee, or if any evidence be produced tending to show that payment has been unduly delayed, or has been made to other than the rightful claimant, the Post-Office Department will cheerfully

undertake, in any of these cases, to ascertain what disposal has been made of the money.

Complaints of this nature, however, ought to be received with caution.

Sec. 1367. The Entry of International Money Orders upon the Weekly Statement.—In entering international money orders upon the weekly statement sheets the postmaster will be required to write, opposite the entry of each international order issued by him, in the column headed "WHERE PAYABLE," the word "British" for an order payable in the United Kingdom; the word "German" for an order payable in the German Empire; and in like manner the words "Canadian," "French," "Swiss," "Italian," "Jamaica," "New Zealand," "New South Wales," "Victoria," &c., as the destination of each order may require.

Inasmuch as all international money orders are issued from the same book of consecutively numbered international money-order forms, such orders must be entered upon the weekly statement in the numerical order of the blank forms upon which they are drawn. For example:

Date of order.	No.	Name of re-mitter.	Running No.	Name of payee.	Where payable.	Amount.	Fee.
Jan. 1	1	John Jones	B. Smith	French
	2	Sarah Mix	Mary Oates	German
	3	M. Hentz	G. Jones	British
	4	S. Cass	P. R. Mapes	Jamaica
	5	B. Bates	Sam. Knox	New Zealand
	6	F. Morriss	James Morris	Swiss
	7	Joseph Donlan	Mark Semple	Canadian
	8	Antonio Mascati	Giuseppe Mascati	Italian
	9	Chas. Martin	Jas. Scant	Victoria
	10	P. Menton	Henry Counter	New South Wales

Totals.....

After having completed all the entries of international orders issued, upon the weekly statement, the postmaster will recapitulate each week's issue thus :

RECAPITULATION.

Canadian.			French.		
No. of order.	Amount.	Fee.	No. of order.	Amount.	Fee.
4	\$25.00	.30	14	\$45.81	.50
7	15.00	.20	16	17.18	.20
10	17.50	.20			
Total, 3 orders.....	\$57.50	.70	Total, 2 orders.....	\$62.99	.70
British.			Swedish.		
No. of order.	Amount.	Fee.	No. of order.	Amount.	Fee.
5	\$9.74	.10	15	\$4.87	.10
6	34.09	.40	17	38.96	.40
9	43.83	.60	18	14.61	.20
Total, 3 orders.....	\$87.66	\$1.00	Total, 3 orders.....	\$58.44	.70
German.			New Zealand.		
No. of order.	Amount.	Fee.	No. of order.	Amount.	Fee.
3	\$8.39	.10	20	\$4.51	.10
8	24.19	.30	21	29.22	.30
			22	19.48	.20
Total, 2 orders.....	\$32.58	.40	Total, 3 orders.....	\$53.21	.60
Swiss.			New South Wales.		
No. of order.	Amount.	Fee.	No. of order.	Amount.	Fee.
1	\$9.62	.10	19	\$3.19	.10
11	24.67	.30	23	24.85	.30
12	19.95	.20			
Total, 3 orders.....	\$54.24	.60	Total, 2 orders.....	\$27.54	.40
Italian.			Victoria.		
No. of order.	Amount.	Fee.	No. of order.	Amount.	Fee.
2	\$24.19	.30	24	\$2.48	.10
13	46.82	.50	25	43.83	.50
Total, 2 orders.....	\$71.01	.80	Total, 2 orders.....	\$46.31	.60

And in like manner the issues of orders upon any other countries which exchange money orders with the United States.

In the recapitulation the different nationalities must be entered in the following order of sequence, to wit: 1. Canadian; 2. British; 3. German; 4. Swiss; 5. Italian; 6. French; 7. Swedish; 8. New Zealand; 9. New South Wales; 10. Victoria; 11. Belgian; 12. Portuguese; 13. Jamaica; 14. Tasmania; 15. Windward Islands; 16. Japanese; 17. Cape Colony; 18. Hawaiian; 19. Queensland; 20. Leeward Islands; 21. Norway; 22. Netherlands.

After having recapitulated all the international orders issued, if the issues do not include all the nationalities above mentioned, the words "No other international business" should be written below the recapitulation.

In entering upon the weekly statement international orders paid by postmasters in the United States, the postmaster will write, under the head of "WHERE ISSUED," the words "British," "Canadian," "German," "Jamaica," &c., as the case may require.

The international number of every international money order paid by the postmaster must be entered in the column headed "No." on the paid side of the weekly statement, and also in red ink on the face of the order above the printed number, except in the case of international orders reissued at New York or San Francisco, when the printed number should be entered in the weekly statement.

List of all kingdoms, duchies, and other territorial divisions which are embraced within the German Empire.

A.—KINGDOMS.

German name.	English name.
1. Preussen.....	Prussia.
With the following provinces, viz:	
Ost-Preussen.....	East Prussia.
West-Preussen.....	West Prussia.
Pommern.....	Pomerania.
Posen.....	Posen.
Brandenburg.....	Brandenburg.
Schlesien.....	Silesia.
Sachsen.....	Saxony.
Hannover.....	Hanover.
Schleswig-Holstein.....	Schleswig-Holstein.
Westphalen.....	Westphalia.
Rheinprovinz.....	Rhenish Province.
Hessen-Nassau.....	Nassau.
Hohenzollern.....	Hohenzollern.
2. Bayern.....	Bavaria.
3. Sachsen.....	Saxony.
4. Württemberg.....	Württemberg.

B.—GRAND DUCHIES.

5. Baden.....	Baden
6. Hessen.....	Hesse.
7. Mecklenburg-Schwerin.....	Mecklenburg-Schwerin.
8. Mecklenburg-Strelitz.....	Mecklenburg-Strelitz.
9. Sachsen-Weimar.....	Saxe-Weimar.
10. Oldenburg.....	Oldenburg.

C.—DUCHIES.

11. Sachsen-Meiningen.....	Saxe-Meiningen.
12. Sachsen-Altenburg.....	Saxe-Altenburg.
13. Sachsen-Coburg-Gotha.....	Saxe-Coburg-Gotha.
14. Anhalt.....	Anhalt.
15. Braunschweig.....	Brunswick.

D.—PRINCIPALITIES.

16. Schwarzburg-Rudolstadt.....	Schwarzburg-Rudolphstadt.
17. Schwarzburg-Sondershausen.....	Schwarzburg-Sondershausen.
18. Waldeck.....	Waldeck.
19. Reuss, ältere Linie.....	Reuss, older Line.
20. Reuss, jüngere Linie.....	Reuss, younger Line.
21. Schaumburg-Lippe.....	Schaumburg-Lippe.
22. Lippe.....	Lippe.

E.—FREE CITIES.

23. Hamburg.....	Hamburg.
24. Bremen.....	Bremen.
25. Lübeck.....	Lubeck.

F.—IMPERIAL TERRITORIES (REICHSLAND).

26. Elsass-Lothringen.....	Alsace-Lorraine.
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List of all kingdoms, duchies, and other territorial divisions which are embraced within the Austro-Hungarian monarchy.

A.—KINGDOMS.

German name.	English name.
1. Böhmen.....	Bohemia.
2. Dalmatien.....	Dalmatia.
3. Galizien.....	Galiccia.
4. Ungarn.....	Hungary.
(Konigreich).....	(Kingdom.)
(a) Kroatien and Slavonien.....	(a) Croatia and Slavonia.
(Grossfürstenthum).....	(Grand Duchy.)
(b) Siebenbürgen.....	(b) Transylvania.

B.—MARGRAVIATE.

Mähren.....	Moravia.
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C.—ARCHDUCHIES.

1. Oesterreich unter der Enns.....	Lower Austria.
2. Oesterreich ob der Enns.....	Upper Austria.

D.—DUCHIES.

1. Bukowina	Bukowina.
2. Kärnthén	Carinthia.
3. Krain	Carniola.
4. Oesterr. illyr. Küstenland	Austrian-Illyria Coast Province.
5. Salzburg	Salzburg.
6. Schlesien	Silesia.
7. Steiermark	Styria.

C.—PRINCIPALITY.

Tirol und Vorarlberg	Tyrol and Vorarlberg.
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CHAPTER FORTY-THREE

MONEY-ORDER FUNDS AND ACCOUNTS.

Sec. 1368. Transfer of Money-Order Funds.—All payments and transfers to and from money-order offices shall be under the direction of the Postmaster-General. He may transfer money-order funds from one postmaster to another, and from the postal-revenue to the money-order funds; and he may transfer money-order funds to creditors of the Department, to be replaced by equivalent transfers from the postal revenues. (R. S., § 4042.)

Sec. 1369. Transfer by Warrant to Money-Order Funds.—The Postmaster-General may transfer to the postmaster at any money-order office, by warrant on the Treasury, countersigned by the Sixth Auditor and payable out of the postal revenues, such sum as may be required over and above the current revenues at his office to pay the money orders drawn upon him. (R. S., § 4043.)

Sec. 1370. What are Money-Order Funds.—All money received for the sale of money orders, including all fees thereon, all money transferred from the postal revenues to the money-order funds, all money transferred or paid from the money order funds to the service of the Post-Office Department, and all money-order funds transferred from one postmaster to another, shall be deemed and taken to be money-order funds and money in the Treasury of the United States. And it shall be the duty of the Assistant Treasurer of the United States to open, at the request of the Postmaster-General, an account of "money-order funds" deposited by postmasters to the credit of the Postmaster-General, and of drafts against the amount so deposited, drawn by him and countersigned by the Sixth Auditor (R. S., § 4045).

Sec. 1371. Postmasters' Weekly Reports of Money-Order Funds.—The Postmaster-General shall require each postmaster at a money-order