

US Postal Laws & Regulations

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Year: 1887

Postmarking

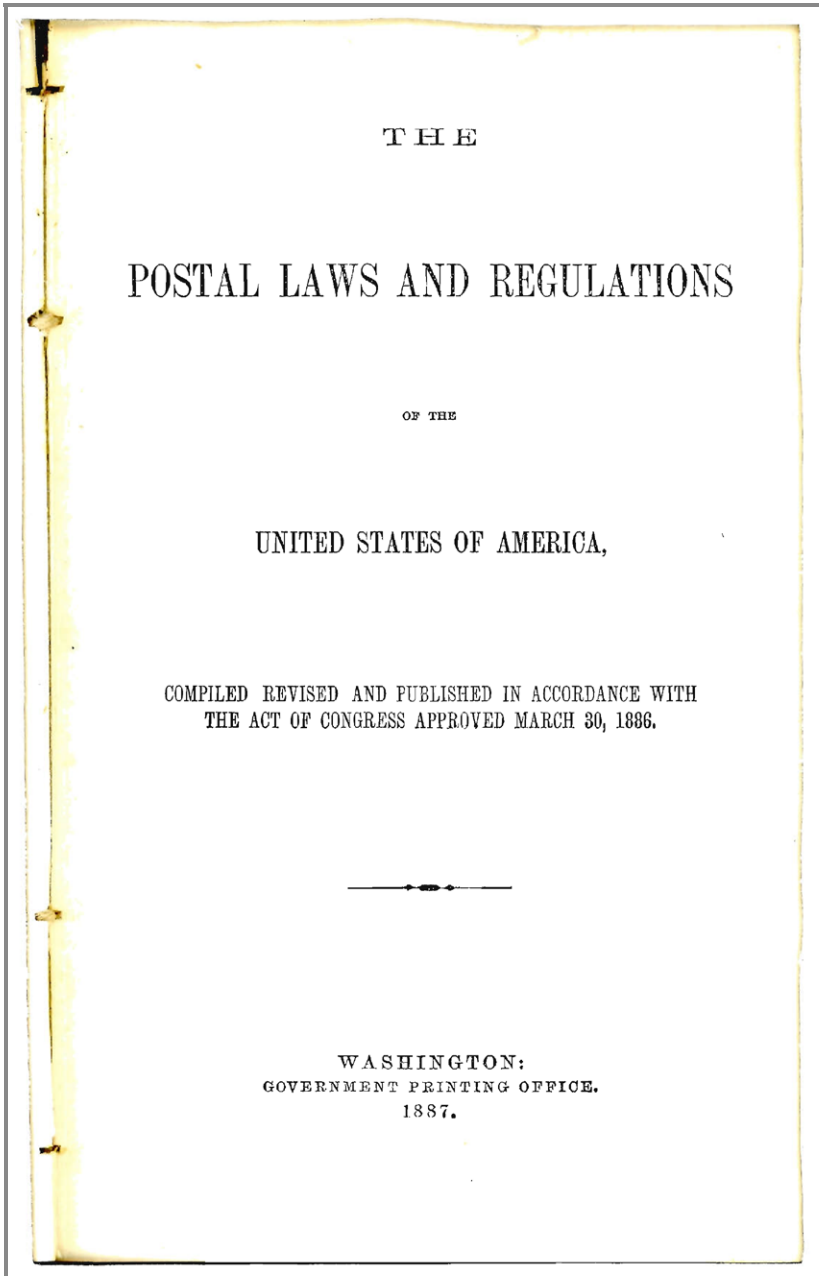


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stamp. If the stamp is fitted with letters and figures indicating the hour at which any letter arrives or is dispatched, care must be taken to change them punctually at the appointed periods. If this duty is neglected the postmaster is liable to be charged with a delay which has not occurred at his post-office. An impression must be made in the book provided of every change made throughout the day, and each impression should be taken immediately after change is made either in the date or hour. This book or record must be kept two years, after which period it may be sold as waste paper.

Sec. 520. How to Secure Legible Stamping.—The impression of every official stamp should be perfect; so made that each letter and figure of the stamp may be distinct. To effect this, the stamp must be kept perfectly clean, which may be done by brushing it with a brush slightly wetted and dipped in powdered potash or soda. The type, after use, must be cleaned before being replaced in the box. The stamp should be held firmly in the hand and struck upon the letter with a light, sharp blow, care being taken not to let the stamp fall upon the impression made at another post-office, or upon any portion of the address. The postmarking ink furnished to postmasters must be used in postmarking. (See section 467).

Sec. 521. Matter with Canceled or Improper Stamps.—When matter bearing previously-used stamps is deposited for mailing (except in authorized cases for forwarding as prescribed in section five hundred and sixty-two) and the postmasters can identify the person so attempting to use them without violating the seal of the matter, he should bring the case to the notice of the Chief Post-Office Inspector. If the person mailing it cannot be identified the matter should be treated as "held for postage." (See section 525.) Mail matter bearing stamps other than postage stamps, or stamps cut from stamped envelopes, newspaper wrappers, or from postal cards, should be treated as "held for postage." Mutilated stamps, fractional parts of postage stamps, postage-due stamps, special-delivery stamps, or newspaper and periodical stamps (except as to second-class matter as authorized in section 379) cannot be recognized or counted in prepayment of postage. When stamps are so affixed that one overlies another, concealing part of its surface, the stamp thus covered will not be taken into account in prepayment.

Sec. 522. Matter in Bad Order.—Mail matter of the first class deposited in or received at any post-office unsealed or in a mutilated or otherwise bad condition, must be stamped or marked with the words "RECEIVED UNSEALED" or "RECEIVED IN BAD ORDER," as the case may be, and be resealed before being forwarded or delivered.