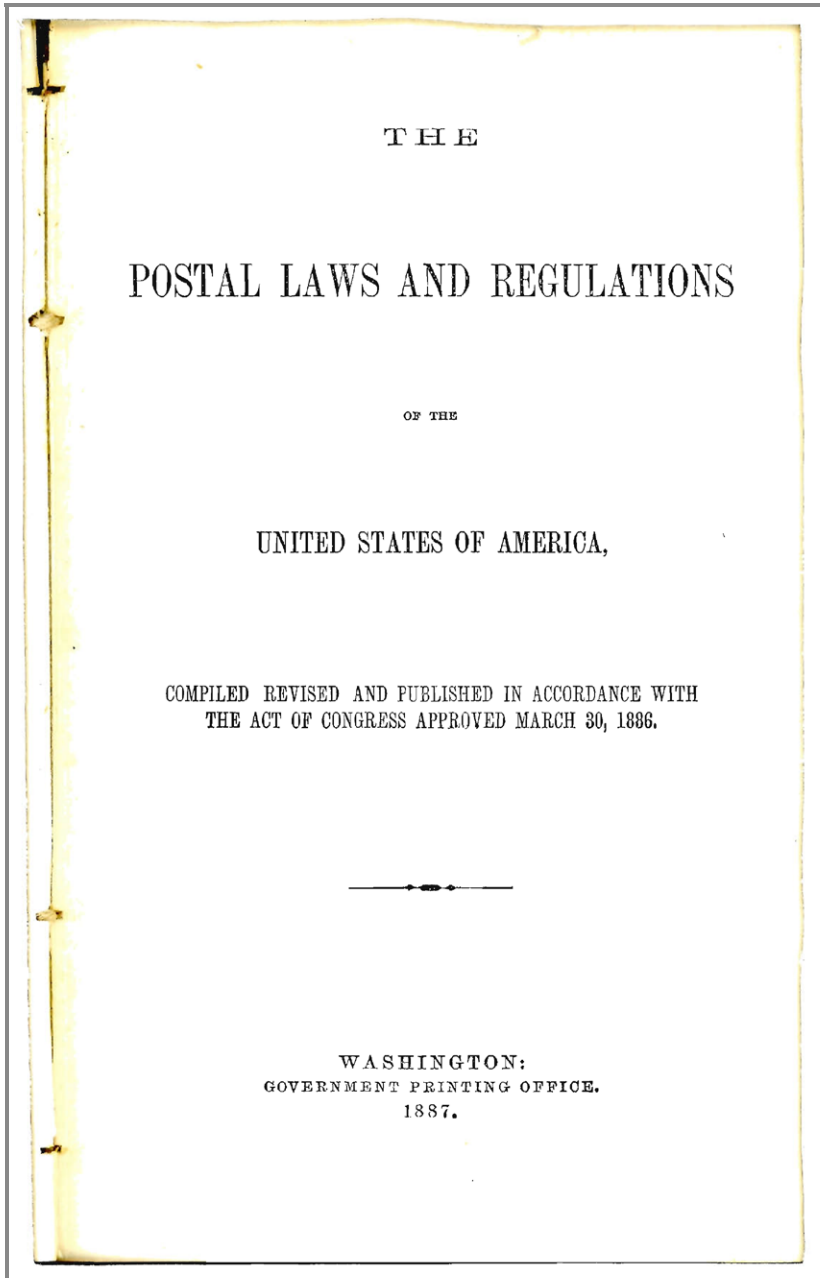


# US Postal Laws & Regulations

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Year: 1887

Registration, foreign mail



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**Sec. 1146. Quarterly Reports to Third Assistant Postmaster-General.**—At the expiration of each quarter postmasters must send to the Third Assistant Postmaster-General a report showing separately the number of domestic and foreign letters registered at their post-offices, together with the number of parcels of third and fourth class matter, domestic and foreign, registered during the quarter.

**Sec. 1147. No Entry of Fees in Quarterly Postal Account.**—The postage and registry fee on a registered letter or parcel are required by law to be prepaid and affixed to the letter or parcel in stamps and the stamps canceled, and no special entry of such items should be made on the quarterly postal account rendered by postmasters to the Auditor of the Treasury for the Post-Office Department. Money received for stamps sold for this purpose should be included with the general sales.

**Sec. 1148. Postmasters take Special Interest in Success of Registry System.**—In order to make the registry system as efficient as possible, it is necessary that it should receive not only the attention but the hearty co-operation of every postmaster. Special attention should be paid to secure legibility of addresses and postmarks on registered-package envelopes, and all entries upon registry blanks and records should be neatly and distinctly written. Postmasters are particularly enjoined to report promptly to the Third Assistant Postmaster-General any neglect or violation of the registry regulations which may come to their knowledge.

**Sec. 1149. Postmasters not to Reprimand one another.**—Postmasters are positively forbidden to reprimand one another for neglect or violation of these regulations. It is the province of the Department to instruct postmasters as to their duties, and to take cognizance of their neglect or refusal to obey instructions.

**Sec. 1150. When Postmasters are in Doubt as to their Duty under any of the regulations of the registry system they must submit the matter in doubt to the Third Assistant Postmaster-General.** Ignorance of the law or regulations cannot be accepted as an excuse for their violation or for neglect of any duty therein prescribed.

## CHAPTER THIRTY-SIX.

### REGISTRATION OF FOREIGN MAIL MATTER.

#### DISPATCH OF MATTER FROM OTHER THAN EXCHANGE OFFICES.

**Sec. 1151. Dispatches to Foreign Countries.**—In making up registered matter for dispatch to foreign countries, the following directions must be observed:

1. Registered letters or parcels addressed to foreign countries are governed in their transmission within the United States by the same rules and regulations as govern domestic registered matter, except that no return receipt is to be made out and sent by the mailing postmaster.

2. If in any case, however, a return receipt be desired by the sender, a request for it must be indorsed by him upon the matter, which request will be attended to by the postmaster at the exchange office. (See section 1169.)

3. The registered-package envelope used in forwarding such letters or parcels must be addressed to the proper exchange post-office in the United States designated to dispatch registered correspondence to foreign countries. (See section 616.) New York is the principal post-office for the exchange of trans-Atlantic mails, and San Francisco for trans-Pacific mails. Directions, however, given by senders on registered correspondence to foreign countries respecting route of transmission, should be observed if practicable.

4. A registry bill must be inclosed in the registered-package envelope, the same as for domestic matter.

**Sec. 1152. Dispatch by International Registered Pouches.**—When matter for Canada or any other country with which international registered pouch exchanges are established can be sent by means of such exchanges, the postmaster at the mailing office must bill it, and must address the registered-package envelope covering it, to the postmaster at the proper international registered-pouch office, as indicated in the list of exchanges published from time to time in the United States Official Postal Guide. These lists, together with the schemes of territory connected with each exchange, must be carefully consulted by all postmasters.

**Sec. 1153. Restrictions on Registration.**—The following limitations must be observed by postmasters in registering matter to Postal Union countries:

1. Articles of correspondence addressed under initials, and those which bear an address written in pencil, are not admitted to registration.

2. No article may be registered which is unregistrable in the domestic mails.

3. Matter that is unmailable as ordinary matter, in either the domestic or foreign mails, must not be registered.

4. With the above exceptions, all articles admissible to the Postal Union mails may be registered.

**Sec. 1154. Registration Fee.**—The registration fee to all foreign countries where registration is permissible is ten cents on each letter or

parcel. This fee, together with the full amount of postage, must be prepaid by ordinary postage stamps attached to the letter or parcel. Registered matter not fully prepaid is not mailable under the Postal Union Convention.

NOTE.—For rates of postage to all foreign countries postmasters should examine the latest foreign postage table in the United States Postal Guide.

**Sec. 1155. Postmasters Should Consult Postal Guide.**—All classes of mail matter, subject to the exceptions mentioned in section one thousand one hundred and fifty-three, may be registered to countries and colonies in the Postal Union, but to certain countries and colonies not in the Postal Union the registration of letters only is permissible. To some parts of the world matter cannot be registered; postmasters are therefore specially enjoined to consult the foreign postal table in the latest issue of the United States Official Postal Guide to ascertain whether or not the matter presented is entitled to registration. If no registration fee is given in the columns headed "Registration fee on letters" and "Registration fee on other articles," no registration exists; if the fee be given in the letter column alone, it indicates that only the registration of letters is permitted. Postmasters must therefore be governed accordingly when matter addressed to such countries is presented for registration.

**Sec. 1156. Registered-Package Envelopes Addressed to Foreign Post Offices.**—If a registered-package envelope is received in transit addressed to a foreign post-office, instead of to the proper exchange post-office in the United States, as directed in section one thousand one hundred and fifty-one, it should be forwarded to such United States exchange office, where it will be opened and its contents properly dispatched.

**Sec. 1157. Sender may Demand a Return Receipt.**—The sender of a registered letter or parcel addressed to any country in the Universal Postal Union may, by writing upon the face of the letter or parcel, "RETURN RECEIPT DEMANDED," have a return receipt sent back to him from the foreign post-office of delivery. Postmasters should inform the senders of foreign registered matter of this privilege.

**Sec. 1158. Registered-Package Envelopes Containing Foreign Matter to be Marked "Foreign."**—In order to facilitate the dispatch of foreign registered matter, postmasters will mark the registered-package envelopes in which it is sent with the word "Foreign," beside the address.

#### RECEIPT OF MATTER AT OTHER THAN EXCHANGE OFFICES.

**Sec. 1159. Treatment of Matter for Delivery.**—Postmasters receiving from exchange post-offices registered packages containing letters or parcels originating in foreign countries, will treat such packages and

their contents the same as domestic registered matter received for delivery.

**Sec. 1160. Return Receipts.**—When a return receipt accompanies a letter or parcel from a foreign country, it must be signed by the recipient of the matter when delivery is made, and postmarked and returned, under cover of a penalty envelope, to the postmaster at the United States exchange post-office from which the matter was received. If no return receipt accompany the matter, it may be assumed that none is required. In such a case the postmaster delivering the letter or parcel will simply require the addressee to receipt for it upon the delivery book.

**Sec. 1161. Return Receipts for Undelivered Letters or Parcels.**—In the case of non-delivery of a foreign letter or parcel, the return receipt accompanying it must be indorsed with the cause of non-delivery, postmarked, and sent to the United States exchange office whence it came. The return receipt must never be sent to the Dead-Letter Office, but only the letter or parcel.

**Sec. 1162. Undelivered Foreign Matter.**—Should a foreign letter or parcel remain undelivered at the expiration of thirty days from the time of its receipt (unless it is specially directed to be held for delivery) it must, even though bearing the name and address of the sender, or a return request, be sent to the Dead Letter Office, in the manner prescribed by section eleven hundred and thirty-eight.

**Sec. 1163. Return of Undelivered Matter to Canada.**—Letters and parcels originating in Canada, on which the names and addresses of the senders appear, whether printed or written, are excepted from the preceding regulation. Such letters and parcels, in case of non-delivery, should be re-registered to the senders and sent back to the exchange office from which they were received, in accordance with any return requests that may appear upon them, or, if they bear no return requests, then at the end of thirty days.

See also section 1127 as to disposal of matter when addressee is dead.

**Sec. 1164. Matter Specially held for Delivery.**—When a postmaster has good reason to believe that a registered letter or parcel remaining uncalled for can be delivered to the person addressed, he may indorse it "SPECIALLY HELD FOR DELIVERY," and retain it not longer than three months before sending it to the Dead-Letter Office. Registered letters indorsed "POSTE RESTANTE," or "TO BE CALLED FOR," and those addressed to a sailor or a passenger on a vessel to arrive, must also be held not longer than three months.

**Sec. 1165. Matter Liable to Customs Duties.**—The regulations respecting ordinary mail matter subject to customs duties (see section 621) govern

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



VI of the Regulations of the Convention of the Postal Union, an adhesive label is adopted for designating in a special manner all registered articles addressed to foreign countries, except Canada, made of transparent paper, having printed upon it the capital letter R, in roman text, the words "United States of America," and the name of the exchange office dispatching the matter, to which must be added the serial registration number. The post-offices authorized to exchange matter with Postal Union countries are furnished with and required to use these labels.

**Sec. 1172. Manner of Dispatching from Exchange Post-Offices.**—Registered matter for dispatch to countries of the Postal Union must be made up as follows:

1. All registered articles must be entered in the form for that purpose (called Table No. 1), in the letter bill provided according to the Postal Union Convention, furnished by the First Assistant Postmaster-General (Division of Post-Office Supplies), with the following details: The name of the office of origin, the name of the addressee, and the place of destination, or simply the name of the office of origin and the number given to the article at that office.

2. When the number of registered articles usually sent to another exchange office requires it, a special and separate list may be used to replace the Table No. 1 of the letter bill.

3. Return receipts relating to registered articles entered either in Table No. 1 of the letter bill or in the special list referred to in the preceding paragraph, must be indicated by the letters A. R. placed opposite the articles in question in the table or list.

4. All registered articles, return receipts relating thereto, and, if there be one, the special list before referred to, must be placed together in a separate packet, which must be suitably inclosed and sealed so as to preserve its contents, which packet, with the letter bill around it, should be placed in the center of the mail.

5. The presence in the mail of a packet of registered articles the description of which is given upon the special list above mentioned, must be announced by the application at the head of the letter bill either of a special entry or of the registration label.

6. In exceptional cases, or where matter is authorized to be transmitted in international registered pouches, special instructions will be given by the Department.

**NOTE.**—Matter to other than Postal Union countries should be treated in a similar manner unless special directions to the contrary are given.

**Sec. 1173. Insufficiently Prepaid Matter for Dispatch.**—Registered letters or parcels received at an exchange office for dispatch to Postal Union

countries without sufficient prepayment of postage or registry fee, must be detained at the exchange office until the deficiency shall have been supplied by the postmaster at the mailing post-office. The postmaster at the exchange office must make an immediate demand upon the mailing postmaster for the deficiency in stamps, which when received must be attached to the letter or parcel, and the same dispatched. A report of all such cases must be made to the Third Assistant Postmaster-General.

**Sec. 1174. Matter from other Countries Insufficiently Prepaid.**—Registered letters or parcels to which postage stamps obviously insufficient to pay postage and registry fee are attached, or which bear no postage stamps at all, received in the mails from Postal Union countries, are to be rated up by the postmaster at the exchange office with the amount of the deficiency, which will be collected by the delivering postmaster in the way that deficiencies of domestic postage are collected. In rating up such deficiencies, double the deficient postage must be charged, but only the single registry fee, which will be either ten or five cents according to whether a return receipt for the letter or parcel does or does not accompany it.

**Sec. 1175. Matter Received from Abroad.**—Postmasters at exchange offices will, on receipt of registered matter from foreign countries, after carefully comparing the articles received with the accompanying bill, make entry on the special record furnished by the Department of the date when the articles are received, of the office, country of origin, date of postmark, name and post-office of address, original number and United States exchange office number, which latter should be of a series commencing each quarter with No. 1. Where registered pieces thus received are addressed to interior post-offices, they should be sent to destination under domestic registration, and under the exchange office numbers; and the date of dispatch, the number of registered-package envelopes in which dispatched, and the date when the registry bill is returned, should be entered on the special record above mentioned.

**Sec. 1176. Record and Dispatch of Return Receipts.**—When a return receipt accompanies a registered letter or parcel from a foreign country, the postmaster at the exchange office of receipt should enter in the appropriate column of the special record referred to in the foregoing section the letters A. R. (indicating accompanying return receipt), and when the receipt is sent back from the delivering office he should check the return on the record, inclose the receipt in an envelope, and dispatch it registered to the foreign office of origin. If two or more return receipts are to be sent back to the same office, they may be inclosed in the same envelope and registered as one piece. All envelopes in which

receipts are returned to foreign offices must bear the following inscription: "RETURN RECEIPT RETURNED. POST-OFFICE OF ———, COUNTRY ———." (See Article X of Regulations of Postal Union Convention.)

If interior postmasters do not send back such receipts within ninety days to the exchange office, the facts must be reported to the Third Assistant Postmaster-General.

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## CHAPTER THIRTY-SEVEN.

### THROUGH REGISTERED MATTER.

**Sec. 1177. Object of this Branch of the Registry System.**—For the purpose of preventing, as far as practicable and economical, the separate handling and recording of individual pieces of registered matter in transit, where the number of packages usually dispatched between any two given points will justify it, and for the greater security of such matter, three special methods of transmission have been provided:

1. The Registered-Pouch Service, for the exchange of registered mail in through pouches, under rotary locks, between terminal post-offices on postal-clerk lines.

2. The Inner-Sack Service, for the exchange of registered mail in through sacks under rotary locks, but inclosed over a part of the route of transmission in ordinary mail bags, between post-offices on the routes over which there is postal-clerk service, one or both of the offices in every exchange being non-terminal; also between offices on postal-clerk routes, the service between the offices being partly railway and partly star service.

3. The Brass-Lock Pouch Service, for the exchange of registered mail in through pouches fastened with brass locks, between offices where the service is entirely over star routes.

These exchanges are established only upon special orders by the Department.

#### REGISTERED-POUCH SERVICE.

**Sec. 1178. Mode of Carrying on Registered-Pouch Service.**—When a post-office is designated by the Third Assistant Postmaster-General as a "registered-pouch office" the postmaster is at once provided with the necessary pouches, locks, keys, pouch bills, and labels, and with instructions as to the office or offices with which he is to exchange and the time and frequency of dispatch, and he must never begin such exchange until he has received these instructions.

(For list of offices conducting exchanges see Postal Guides.)