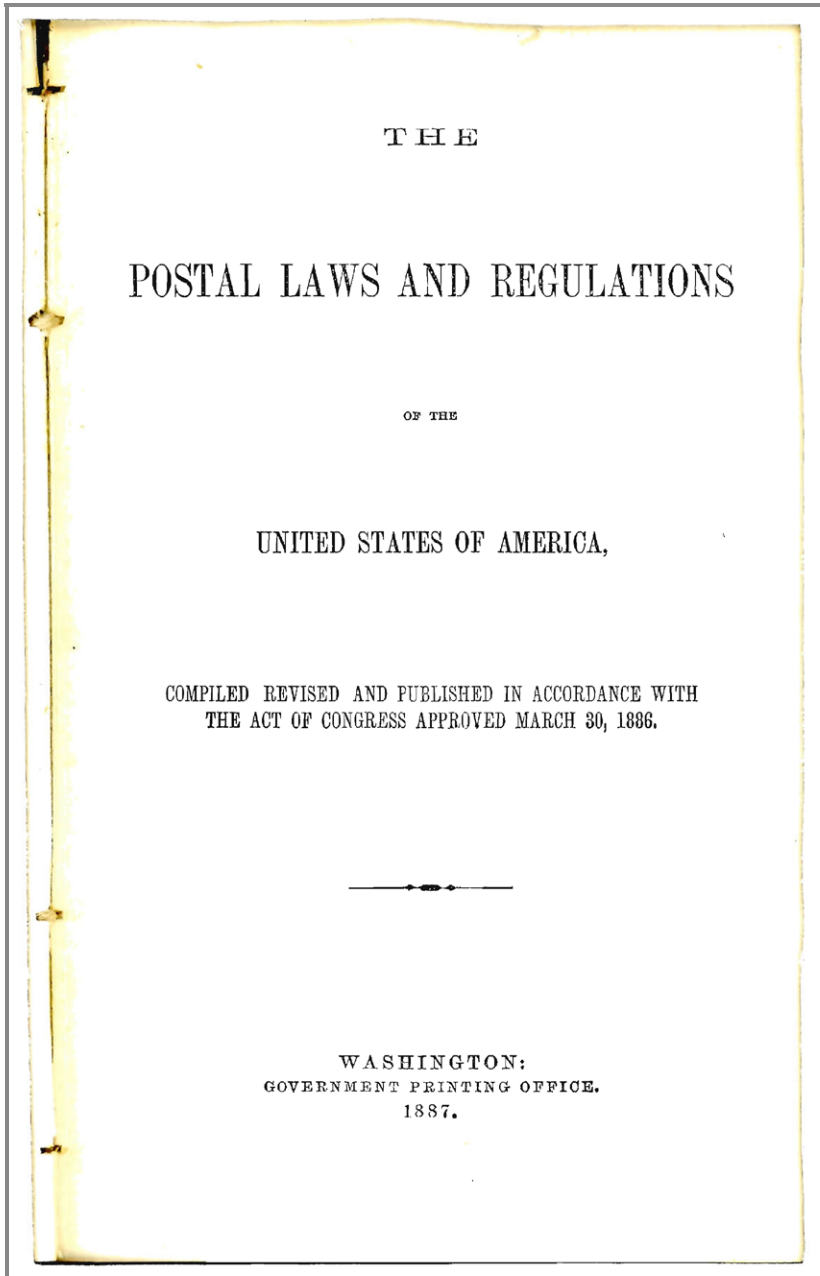


# US Postal Laws & Regulations

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Year: 1887

Return receipt



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stamps. Third and fourth-class matter for registration must also be marked "THIRD-CLASS" or "FOURTH-CLASS," as the case may be, and be so wrapped as to safely bear transportation, and easily admit of examination, which the postmaster should make before registering.

(See sections 359 to 373.)

**Sec. 1054. Receiving Mail Matter for Registration.**—When a letter or parcel is presented for registration the postmaster will first examine it to see that the sender has complied with requirements of the preceding section, and if such be the case, he will enter on the registration book the name and address of the sender, name of addressee, and destination of letter or parcel, registered number and date of mailing, filling out alike stub of the book and registry receipt. He will number the letter or parcel to correspond with number on stub and registry receipt, sign the receipt, separate it from the stub, and give it to the sender.

**NOTE.**—Postmasters will erase the word Letter or Parcel on receipt and stub, so that it will read according to the character of article registered.

**Sec. 1055. Number Registered Matter and Registered Package Envelopes.**—The registration book must be commenced each quarter with No. 1, and continued consecutively through the quarter, and the letters or parcels registered correspondingly numbered. Registered-package envelopes are also to be numbered consecutively, commencing each quarter with No. 1.

**Sec. 1056. When matter becomes Registered.**—After a receipt has been given therefor, and the matter has been numbered as prescribed in the preceding sections, the letter or parcel becomes registered, and must be guarded with the utmost care.

**Sec. 1057. Letter Carriers not to Accept Matter for Registration.**—Letter carriers are forbidden to receive letters or parcels to be afterwards registered at the post-office.

**Sec. 1058. Cancellation of Stamps, Registry Mark, and Postmark.**—All stamps on registered matter must be effectually canceled, and the letter or parcel marked plainly REGISTERED, and plainly postmarked.

**Sec. 1059. Registered Matter to be Kept Secure.**—All registered matter must be kept separate from ordinary matter, and so as to be secure from accident or theft. No unauthorized person should be permitted to have access to the place where registered matter is kept. The postmaster will be held accountable for all registered matter coming into his post-office.

**Sec. 1060. The Registry-Return Receipt.**—A registry-return receipt must be filled out for and accompany every domestic letter or parcel addressed to any post-office in the United States or Territories. On the face of

such receipt must be written the name of the sender, street and number, or post-office box, name of post-office, county, and State. The space for stamp of post-office is reserved for post-office of delivery. On the other side must be entered date of mailing, registry number, mailing post-office and State, and address of the registered letter or parcel.

**Sec. 1061. The Registry Bill.**—A registry bill must be prepared to accompany the registered letter or parcel, and must, on its face, be filled out with the name of the mailing post-office, county, and State (the place for stamp is reserved for post-office of destination); on the other side, in the heading, the date of mailing, mailing post-office, post-office of destination, county and State, number of registered-package envelope in which it is to be inclosed, and in proper columns in body of bill the registry number of letter or parcel, class, whether first, third, or fourth, name of addressee, and signed and postmarked with date of actual mailing. This bill must be inclosed with the letter in the registered-package envelope, and on its arrival at destination, if contents of envelope agree with it, is to be properly signed and returned by first mail to the mailing postmaster. All domestic registered letters or parcels for the same post-office are to be entered on one bill and inclosed in one registered-package envelope when practicable. When this cannot be done, a separate registry bill must be made out for the contents of each registered-package envelope. Special bills in sheet form may be used by large post-offices when necessary. No blanks must be left between entries on the bill, and a diagonal line should be drawn with the pen from the last item across the bill to the place for signature. Postmasters receiving bills with such blank spaces should fill them in by waved lines made with the pen. (See section 1104.)

**Sec. 1062. Registered-Package Envelope.**—In all cases where it is possible, registered matter must be inclosed in registered-package envelopes, which are to be used for no other purpose than to cover registered mail matter in its transmission from the receiving post-office to post-office of delivery. They must securely inclose the registered matter they convey, be plainly addressed, without abbreviation, to post-office of destination, county, and State, be distinctly numbered, and legibly postmarked with the postmark of the mailing post-office and date of mailing. Special care must be used in postmarking and sealing them. Penalty envelopes must never be used as substitutes for registered-package envelopes. Registered-package envelopes should never be sent out of the country. (See sec. 1156.)

**Sec. 1063. Preparing Matter for Dispatch.**—The registered letter or parcel with registry bill and registry-return receipt must be placed together in a registered-package envelope, addressed to the same post-

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