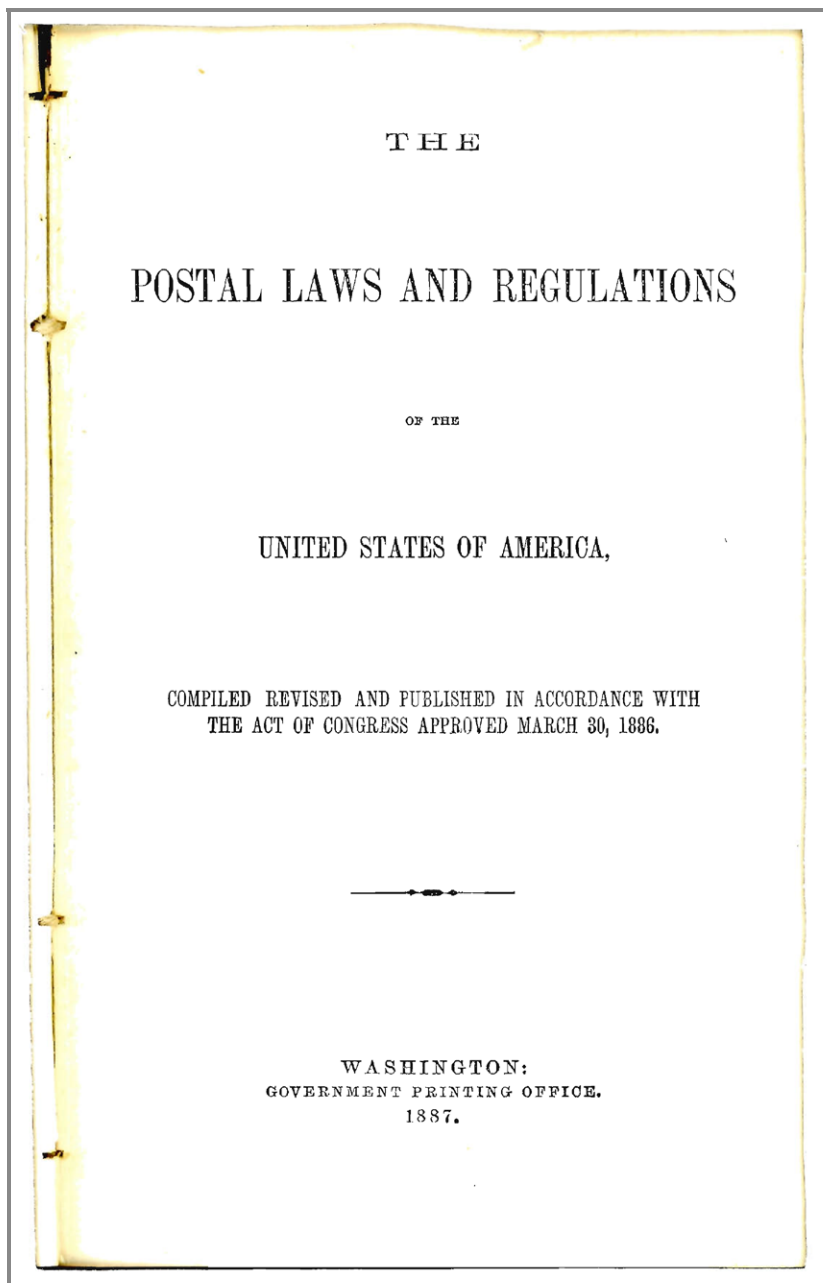


# US Postal Laws & Regulations

Brought to you by the US Postal Bulletins Consortium

Year: 1887

Special request envelopes



# Table Of Contents

[Click here to view the entire PDF Document](#)

	<u>Pages</u>
<a href="#">Accounting forms</a> (9 pages)	504-512
<a href="#">Accounts, postmaster</a> (10 pages)	107-116
<a href="#">Advertised</a> (3 pages)	244-245, 250
<a href="#">Annual reports</a> (4 pages)	62-65
<a href="#">Audits</a> (7 pages)	116-122
<a href="#">Backstamping</a> (1 page)	232
<a href="#">Bad order</a> (1 page)	223
<a href="#">Blanks</a> (3 pages)	204-206
<a href="#">Boxes</a> (2 pages)	213-214
<a href="#">Canada</a> (1 page)	171
<a href="#">Cards</a> (7 pages)	29, 86-88, 246-248
<a href="#">Carriers</a> (15 pages)	104-105, 259-271
<a href="#">Clerks</a> (4 pages)	216-219
<a href="#">Commercial papers</a> (2 pages)	167-168
<a href="#">Contracts</a> (3 pages)	58-60
<a href="#">Corner cards</a> (7 pages)	29, 86-88, 246-248
<a href="#">Crimes, postal</a> (16 pages)	487-502
<a href="#">Dead letter office</a> (15 pages)	27-28, 81, 182-186, 226, 242-243, 248-251
<a href="#">Delivery of mail</a> (16 pages)	236-241, 387-396
<a href="#">Difficiency in address supplied</a> (1 page)	251
<a href="#">Domestic mail matter</a> (27 pages)	135-161
<a href="#">Drop letters</a> (3 pages)	136-138
<a href="#">Exchange offices</a> (-8 pages)	254-245
<a href="#">Expenditures</a> (9 pages)	99-107
<a href="#">Fictitious</a> (2 pages)	241, 250
<a href="#">Finances</a> (32 pages)	44-75
<a href="#">First-class mail matter</a> (5 pages)	135-138, 219
<a href="#">Foreign mails</a> (34 pages)	26-27, 161-182, 254-259, 324-327
<a href="#">Forms</a> (3 pages)	204-206
<a href="#">Forwarding</a> (5 pages)	235-236, 281, 390, 405
<a href="#">Fourth-class mail</a> (4 pages)	153-156
<a href="#">Franking privilege</a> (2 pages)	175-176
<a href="#">Fraudulent</a> (3 pages)	159, 396-397
<a href="#">Free matter</a> (9 pages)	174-182
<a href="#">Held for postage</a> (3 pages)	158, 230, 251
<a href="#">Hotel matter</a> (1 page)	250
<a href="#">Incoming mail</a> (22 pages)	231-252
<a href="#">Index</a> (71 pages)	527-597
<a href="#">Inquiries</a> (2 pages)	399-400
<a href="#">Irrelative duties</a> (5 pages)	76-80
<a href="#">Lotteries</a> (3 pages)	158-159, 230
<a href="#">Mail delivery</a> (6 pages)	236-241
<a href="#">Mail in transit</a> (9 pages)	23-31
<a href="#">Mail matter</a> (67 pages)	219-285
<a href="#">Mail messenger service</a> (2 pages)	303-304
<a href="#">Mexico</a> (2 pages)	172-173
<a href="#">Misdirected</a> (3 pages)	158, 224, 230
<a href="#">Missent mail</a> (1 page)	230
<a href="#">Money orders</a> (6 pages)	25-26, 82, 122-124
<a href="#">Money orders, domestic</a> (45 pages)	423-448, 467-485
<a href="#">Money orders, international/foreign</a> (20 pages)	448-467
<a href="#">Newspaper stamps</a> (2 pages)	86, 90
<a href="#">Obscene</a> (4 pages)	158-160, 230

<a href="#">Official matter</a> (-167 pages)	176-8
<a href="#">Organization</a> (36 pages)	9-44
<a href="#">Out of mails</a> (5 pages)	288-292
<a href="#">Outgoing mail</a> (8 pages)	228-230, 376-380
<a href="#">Penalties</a> (9 pages)	125-133
<a href="#">Penalty envelopes</a> (3 pages)	176-178
<a href="#">Periodical stamps</a> (1 page)	90
<a href="#">Post offices</a> (10 pages)	187-188, 210-216, 220
<a href="#">Post roads</a> (3 pages)	293-295
<a href="#">Postage due stamps</a> (2 pages)	91, 234
<a href="#">Postal cards</a> (5 pages)	83-84, 137, 167, 247
<a href="#">Postal notes</a> (9 pages)	477-485
<a href="#">Poste restante</a> (1 page)	404
<a href="#">Postmarking</a> (1 page)	223-223
<a href="#">Postmasters</a> (25 pages)	188-212
<a href="#">Printed matter</a> (2 pages)	167-168
<a href="#">Printing</a> (3 pages)	67-69
<a href="#">Railway mail service</a> (46 pages)	21-22, 105-107, 295-303, 343-371, 419-421
<a href="#">Rates, fees</a> (10 pages)	136-137, 150-151, 156, 170-173, 374
<a href="#">Receiving offices</a> (22 pages)	231-252
<a href="#">Refused mail</a> (3 pages)	247, 398-399
<a href="#">Registration, domestic mail</a> (44 pages)	29, 373-401, 408-421
<a href="#">Registration, foreign mail</a> (8 pages)	401-408
<a href="#">Request matter</a> (3 pages)	246-248
<a href="#">Return receipt</a> (3 pages)	377-378, 403
<a href="#">Returned for better direction</a> (1 page)	230
<a href="#">Returned mail</a> (2 pages)	397-398
<a href="#">Revenues POD</a> (19 pages)	81-99
<a href="#">Safety of the mails</a> (10 pages)	333-342
<a href="#">Sailers' letters</a> (2 pages)	136-137
<a href="#">Samples of merchandise</a> (2 pages)	167, 169
<a href="#">Second-class mail</a> (16 pages)	138-150, 242, 247-248
<a href="#">Ship letters</a> (3 pages)	327-329
<a href="#">Soldiers' letters</a> (2 pages)	136-137
<a href="#">Special delivery service</a> (12 pages)	271-282
<a href="#">Special delivery stamps</a> (2 pages)	29, 91
<a href="#">Special request envelopes</a> (3 pages)	86-88
<a href="#">Stamped envelopes</a> (7 pages)	83-89
<a href="#">Stamps</a> (14 pages)	82-92, 122-124
<a href="#">Star routes</a> (4 pages)	220-221, 305-306
<a href="#">Statutes, index to</a> (-489 pages)	515-25
<a href="#">Steamboat</a> (-923 pages)	305-6, 317-8, 327-9
<a href="#">Table of contents</a> (2 pages)	7, 8
<a href="#">Third-class mail</a> (4 pages)	150-153
<a href="#">Transit mail</a> (2 pages)	230-231
<a href="#">Transportation of the mails</a> (56 pages)	287-342
<a href="#">Unclaimed mail</a> (4 pages)	246-247, 249-250
<a href="#">Underpaid mail</a> (5 pages)	232-235, 391
<a href="#">Universal Postal Union</a> (4 pages)	162-165
<a href="#">Unmailable matter</a> (12 pages)	158-161, 170-172, 224-226, 243-244
<a href="#">Unpaid mail</a> (4 pages)	224, 233-234, 391
<a href="#">Weather reports</a> (1 page)	221
<a href="#">Withdrawal of mail</a> (4 pages)	226-228, 297
<a href="#">Women</a> (1 page)	33

requirement. The requisition must be signed with ink by the postmaster himself; except that, if he be sick or absent, the assistant may sign the postmaster's name, adding his own as assistant, thus:

RICHARD ROE, *P. M.*,  
By JOHN DOE, *Assistant P. M.*

Unless the blank be so properly filled out and signed the requisition will not be honored, but returned for correction, whereby delay will ensue. The requisition must be forwarded to the Third Assistant Postmaster-General (Stamp Division).

**Sec. 166. First Requisitions for Newspaper Stamps.**—When newspaper and periodical stamps are for the first time ordered, the requisition should be accompanied with a copy of the publication for the mailing of which the stamps are desired, to enable the Department to determine its admissibility to the mails at second-class rates. Unless such a requisition is so made for stamps, as soon as the first newspaper or periodical published to be mailed at the office is presented for mailing, the postmaster will be held for the difference in postage if the publication be adjudged inadmissible at second-class rates.

NOTE.—As to the duty of the postmaster respecting the entry of new publications as second-class matter, see sections 333-336.

**Sec. 167. Requisitions for Special-Request Envelopes.**—Requisitions for special-request envelopes must be made by postmasters immediately upon receiving orders from parties wanting them, at whatever time in the quarter it may be, and upon the blank form (No. 3202) furnished by the Department for the purpose.

When money, which has been paid to a post-office upon an order for special-request envelopes, is lost or embezzled, the envelopes will be furnished according to the order, and the postmaster held for the money if the loss be chargeable to the fault of himself, his clerks, or employés.

See Sausser's case, 9 Ct. Claims R., 338; Bank of Boston v. U. S., 10 Id., 519; Garfide v. U. S., 11 Id., 601; McCollum v. U. S., 17 Id., 102; Pierce v. U. S., 7 Id., 65; The Floyd Acceptances, 7 Wall., 666.

**Sec. 168. Rules Governing the Supply of Special-Request Envelopes.**—The following rules will be strictly adhered to in connection with the supply of special-request envelopes:

1. Neither superscriptions nor special devices of any kind will be printed.
2. The printing of cards and requests across the end has been discontinued. In future they will be printed on the upper left-hand corner only.
3. Business avocations or employments will be excluded from cards and requests.

4. Cards and requests must be limited to the following matter, or so much thereof as may be desired, to-wit: First, the name of the writer, whether individual, firm, company, or corporation. Second, the post-office address, including number and name of street, name of city or town, county, and State. The name of the post-office as given for printing must correspond in spelling with that given in the Official Guide. Third, a request to return if not delivered within a given or blank number of days.

5. Should it be desired to leave in blank the post-office address of the party to whom the envelopes are to be made returnable, it must be so stated.

6. When the name and post-office address only are desired, without a request to return, the order must so specify; in which case, by law, the letter will be returnable, if not delivered within thirty days. (See section 592.)

7. No variations will be made in the style of type, the color of ink, or the form of request adopted by the Department; neither will cards or requests be surrounded by borders of any kind.

8. If possible, a printed card should always accompany the order; if not, the matter desired to be printed must be plainly written, in order that mistakes may be avoided.

9. Cards or requests will not be printed on newspaper wrappers, or envelopes for covering circulars.

10. Requests making envelopes returnable to another post-office than that of the postmaster who makes requisition for them will not be printed, unless the party for whose use they are intended is accustomed to receive mail at both places, or some other sufficient reason is given with the postmaster's requisition or plainly written thereon.

**Sec. 169. Postmasters to Count Supplies when Received.**—Upon receiving any supplies of stamps or stamped paper postmasters are required to count them in the presence of a disinterested witness, to date and sign the receipt, and transmit the same to the Third Assistant Postmaster-General (Stamp Division). In case of any deficiency the affidavit of the postmaster and that of the witness, stating the amount of such deficiency, with all the facts in the case, will be necessary in order to obtain credit therefor; and in every such case the wrapper, label, and box, or wooden case in which the supplies were received should also be transmitted with such affidavit and a letter making the claim to the Third Assistant Postmaster-General, and a record kept by the postmaster of the number, date, address, and all other marks on the same. Receipts must be signed in the same manner as requisitions.

**Sec. 170. Damaged Supplies, how Treated.**—If any portion of a parcel

of stamps, received upon requisition, be found to be damaged, the postmaster will sign the receipt for the whole amount of the parcel, and, having written across the face of the receipt the number and amount of stamps, envelopes, wrappers, or cards unfit for use, he will return the same, together with the receipt, to the Third Assistant Postmaster-General (Stamp Division), who will give credit for the amount returned. But if the damage be total, the entire number should be returned with the receipt not signed, in order that others may be supplied in their place. The package must be registered, and the postmaster must be able to prove the act of mailing it by a disinterested witness. Postmasters failing to register such packages will not receive credit for the amount alleged to have been returned, in case the same fails to reach the Department. When supplies are damaged by fire or other casualty after they are received, they will be returned to the Third Assistant Postmaster-General (Stamp Division), who will allow credit for the amount thus returned, upon satisfactory evidence that the stamps returned were those with which the postmaster returning them was charged.

**Sec. 171. Mistakes in Printing Special-Request Envelopes.**—Special-request envelopes which may be refused by the parties ordering them, on account of misprinting or other mistake, should be sent registered to the Third Assistant Postmaster-General (Stamp Division), with a letter of advice. If the mistake occurred through the fault of the Department, or of the manufacturer of the envelopes, credit for their full value will be given in the postmaster's account, and the requisition will be re-filled; if otherwise, credit for the postage value only of the envelopes will be given, and the postmaster should forward a new and correct requisition. The postmaster must not dispose of special-request envelopes to any other than the party for whose use they were ordered.

FOR RULES GOVERNING THE ENTRY OF SUPPLIES on account and returns, see sections 238, 240-243, 244, *et seq.*

#### DISPOSITION OF STAMPS, ETC.

**Sec. 172. Postage Stamps Sold at Discount to Designated Agents.**—Postage stamps and stamped envelopes may be sold at a discount to certain designated agents, who will agree to sell again without discount, under rules to be prescribed by the Postmaster-General; but the quantities of each sold to any one agent at any one time shall not exceed one hundred dollars in value, and the discount shall not exceed five per centum on the face value of the stamps, nor the same per centum on the current price of the envelopes when sold in less quantities. (R. S., § 3919.)