

# U. S. POSTAL SERVICE.

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DOMESTIC AND FOREIGN MAIL MATTER.

**CLASSIFICATION.  
CONDITIONS.  
RATES OF POSTAGE.**



*Issued by direction of*  
THE POSTMASTER-GENERAL.

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*Fourth Edition.*

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**GENERAL POSTAL INFORMATION  
FOR THE PUBLIC.**

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**POST-OFFICE DEPARTMENT,**  
OFFICE OF THE POSTMASTER-GENERAL.

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**This pamphlet of general postal information is issued by the  
Post-Office Department under authority of an act of Congress.**

**G. v. L. MEYER,**  
Postmaster-General.

# SPECIAL FEATURES

OF THE

## U. S. POSTAL SERVICE.

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### Registry System.

Reaches every post-office in the world.  
Provides for special care and correct delivery.  
Indemnity for value up to \$25 paid for loss of sealed domestic matter prepaid at the letter rate of postage, and for value up to 50 francs (approximately \$10) for loss of registered articles addressed to foreign countries embraced in the Universal Postal Union. (*See sections 20, 21, 22, and 36.*)

### Money-Order System.

Provides an absolutely safe and convenient means of transmitting money. (*See sections 23 and 24.*)

### Special Delivery.

The immediate delivery of any piece of mail matter at any United States post-office may be effected by affixing thereto a 10-cent special-delivery stamp or ten cents worth of ordinary postage stamps in addition to the lawful postage. (*See section 19.*)

### Parcels Post.

Under special conditions packages of merchandise may be sent by "Parcels Post" to certain foreign countries. (*See section 37.*)

## United States Stamped Envelopes.

The Department issues twelve different sizes of stamped envelopes, the smallest  $2\frac{7}{8}$  by  $5\frac{1}{4}$ , the largest  $4\frac{3}{8}$  by  $10\frac{1}{8}$  inches, in three qualities and five colors of paper, as follows: First quality, white and amber; second quality, buff and blue; third quality, manila. The denominations are 1, 2, 4, and 5 cent. When purchased in lots of 500, or its multiple, of a single size, quality, and denomination, the Department will, upon request, print the purchaser's return card without extra charge.

The sizes and prices of stamped envelopes most generally used for commercial and legal correspondence are given below:

		<i>Price, including stamps for</i>		
		8	25	500
COMMERCIAL SIZES.				
No. 5,	$3\frac{1}{2} \times 6\frac{5}{16}$ inches.....	17 cts.	54 cts.	10.62
No. 13,	$3\frac{3}{4} \times 6\frac{3}{4}$ inches.....	18 cts.	54 cts.	10.72
LEGAL OR DOCUMENT SIZES.				
No. 7,	$3\frac{7}{8} \times 8\frac{7}{8}$ inches.....	18 cts.	55 cts.	10.92
No. 8,	$4\frac{1}{8} \times 9\frac{1}{2}$ inches.....	18 cts.	55 cts.	10.92

A diagram of sizes and schedule of prices may be consulted at any post-office.

# General Guide to Classification of Domestic Mail Matter.

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## First Class.

Includes written matter and matter closed against inspection. (See section 2.)

## Second Class.

Includes newspapers and periodicals bearing notice of entry as second-class matter. (See sections 2 and 4.)

## Third Class.

Includes all printed matter upon paper not having the nature of actual, personal correspondence, except newspapers and periodicals bearing notice of entry as second-class matter. (See sections 2 and 4.)

## Fourth Class.

Includes merchandise and all other matter not comprehended in the first, second, and third classes. (See sections 2 and 4.)

## Limit of Weight.

The limit of weight of matter in the domestic mails is four (4) pounds for each package thereof, except

1. Single books.
2. Documents published or circulated by order of Congress.
3. Single volumes of reading matter for the blind on which the limit of weight is ten pounds.
4. Second-class matter.

*NOTE—Matter of a higher class inclosed with matter of a lower class subjects the whole package to the higher rate.*

### SECTION 1.—DOMESTIC MAIL MATTER.

Domestic mail matter includes matter deposited in the mails for local delivery, or for transmission from one place to another within the United States, or to or from or between the possessions of the United States.

Porto Rico and Hawaii are included in the term "United States." The Philippine Archipelago, Guam, Tutuila (including all adjacent islands of the Samoan group which are possessions of the United States), and the Canal Zone are included in the term "Possessions of the United States." The term, "Canal Zone" includes all the territory purchased from the Republic of Panama, embracing the "Canal Zone" proper and the islands in the Bay of Panama named Perico, Naos, Culebra, and Flamenco.

Domestic rates of postage apply to mail matter sent from the United States to Canada, Cuba, Mexico, the Republic of Panama, and the United States postal agency at Shanghai, China, and matter addressed to officers or members of the crew of vessels of war of the United States.

### SECTION 2.—CLASSIFICATION AND POSTAGE RATES.

Domestic mail matter is divided into four classes :

**First Class.**—Rate, 2 cents for each ounce or fraction thereof. Limit of weight, 4 pounds. United States postal cards, 1 cent each; post cards, 1 cent each.

*Includes:* Letters, United States postal cards, post cards manufactured by private persons (see sec. 7), all matter sealed or otherwise closed against inspection, and all matter wholly or partly in writing, whether sealed or unsealed.

*NOTE.*—*Typewriting and carbon and letterpress copies thereof are written matter and subject to the first-class rate.*

See section 3 for exceptions to prepayment.

**Second Class**—*Unsealed.*—Rate, 1 cent for each 4 ounces or fraction thereof. Full prepayment required. No limit of weight.

This is the rate which applies to newspapers and other periodical publications bearing notice of entry as second-class matter, etc., when they are *mailed by the public.*

For permissible additions see section 4; wrapping, section 13.

*NOTE.*—*The rates of postage on and the conditions applicable to second-class matter, when mailed by publishers or news agents, are not treated in this pamphlet.*

**Third class—Unsealed.**—Rate, 1 cent for each 2 ounces or fraction thereof. Full prepayment required. Limit of weight 4 pounds, except it be a single book.

*Includes:* Books, newspapers and periodicals not admitted to the second class, circulars, miscellaneous printed matter on paper not having the nature of personal correspondence, and proof sheets, corrected proof sheets, and manuscript copy accompanying the same, and matter in point print or raised characters used by the blind.

For permissible additions see section 4; wrapping, section 13.

**Fourth class—Unsealed.**—Rate, 1 cent for each ounce or fraction thereof, *except* seeds, bulbs, roots, scions, and plants, which are 1 cent for each 2 ounces or fraction. (See sections 10 and 13.) Full prepayment required. Limit of weight, 4 pounds, except it be a single book.

*Includes:* All mailable matter not embraced in the first, second, and third classes.

For permissible additions see section 4; wrapping, section 13.

### SECTION 3.—PREPAYMENT OF POSTAGE.

Postage on all domestic mail matter must be prepaid in full at the time of mailing by stamps affixed, **EXCEPT** as follows:

(a) Letters of United States soldiers, sailors, and marines when marked "Soldier's letter," "Sailor's letter," or "Marine's letter," as the case may be, and signed thereunder by an officer with his name and official designation.

(b) A letter bearing only a special-delivery stamp. This provision applies to special-delivery letters only. (See section 19.)

(c) First-class matter, prepaid one full rate, 2 cents.

*NOTE.*—*In each of the above cases the matter will be forwarded to destination and the unpaid postage collected on delivery at single rates only.*



(d) Matter of the third and fourth classes mailed in quantities of not less than 2,000 identical pieces upon which postage is paid in money, as provided in the *Act of April 28, 1904*.

NOTE.—*Postage-due stamps, internal revenue stamps, or embossed stamps cut from stamped envelopes, or stamps cut from postal cards will not be accepted in payment of postage (See section 18.)*

**SEC. 4.—PERMISSIBLE ADDITIONS TO ORIGINAL MATTER.**

NOTE.—*The words "personal" or "to be called for," and other directions as to delivery, and requests for forwarding or return upon prepayment of new postage, are permissible as part of the address on second, third, or fourth class matter.*

**ADDITIONS TO SECOND-CLASS MATTER.**

1. **On the wrapper**, or the matter itself, there may be written or printed: (1) the name and address of the sender, preceded by the word "from;" (2) the name and address of the person to whom sent; (3) the words "sample copy" or "marked copy," or both, as the case may be.

2. **On the matter** itself the sender may place all that is permitted on the wrapper; correct typographical errors in the text; designate by marks, not by words, a word or passage in the text to which it is desired to call attention.

3. Other writing will subject the package to the first-class rate.

4. To be entitled to the transient second-class rate, copies of newspapers or periodical publications must be complete. Partial or incomplete copies are third-class matter.

**ADDITIONS TO THIRD-CLASS MATTER.**

5. **On the wrapper**, envelope, or the tag or label attached thereto, or upon the matter itself, in addition to the name and address of the addressee, there may be written or printed the name, occupation, and residence, or business address, of the sender, preceded by the word "from;" there may also be printed on the wrapper, envelope, or the tag or label attached thereto, any matter mailable as third class, but there must be left on the address side, a space sufficient for a legible address, postmark, and the necessary postage stamps.

6. The words "please send out," or "post up," or other similar directions or requests, not a part of the address, nor necessary to effect delivery, may not be *written* upon the wrapper of third-class matter or upon the matter itself without subjecting it to postage at the letter rate.

7. **On the matter** itself the sender may place all that is permitted on the wrapper, and may make marks other than by written or printed words to call attention to any word or passage in the text, and may correct any typographical errors. There may also be written or printed upon the blank leaves of any book, or upon any photograph, or other matter of the third class, a simple manuscript dedication or inscription not in the nature of personal correspondence. Such words as "My dear

friend," "Yours truly," "Sincerely yours," etc., written upon third-class matter, are permissible inscriptions. A serial number written or impressed upon third-class matter does not affect its classification.

8. **Written designation of contents**, such as "book," "printed matter," "photo," is permissible upon the wrapper of mail matter of the third class.

9. **Inclosures.**—A single card bearing the written name and address of the sender, or an envelope bearing a written or printed name and address of the sender may be inclosed with a circular, catalogue, or other third-class matter without affecting the classification thereof.

10. **Public library books**, otherwise available at the third-class rate, may bear any printed or written mark which may reasonably be construed as a necessary *inscription* for the purpose of a permanent library record.

11. **Additional imprinting**, by hand stamp, upon third-class matter will not affect its classification as such except when the added matter is in itself personal or converts the original matter into a personal communication; but when such appears to be the fact, the presentation at one time at the post-office window or other depository designated by the postmaster of not less than 20 perfectly identical copies, unsealed, will be sufficient evidence of impersonal character to entitle such matter to the third-class rate.

12. **Corrections in proof sheets** include the alteration of the text and insertion of new matter, as well as the correction of typographical and other errors. Includes also marginal instructions to the printer necessary to the correction of the matter or its proper appearance in print. Part of an article may be entirely rewritten if that be necessary for correction. Corrections must be upon the margin of or attached to the proof sheets. Manuscript of one article can not be inclosed with proof or corrected proof sheets of another except at the first-class rate.

#### ADDITIONS TO FOURTH-CLASS MATTER.

13. **On the wrapper**, envelope, tag, or label, in addition to the name and address of the addressee, there may be written or printed the name, occupation, and residence, or business address of the sender preceded by the word "from," as well as any marks, numbers, names, or letters for the purpose of description, and any printed matter which is not in the nature of personal correspondence. On the address side or face of the package there must be left a space sufficient for a legible address, postmark, and the necessary postage stamps.

14. **On the matter itself**, or upon the tag or label attached thereto, may be written or printed any matter authorized to be placed on the wrapper.

15. **Written designation of contents** such as "samples," "candy," "cigars," are permissible upon the wrapper of mail matter of the fourth class.

16. **Inclosures.**—With a package of fourth-class matter, prepaid at the proper rate for that class, the sender may inclose any available matter of the third class. A single card bearing the written name of the sender and such inscriptions as "Merry Christmas," "Happy New Year," "With best wishes," etc., may also be inclosed with fourth-class matter without affecting its classification.

#### SECTION 5.—DROP LETTERS.

1. A "drop" letter is one addressed for delivery at the office where mailed.
2. Drop letters mailed at letter-carrier offices, or at offices which are

not letter-carrier offices if rural free delivery has been established and the persons addressed can be served by rural free-delivery carriers, are subject to postage at the rate of 2 cents for each ounce or fraction thereof.

3. When mailed for delivery at post-offices where the letter-carrier service is not established, or at offices where the patrons can not be served by rural free-delivery carriers, the rate is 1 cent for each ounce or fraction thereof.

4. There is no drop rate on mail matter other than letters.

5. A request upon a drop letter for its return to the writer at some other post-office, if unclaimed, can not be respected unless it has been prepaid with one full rate (2 cents) of postage.

6. Letters mailed at a post-office for delivery to patrons thereof by star-route carrier, and those deposited in boxes along a star route or rural free-delivery route, are subject to postage at the rate of 2 cents an ounce or fraction thereof.

### SECTION 6.—UNITED STATES POSTAL CARDS.

1. United States Government postal cards are entitled to all the privileges of letters except that of return to the sender when undeliverable.

2. They may bear written, printed, or other additions as follows:

*a.* The face of the card may be divided by a vertical line placed approximately one-third of the distance from the left end of the card; the space to the left of the line to be used for a message, etc., but the space to the right for the address only.

*b.* Addresses upon postal cards \* \* \* may be either written, printed, or affixed thereto, at the option of the sender. (Act of July 12, 1876.)

*c.* Very thin sheets of paper may be attached to the card on condition that they completely adhere thereto. Such sheets may bear both writing and printing.

*d.* Advertisements, illustrations or writing may appear on the back of the card and on the left third of the face.

3. The addition to a postal card of matter other than as above authorized will subject the card, when sent in the mails, to postage according to the character of the message—at the letter rate if wholly or partly in writing or the third-class rate if entirely in print. In either case the postage value of the stamp impressed upon the card will not be impaired.

4. Postal cards bearing particles of glass, metal, mica, sand, tinsel, or other similar substances, are unmailable, except when inclosed in envelopes with proper postage attached, or when treated in such manner as will prevent the objectionable substances from being rubbed off or injuring persons handling the mails.

5. For rates of postage on postal cards mailed under cover of envelopes see paragraph 7, Section 7.

6. Postmasters are authorized to redeem, in postage stamps or other stamped paper only, and from the original purchasers, unused, uncancelled, and unserviceable postal cards at 75 per cent of their face value. Parts or pieces of postal cards are not redeemable. When the redemption value of the cards includes the fraction of a cent such fraction will accrue to the Department. (See paragraphs 18 and 23, Section 18.)

7. Each unused half of a "reply" postal card will be regarded as one single card.

8. Used postal cards which conform to the conditions prescribed for post cards, when remailed, are subject to a new prepayment of one cent postage.

*For prices of postal cards see Section 18.*

## SECTION 7.—POST CARDS (PRIVATE MAILING CARDS).

**NOTE.**—*Any cards issued by private persons bearing on the address side the words "United States," or "United States of America," in similitude of the regular United States postal cards, are unmailable at any rate of postage.*

1. Post cards manufactured by private parties bearing either written or printed messages are transmissible in the domestic mails prepaid 1 cent and in the mails of the Postal Union prepaid 2 cents each, by stamps affixed, when they conform to the following conditions:

a. A "post card" must be an unfolded piece of cardboard not exceeding 9 by 14 centimeters (approximately 3 9-16 by 5 9-16 inches) nor less than 7 by 10 centimeters (approximately 2 3-4 by 4 inches).

b. It must in form and in the quality and weight of paper be substantially like the Government postal card.

c. It may be of any color not interfering with a legible address and postmark.

d. It may or may not, at the option of the sender, bear near the top of the face the words, "Post Card."

e. The face of the card may be divided by a vertical line; the left half to be used for a message, etc., but that to the right for the address only.

f. Very thin sheets of paper may be attached to the card, and then only on condition that they completely adhere thereto. Such sheets may bear both writing and printing.

g. Advertisements and illustrations may appear on the back of the card and on the left half of the face.

2. Cards, without cover, conforming to the foregoing conditions are transmissible in the domestic mails (including the possessions of the United States) and to Cuba, Canada, Mexico, the Republic of Panama, and the United States postal agency at Shanghai, China, at the postage rate of 1 cent each.

3. When post cards are prepared by printers and stationers for sale, it is desirable that they bear in the upper right-hand corner of the face an oblong diagram containing the words "Place postage stamp here," and at the bottom of the space to the right of the vertical dividing line, the words "This space for the address."

4. Cards which do not conform to the conditions prescribed by these regulations are, when sent in the mails, chargeable with postage according to the character of the message—at the letter rate, if wholly or partly in writing, or at the third-class rate, if entirely in print.

5. A post card which has been delivered to the addressee and by him sent to some other person may be remailed to the same addressee upon a new prepayment of 1 cent postage.

6. Cards bearing particles of glass, metal, mica, sand, tinsel, or other similar substances, are *unmailable* except when enclosed in envelopes, or when treated in such manner as will prevent the objectionable substances from being rubbed off or injuring persons handling the mails.

7. Cards mailed under cover of sealed envelopes (transparent or otherwise) are chargeable with postage at the first-class rate; if inclosed in unsealed envelopes, they are subject to postage according to the character of the message—at the first-class rate if wholly or partly in writing, or the third-class rate if entirely in print; and the postage stamps should be affixed to the envelopes covering the same. Postage stamps affixed to matter inclosed in envelopes can not be recognized in payment of postage thereon.

8. **Folded advertising cards** and other matter entirely in print, arranged with a detachable part intended to be used as a post card in making a reply, are mailable as third-class matter.

9. Pieces of leather, wood, bark, or other material except paper, purporting to be post cards and bearing no written additions unauthorized by section 483, Postal Laws and Regulations (see paragraphs 13 to 16, section 4), when sent in the mails unsealed, are chargeable with postage at the fourth-class rate. Such matter bearing written additions unauthorized by the section cited, when mailed, is subject to postage at the first-class rate.

### SECTION 8.—THIRD-CLASS MATTER.

Printed matter under the following conditions is third-class matter:

**Printed matter defined.**—Printed matter is the reproduction *upon paper* by any process, except handwriting and typewriting, not having the character of actual personal correspondence, of words, letters, characters, figures or images, or any combination thereof. Matter produced by the photographic process (including blueprints) is printed matter.

**Circulars.**—A circular is defined by law to be a printed letter which, according to internal evidence, is being sent in *identical* terms to several persons. A circular may bear a written, typewritten, or hand-stamped date, name and address of person addressed and of the sender, and corrections of mere typographical errors.

Where a name (except that of the addressee or sender), date (other than that of the circular), figure, or anything else is written, typewritten, or hand stamped in the body of the circular for any other reason than to correct a genuine typographical error, it is subject to postage at the first-class (letter) rate, whether sealed or unsealed.

**Exception.**—If such name, date, or other matter be hand stamped, and not of a personal nature, the character of the circular as such is not changed thereby. (See also "Additional imprinting," par. 11, section 4.)

**Reproductions** or imitations of handwriting and typewriting obtained by means of the printing press, neostyle, hectograph, electric pen, or similar process will be treated as third-class matter—provided they are mailed at the post-office window or other depository designated by the postmaster in a minimum number of 20 perfectly identical, unsealed copies. If mailed in a less quantity they will be subject to the first-class rate.

### SECTION 9.—LETTERS OF AND READING MATTER FOR THE BLIND.

**Letters.**—Under special legislation all letters written in point print or raised characters used by the blind are mailable as third-class matter—that is, when mailed unsealed, they are chargeable with postage at the rate of 1 cent for each 2 ounces or fraction thereof.

**Reading matter.**—Books, pamphlets and other reading matter in raised characters for the use of the blind, which contain no advertising or other matter whatever, when sent by or returned to a public library or public institution for the blind, are entitled to transmission in the mails free, under the following conditions: When mailed by a public library or public institution for the blind the matter must be sent as a loan to a blind reader. When mailed for return to a public library or public institution for the blind the sender must be a blind reader. The matter must be wrapped so that it may be easily examined. On the upper left-hand corner of the envelope or wrapper containing the matter the printed or written name and address of the sender (whether public library, public institution for the blind, or blind reader) must appear, and on the upper right-hand corner the word "Free" over the words "Reading matter for the blind." The weight of a package must not exceed 4 pounds except in case of a single volume, which must not exceed 10 pounds.

### SECTION 10.—SEEDS, BULBS, ROOTS, ETC.

1. By special legislation, seeds, bulbs, roots, scions, and plants are mailable at the rate of 1 cent for each 2 ounces or fraction, but are otherwise entitled to the privileges of fourth-class matter. Under this head are included samples of wheat and other grains in their natural condition.

2. Samples of flour, rolled oats, pearled barley, dried peas, and beans in which the germ is destroyed, cut flowers, dried plants, and botanical specimens, not susceptible of propagation, and nuts and seeds (such as the coffee bean) used exclusively as food, are subject to the regular fourth-class rate of 1 cent an ounce or fraction. (See paragraphs 6 and 9, section 13.)

### SECTION 11.—DELIVERY OF MAIL MATTER.

1. The object of the Department's rules governing the delivery of mail is to insure and expedite its delivery to the person for whom it is intended by the writer, but mail addressed to a minor is subject to the orders of the parent or guardian upon whom the addressee is dependent.

2. A letter addressed to one person and to the care of another should be delivered to the first of the two who calls for mail, unless the addressee's instructions as to the treatment of his mail preclude its delivery to the "care."

3. When the applicant for registered mail is unknown at the post-office he should be required to prove his right to receive the mail called for.

FOR SPECIAL DELIVERY, see section 19. For REGISTERED MAIL, see section 22.

### SECTION 12.—UNMAILABLE MATTER.

Unmailable domestic matter—that is, matter which is not admissible to the United States mails for delivery in the United States or in any of its possessions—includes:

1. All matter illegibly, incorrectly, or insufficiently addressed.
2. All transient second-class matter and all matter of the third or fourth class not wholly prepaid; and letters and other first-class matter not prepaid one full rate—2 cents.
3. All matter weighing over 4 pounds, except second-class matter, single books, and documents printed and circulated by authority of Congress.
4. All matter harmful in its nature, as poisons, explosive or inflammable articles, matches, live or dead (but not stuffed) animals (see par. 8,

sec. 13), and reptiles, fruits or vegetables liable to decomposition, guano, or any article exhaling a bad odor, vinous, spirituous or malt liquors, and liquids liable to explosion, spontaneous combustion, or ignition by shock or jar, such as kerosene oil, naphtha, benzine, etc.

5. All obscene, lewd, or lascivious matter, and every article or thing intended, designed, or adapted for any indecent or immoral purpose, or for the prevention of conception or procuring abortion.

6. Postal, post, or other cards mailed without wrappers and all matter bearing upon the outside cover or wrapper any delineations, epithets, terms, or language of an indecent, lewd, lascivious, obscene, libelous, scurrilous, defamatory or threatening character, or calculated by the terms or manner or style of display, and obviously intended to reflect injuriously upon the character or conduct of another.

7. Post cards bearing particles of glass, metal, mica, sand, tinsel, or other similar substances, are unmailable, except as provided in Paragraph 6, section 7.

8. All matter concerning any lottery, so-called gift concert, or other enterprise of chance, or concerning schemes devised for the purpose of obtaining money or property under false pretenses.

### SECTION 13.—WRAPPING OF MAIL MATTER.

1. All mail matter should be so wrapped as to safely bear transmission without breaking, or injuring mail bags or the contents of mail bags or the persons of those handling them.

*NOTE.—Many articles, such as calendars, drawings, spectacles, watches, books, etc., are damaged in the mails for the reason that they are not securely and sufficiently wrapped to withstand the weight and handling to which they are necessarily subjected. It should be borne in mind that such articles are thrown into bags with other mail matter, and when addressed to small towns where the mail trains do not stop, the bags containing them are thrown from fast moving trains upon the ground.*

2. Second, third, and fourth-class matter must be so wrapped or enveloped that the contents may be examined easily by postal officials. When not so wrapped, or when bearing or containing writing not authorized by law, the matter will be treated as of the first class.

3. Harmful articles of the fourth class not absolutely excluded from the mails may be transmitted when packed in accordance with the following postal regulations.

(a) When not liquid or liquefiable, they must be placed in a bag, box, or removable envelope, or wrapping, made of paper, cloth, or parchment.

(b) Such bag, box, envelope, or wrapping must again be placed in a box or tube made of metal or some hard wood, with sliding clasp or screw lid.

(c) In cases of articles liable to break, the inside box, bag, envelope, or wrapping must be surrounded by sawdust, cotton, or other elastic substance.

4. Admissible liquids and oils (not exceeding 4 ounces liquid measure), pastes, salves, or articles easily liquefiable must conform to, the following conditions:

(a) When in glass bottles, such bottles must be very strong and must be inclosed in a metal, wooden or papier-mache block or tube; and there must be provided between the bottle and the block or tube a cushion of cotton, felt or other absorbent. The block or tube must be of sufficient strength to

resist rough handling and support the weight of the mails piled in bags. If of wood, it must be at least 3-16 of an inch thick in its thinnest part; if of papier-mache, it must be at least 5-32 of an inch thick for bottles holding from two to four ounces, and at least 1-8 of an inch thick for bottles holding two ounces or less. The block or tube must be rendered water-tight by an application of paraffine or other suitable substance, so that if the bottle be broken in transit the liquid will not escape or the tube become softened and allow the broken glass to be scattered in the mails.

(b) When inclosed in a tin cylinder, metal case, or tube, such cylinder, case, or tube should have a lid or cover so secured as to make the case or tube water-tight, and should be securely fastened in a wooden or *papier-mache* block (open only at one end) and not less in thickness and strength than above described.

(c) Pastes, salves, etc., not easily liquefiable (not exceeding four ounces, liquid measure), when inclosed in water-tight tin boxes with screw-top lids, may be placed in a box of thick corrugated pasteboard, and then well wrapped with strong paper and tied with twine.

5. Where sharp-pointed instruments are offered for mailing, the points must be capped or incased so that they may not by any means be liable to cut through their inclosure, and where they have blades such blades must be bound with wire so that they shall remain firmly attached to each other and within their handles or sockets. Needles must be inclosed in metal or wooden cases so that they can not by any means prick through or pass out of their inclosures.

6. Seeds or other articles not prohibited, which are liable from their form or nature to loss or damage unless specially protected, must be put up in sealed envelopes made of material sufficiently transparent to show the contents without opening. (See section 10.)

7. Ink powders, pepper, snuff, or other powders not explosive, or any pulverized dry substances not poisonous, may be sent in the mails when inclosed in the manner prescribed herein for liquids, or when inclosed in metal, wooden, or papier-mache cases in such secure manner as to render the escape of any particles of dust from the package by ordinary handling of the mails without breaking; the method of packing to be subject to the approval of the General Superintendent of the Railway-Mail Service.

8. Queen bees and their attendant bees, the "Australian lady bird," other live insects when addressed to the Secretary of Agriculture at Washington, D. C., and to directors of agricultural experiment colleges, and dried insects and dried reptiles; may be sent in the mails when so put up as to render it practically impossible that the package shall be broken in transit, or the persons handling the same be injured, or the mail bags or their contents soiled.

9. No specific mode of packing is prescribed for samples of flour, but they should be put up in such manner as to certainly avoid risk of the package breaking or cracking or the flour being scattered in the mails, and if this be not done the samples will be excluded.

10. Proprietary articles of merchandise not in themselves unmailable, such as fancy soaps, tobacco, pills, tablets, or other preparations such as are used by the medical and pharmaceutical professions, put up in fixed quantities by the manufacturer, for sale by himself and others, which may be sealed in such manner as to properly protect the articles but to allow examination of such package in its simplest mercantile form, will be accepted for mailing: *Provided*, That poisonous articles, or articles containing poison, and not unmailable, shall be accepted for mailing only when the



package bears the label or superscription of the manufacturer of or dealer in the article mailed. *See also "unmailable matter," section 12.*

#### SECTION 14.—FORWARDING MAIL MATTER.

1. First-class matter only can be forwarded from one post-office to another without a new prepayment of postage. This includes letters and other first-class matter prepaid one full rate (2 cents), parcels fully prepaid at the first-class rate, postal cards, post cards (private mailing cards), and official matter.

2. A new prepayment of postage on matter of the second, third, and fourth classes must be made by the addressee, or some one for him, every time it is forwarded, as follows:

(a) Second-class matter, 1 cent for each 4 ounces or fraction thereof.

(b) Third and fourth class matter, the same rates as were chargeable thereon when originally mailed.

3. It is not permissible for a person forwarding mail matter of the first-class to place thereon, or on a label pasted thereto, any printing or writing not necessary to have the matter properly forwarded. Such additions subject the matter to a new prepayment of postage.

4. Exceptions.—Mail matter of the second, third, and fourth classes addressed to a discontinued post-office may, when the office to which such mail is ordered sent by the Department is not convenient for the addressees, be transmitted to such office as they may designate, without additional charge.

5. Patrons of any office who, on account of the establishment of or change in rural free-delivery service, receive their mail from the rural carrier of another office, may have their mail matter of the second, third, and fourth classes sent to the latter office for delivery by the rural carrier without a new prepayment of postage, provided they first file with the postmaster at the former office a written request to have their mail so sent. This is not to be construed as "*forwarding*" within the meaning of the law.

6. Mail matter of all classes addressed to persons in the service of the United States (civil, military, or naval) whose change of address is caused by official orders will be transmitted until it reaches the addressee without a new prepayment of postage.

For forwarding of *Registered matter* see section 22.

#### SECTION 15.—RETURN OF MAIL MATTER.

1. The only kind of domestic mail matter that is returnable to the sender without additional postage for such service, when undeliverable, is letters and other first-class matter prepaid one full rate (2 cents); official matter mailed under penalty envelope or frank, and double postal cards, but not single postal cards nor post cards (private mailing cards).

2. First-class matter indorsed "After—days, return to—, —," if not delivered, will be returned at the expiration of the time indicated on the envelope or wrapper. If no time be set for return the matter will be returned at the end of thirty days. The sender has the right to lengthen or shorten the time set by subsequent direction to the postmaster, but the matter *must* remain in the post-office for delivery at least three days.

3. Unclaimed letters bearing the card of hotel, school, college, or other public institution, which has evidently been printed upon the envelopes to serve as a mere advertisement, will not be returned to the place designated *unless there is also a request therefor.*

4. Second, third, and fourth class matter is returnable to the sender only upon new prepayment of postage for second-class matter at the rate of 1 cent for each 4 ounces or fraction, and for third and fourth class matter the rate with which it was chargeable when originally mailed.

5. When undelivered mail matter of the third and fourth class is of obvious value, the sender, if known, shall be given the opportunity of prepaying the return postage or accepting delivery to himself, or upon his order, at the office where it is held upon the payment of 1 cent postage for each card notice given him. If the requisite postage (in either postage stamps or money) be received within two weeks (or if the matter be from Alaska, within ninety days, or if it be from other remote places, within four weeks), the matter will be returned. Otherwise it will be sent to the Dead Letter Office.

6. The sender of second, third, and fourth class matter not of obvious value can cause a notice of nondelivery to be sent to him by placing thereon the following request:

"If not delivered within \_\_\_\_\_ days, postmasters will please notify \_\_\_\_\_, who will provide return postage."

7. Whenever the senders of undeliverable second, third, or fourth class matter bearing the above request habitually fail to redeem the pledge to provide return postage, postmasters will inform them that thereafter no notice to remit the same will be sent.

For return of *Registered* matter see section 22.

### SECTION 16.—POSTAGE DUE.

1. Matter of the first-class prepaid one full rate—2 cents—will be dispatched with the amount of deficient postage rated thereon, to be collected on delivery.

2. The weight of matter at the mailing office determines the amount of postage chargeable thereon, and therefore the amount of due postage rated at the mailing office on short-paid matter will be collected on delivery at the office of address.

NOTE.—*A decided down weight is required to subject matter to an additional rate of postage.*

3. Mail matter (including that of the first-class charged with the deficient postage at the mailing office) inadvertently reaching its destination without full prepayment of postage will be rated with the postage due thereon by the receiving postmaster. The deficient postage will be collected of the addressee on delivery.

4. On all matter which, through inadvertence, has been transmitted in the mails and reaches its destination without any evidence of prepayment of postage, *double rate* due postage will be required. Unpaid "drop letters," soldier's, sailor's and marine's letters properly indorsed (see par. (a), section 3), are excepted from this rule, the single rate only being required.

5. Mail matter (except special-delivery letters—see exception (b), section 3) reaching its destination bearing stamps other than ordinary postage stamps (see par. 10, section 18), and in lieu thereof, will be treated as wholly unpaid, and double rate due postage will be required thereon.

6. On ship letters not fully prepaid with United States ordinary postage stamps at double the regular rate, due postage for the deficiency will be required of the addressee on delivery.

7. Due postage must be paid in money, and postage-due stamps corresponding in amount must be affixed to the matter by the postmaster before delivery.

## SECTION 17.—MISCELLANEOUS ITEMS.

**Address.**—Mail matter should be addressed legibly and completely. The name of the addressee, the post office, and the State or Territory *must be given*. If the addressee resides in a city having city delivery service, the house number and street, if known, should be given. If the addressee resides on a rural delivery route, the number of the route, if known, should be given. When mail matter is intended to be delivered through the general delivery at a post-office, the words "General delivery" should be added as a part of the address.

Mail matter addressed to persons temporarily sojourning in a city where city delivery service is in operation should be marked "Transient" or "General delivery," if not addressed to a street and number or some other designated place of delivery.

To insure return in case of nondelivery because of misdirection, insufficient payment of postage, or other causes, the sender's name and address should be written or printed in the upper left-hand corner of the envelope or wrapper. (See "Return of Mail Matter," section 15.)

Postage stamps should be placed upon the upper right-hand corner of the address side of all mail matter, care being taken that they are *securely affixed* and that the gum is not washed therefrom in moistening.

**Advertised mail matter.**—All mail matter advertised as undelivered is subject by law to a charge of 1 cent in addition to the regular postage, to be collected from the addressee on delivery.

**Complaints.**—All complaints in regard to mail matter should be addressed to the postmaster, and whenever possible they should be accompanied with the envelope or wrapper of the piece of mail matter to which the complaint refers. Complaints in general affecting the service should likewise be addressed to the postmaster, but when that course is manifestly improper under the circumstances, they should be addressed to the Postmaster-General, Washington, D. C.

**Concealed matter.**—For knowingly concealing or inclosing any matter of a higher class in that of a lower class, and depositing or causing the same to be deposited for conveyance by mail at a less rate than would be charged for both such higher and lower class, the offender will be liable for every such offense to a fine of \$10.

**Currency.**—Postmasters are not required to accept as payment for postage stamps, etc., any currency which may be so mutilated as to be uncurrent or as to render its genuineness doubtful. Nor are they required to receive more than 25 cents in copper or nickel coins in any one payment, nor to affix stamps to letters. Postmasters are expected to make change as far as possible. They must not give credit for postage.

**Dead letters.**—All inquiries relative to mail matter known to have been sent to the Division of Dead Letters should be addressed to the Fourth Assistant Postmaster-General, Division of Dead Letters; and in such cases the letter of inquiry must state to whom and what post-office the article was addressed, and give the name and full address of the writer or sender, the date and place of mailing, and a brief description of the contents.

**Envelopes.**—Those made of weak or unsubstantial paper, should not be used, especially for large packages. Being often handled and subjected to pressure and friction in the mail bags, such envelopes are frequently torn open or burst, without fault of those who handle them. It is best to use United States stamped envelopes, which are on sale at all post-offices. (See "Stamped Envelopes," section 18.)

**Hotel matter**—that is, matter addressed for delivery at hotels—should be returned to the post-office as soon as it is evident that it will not be claimed. Proprietors of hotels and officers of clubs, boards of trade, and exchanges should not hold unclaimed letters longer than ten days, except at the request of the person addressed, and should redirect them for forwarding if the present address is known; otherwise they should be returned to the post-office.

Proprietors of hotels should omit the return request from envelopes supplied gratuitously to their guests, and persons using such envelopes should be careful to designate what disposition should be made thereof in case they can not be delivered.

**Lists of names.**—Postmasters are forbidden to furnish lists of names of persons receiving mail at their post-offices.

**Lost mail.**—All inquiries by the public relative to lost or missing mail matter of every description, either foreign or domestic, ordinary or registered, should be addressed to the postmaster, who will forward the complaint to the proper officer of the Department. An early report is advised, as the chance of recovery is thereby increased.

**Mutilated currency** addressed to the Treasurer of the United States for redemption may be registered free, when the package is presented at the post-office before sealing and certain conditions (which will be made known by the postmaster) are there complied with, but the postage thereon must be prepaid at the letter rate.

**Overcharges.**—Postmasters can not remit supposed overcharges on mail matter. In case of dispute, the person to whom the matter is addressed should deposit the extra postage in money with the postmaster, taking a receipt therefor. If upon investigation by the Department it is found that the extra postage is not properly chargeable, the postmaster will be directed to refund the deposit.

**Pensioners' oaths.**—Fourth-class postmasters are required to administer oaths to pensioners and their witnesses in the execution of pension vouchers, and have authority to receive from the pensioners for each voucher a sum not exceeding 25 cents.

**Periodical publications.**—The Post-Office Department does not determine questions regarding the liability of a subscriber for the subscription price of a publication. Publications for which the addressee is not a subscriber and which are not desired, may be refused and not removed from the post-office, or be returned to the postmaster endorsed "Refused."

Persons who receive regularly publications for which they have not subscribed should refuse to take them from the post-office. If, after such refusal the publication continues to be sent, a notice of that fact should be sent to the Third Assistant Assistant Postmaster-General.

A subscriber to a publication should promptly notify the publisher of any change in his address.

**Private letter boxes.**—Patrons in cities where letter carriers are employed are advised to provide letter boxes at business places or private residences, thereby saving much delay in the delivery of mail matter.

**Public letter boxes.**—The malicious injury or destruction of any letter box or other receptacle authorized by the Postmaster-General for the receipt or delivery of mail matter, or the willful theft, destruction, or defacement of any matter contained in such box or receptacle is a penal offense, for which the offender is liable to a fine of not more than \$1,000, or imprisonment for not more than three years.

**Registered mail.**—See sections 20, 21, 22, and 36.

**Special delivery.**—See section 19.

**Stamped envelopes.**—See section 18.

### SECTION 18.—MISCELLANEOUS INFORMATION CONCERNING POSTAGE STAMPS, POSTAL CARDS, AND STAMPED ENVELOPES.

1. Only the kinds and denominations of postage-stamped paper for which there is demand are kept on sale at the smaller post-offices.

2. No postage-stamped paper is sold by the Department direct; it must be bought of postmasters.

3. The Post-Office Department does not buy canceled postage stamps.

4. The Department can not furnish information as to the value of rare stamps over their face.

5. Stamps cut or otherwise severed from postal cards, embossed United States stamped envelopes, or newspaper wrappers are not redeemable or good for postage.

6. Internal-revenue stamps are neither good for postage nor redeemable by the Post-Office Department.

7. **Postage stamps.**—The Department issues postage stamps of the following denominations: 1, 2, 3, 4, 5, 6, 8, 10, 13, 15, and 50 cent, 1, 2, and 5 dollar, and 10-cent special delivery.

8. All postage stamps issued by the United States since 1860 are good for postage.

9. Postage stamps that are mutilated, or defaced in any way, are not good for postage; but letters, numerals, or other marks or devices may be perforated or punctured in postage stamps for identification only, but not for advertising. The punctures or perforations shall not exceed one thirty-second of an inch in diameter, and the whole space occupied by the identifying device shall not exceed one-half inch square.

10. Postage stamps are neither redeemable from purchasers nor exchangeable for those of other denominations or for any other stamped paper.

11. Postage stamps should not be used for making remittances. They may be lost or may adhere in transit, and such use tends to disorganize the proper equalization of postmasters' compensation under the law. Ample registry and money-order facilities are provided for the safe transmission of money by mail. (See sections 20 to 22, and 23 and 24.)

12. United States postage stamps are good for postage in Guam, Hawaii, Porto Rico, and Tutuila, but not in the Philippine Islands or in the Panama "Canal Zone." Postage stamps of the Philippine Islands or Canal Zone are not good for postage or redeemable in the United States.

13. Postage-due stamps are used by postmasters to witness the collection of postage on short-paid matter. These stamps are not good for prepayment of postage and are not sold to the public.

14. **Books of postage stamps.**—One cent and two cent postage stamps bound in book form are on sale at post-offices at an advance of 1 cent per book over the postage value, as follows:

Book of twenty-four 1-cent stamps, price 25 cents.

Book of twelve 2-cent stamps, price 25 cents.

Book of twenty-four 2-cent stamps, price 49 cents.

Book of forty-eight 2-cent stamps, price 97 cents.

15. **Postal cards** are furnished at the postage value represented by the stamp impressed thereon.

16. Single postal cards for domestic and foreign correspondence are furnished at 1 cent and 2 cents each, respectively, and double (reply) postal cards at 2 and 4 cents each, respectively.

17. Domestic single cards are furnished in sheets of 60 each, when so desired, for printing purposes. (See also section 6.)

18. Uncanceled and unserviceable postal cards, not treated by any process of coating, may be redeemed in postage stamps or other stamped paper only, at 75 per cent of their face value, when presented by the *original purchaser*. (See par. 23.)

19. **United States stamped envelopes.**—The Department issues twelve different sizes of stamped envelopes, the smallest  $2\frac{3}{8}$  by  $5\frac{1}{4}$ , the largest  $4\frac{3}{8}$  by  $10\frac{1}{8}$  inches, in three qualities and five colors of paper, as follows: First quality, white and amber; second quality, buff and blue; third quality, manila. The denominations are 1, 2, 4, and 5 cent. A diagram of sizes and schedule of prices may be consulted at any post-office.

20. Stamped newspaper wrappers are issued in 1-cent, 2-cent, and 4-cent denominations, and in three sizes.

21. When stamped envelopes are purchased in lots of 500, or its multiple, of a single size, quality, and denomination, the Department will, upon request, print the purchaser's return card without extra charge. Return cards are not printed on newspaper wrappers or postal cards.

22. Unused stamped envelopes and newspaper wrappers, when presented in a substantially whole condition, will be redeemed by postmasters at their face value either in postage stamps, stamped envelopes, or postal cards, but stamped envelopes bearing a printed return card will be redeemed only from original purchasers.

23. An "original purchaser" is one who purchased the stamped envelopes or postal cards at a post-office. Postmasters are authorized to refuse redemption of stamped envelopes or postal cards purchased at post offices other than their own, or which bear a return card or printed address other than that of the person offering them for redemption, unless satisfied that the person presenting them is the original purchaser.

24. **International Reply-Coupons** are sold at 6 cents each, for use

in sending abroad for return postage. Reply-coupons issued by other countries are redeemable at United States post-offices in postage stamps to the value of 5 cents for each Reply-coupon. A list of countries which have entered into the arrangement for exchange of the Reply-coupon is published in section 23 of this pamphlet.

### SECTION 19.—SPECIAL DELIVERY.

1. A special-delivery stamp, or ten cents' worth of ordinary stamps in addition to the lawful postage, secures the immediate delivery of any piece of mail matter at any United States post-office within the letter-carrier limits of city delivery offices and within a mile limit of any other post-office. When ordinary stamps are used to obtain immediate delivery of mail the words "Special Delivery" must be written or printed on the envelope or covering.

2. Hours of delivery: From 7 a. m. to 11 p. m. at all city-delivery offices, and from 7 a. m. to 7 p. m. at all other offices, or until after the arrival of the last mail at night, provided that be not later than 9 p. m. Special-delivery mail must be delivered on Sundays as well as on other days, if post-office is open on Sundays.

3. If special-delivery matter fails of delivery because there is no person at the place of address to receive it, the matter is returned to the post-office and delivered in the ordinary mail.

4. Special-delivery matter may be forwarded, but is not entitled to special delivery at the second office of address unless forwarded on a general forwarding request before attempt at delivery has been made at the post-office of original address.

5. A special-delivery stamp does not give a piece of mail matter any other security than that given to ordinary mail matter.

6. Rural letter carriers are required to deliver special-delivery mail at the residences of patrons of their routes if they live within  $\frac{1}{2}$  mile of the routes. Special-delivery matter addressed to patrons of rural delivery who reside more than  $\frac{1}{2}$  mile from the routes will be placed in the box of the addressee in the same manner as ordinary mail.

## REGISTRY SYSTEM.

### SECTION 20.—VALUABLE MATTER SHOULD BE REGISTERED.

#### REGISTRY FEE, 8 CENTS.

1. Registered mails reach every post-office in the world. The system provides for special care and correct delivery.

2. In case of its loss, the sender or owner of a registered article prepaid at the letter rate of postage, mailed at, and addressed to, a United States post-office is indemnified for its value up to \$25. Parcels prepaid at the letter rate should be sealed.

3. In case of loss of a registered article mailed in or addressed to a foreign country embraced in the Universal Postal Union, except in case of *force majeure*, (beyond control) the sender, or at his request the addressee, is entitled to indemnity for its value up to 50 francs, approximately \$10.

4. All valuable letters and parcels, as well as those without intrinsic value, the correct delivery of which is of importance, and those for which the sender desires the addressee's receipt, should be registered. It is

enjoined upon postmasters and post office employees to encourage the use of the Money Order and Registry Systems. They should recommend to the public that Postal Money Orders be used, whenever available, instead of cash, for remittances by mail, and when Postal Money Orders are not available, that money should be sent by registered mail, and that all other valuable mail matter should be registered so that it may be kept under special supervision and insured, to the extent of the indemnity afforded, against loss in the mails.

5. The registry fee is 8 cents for each separate letter or parcel, in addition to the postage, both to be fully prepaid with postage stamps attached to the letter or parcel. Two or more letters or parcels cannot be registered as a single piece unless inclosed in one envelope or wrapper.

6. Any piece of mailable matter may be registered at any post-office or station thereof, and by any rural carrier. In residential districts of cities, letters and packages of first-class matter that are not cumbersome on account of size, shape, or weight can be registered by letter carriers at the house door as safely as if brought to the post-office.

7. In order to have a letter or parcel registered, it must bear in serviceable stamps the necessary postage and registry fee (or money sufficient therefor must be handed to the carrier, if registration be by carrier), must be legibly and correctly addressed, bear upon the envelope or wrapper the name and address of the sender, and the envelope or wrapper must be of such strength as to safely carry the contents in the mails without breaking under ordinary conditions. It should be handed to the postmaster, clerk or carrier, who will give a registration receipt to the sender. Letters or parcels intended to be sent in the registered mails should not be placed in street letter boxes or in the ordinary mail drops at the post-office.

## SECTION 21.—THE ADVANTAGES OF REGISTERING MAIL MATTER.

1. A receipt is given to the sender for every piece registered.

2. A second receipt from the addressee or his authorized agent, acknowledging delivery, is returned to the sender without extra charge. This receipt is, under the law, prima facie evidence of delivery.

*NOTE.—If the article is addressed to a foreign country no receipt showing delivery is returned to the sender unless the words "Return Receipt Demanded" are written, stamped or printed across the face of the letter or parcel.*

3. Registered matter is handled under special conditions and by bonded employees, and is the object of extraordinary care from the moment it is registered. A chain of records and receipts from the point of mailing to the point of delivery admits of the tracing of registered mail.

4. City letter carriers deliver registered matter at the houses or places of business of addressees, and rural carriers do likewise, unless the houses or places of business are more than one-half mile from a rural route. When the houses or places of business are more than one-half mile from a rural route, the rural carrier leaves a registry notice for the addressee in the rural mail box if delivery cannot be effected at the box or on the route. The addressee, or his duly authorized agent, may then receive the mail at the box on the carriers' next trip, or call at the post-office for the same after its return by the carrier.



5. In case of loss of registered mail for which indemnity is paid, application for indemnity should be made to the postmaster, either at the office where the piece was mailed or at the office of its address (see sec. 20, paragraphs 2 and 3). The postmaster will furnish a blank form for that purpose.

### SECTION 22.—RULES OF THE REGISTRY SERVICE.

1. Registered mail is deliverable only to the addressee or upon his written order, or to the person in whose care it is addressed. The sender may, however, restrict delivery to the addressee in person by indorsing upon the envelope or wrapper the words "*Deliver to addressee only*." The words "Personal" or "Private" do not so restrict delivery. Persons applying for registered mail, if unknown, will be required to establish their identity.

2. Registered mail will be forwarded upon the written or telegraphic order of the addressee—first-class matter immediately and without extra charge; other matter upon prepayment of the postage chargeable by law for forwarding. No additional registry fee is chargeable for forwarding or returning registered matter which has not once been properly delivered.

3. Undelivered registered mail is returned to the sender's address after thirty days, or such other period, not less than three nor more than ninety days, as may be specified in a return request on the envelope or wrapper. First-class matter is returned without extra charge for registry fee or postage, other matter upon prepayment of the return postage.

4. When the sender of registered mail desires to reclaim or recall it, at any time before its delivery, application for this purpose must be made to the mailing postmaster.

(See also "Delivery of Mail Matter," section 11.)

## POSTAL MONEY ORDER SYSTEM.

### SECTION 23.—ADVANTAGES OF THE SYSTEM.

The primary object of the Postal Money Order System is to offer to the public a safe, cheap and convenient method of making remittances by mail.

It is enjoined upon postmasters and post-office employees to encourage the use of the Money Order and Registry Systems. They should recommend to the public that Postal Money Orders be used, whenever available, instead of cash, for remittances by mail, and when Postal Money Orders are not available, that money be sent by registered mail; and that all other valuable mail matter be registered so that it may be kept under special supervision and insured, to the extent of the indemnity afforded, against loss in the mails.

A growing use of the money order system is found in domestic money orders payable at the office of issue to the purchaser. This method of depositing for safe keeping small savings appears to be increasing in favor with the general public.

It is now the policy of the Department to require the transaction of postal money order business at all post-offices where introduction of the system is practicable.

### SECTION 24.—MONEY ORDERS, HOW OBTAINED.

**Application.**—The process of obtaining a money order is to fill in a simple form, called an "*application*," which form is furnished free of charge, and to present such application at the money order branch of the post-office, or one of its stations, where, upon payment of the sum to be

sent and of the small fee exacted, a money order will be drawn for any desired amount from one cent to \$100 payable at any money order office in the United States designated by the applicant. When a larger sum than \$100 is to be sent, additional orders may be obtained. There is no limit to the number of money orders which may be sent by one remitter in one day to the same payee. If the applicant resides on a rural delivery route, application may be made through the carrier, who will furnish the form therefor. In all such cases a receipt for the amount is given the remitter by the carrier.

At all of the larger post-offices, those of the first, second, and third classes, and at many of the smaller ones, *International money orders may also be obtained payable in almost any part of the world reached by the mails.*

**Identification.**—The person who presents an order for payment must be prepared to prove his identity, unless he is already known at the post-office. In a city, where the holder may not be personally known at the main office, the requirements regarding identification may be complied with by presenting the order at a station, where it will be cashed if the holder is known or satisfactorily identified. Money orders may also be deposited in bank for collection. In case of payment to the wrong person the Department will see that the amount is made good to the owner, provided the wrong payment was not brought about through fault on the part of remitter, payee, or indorsee.

**Power of Attorney.**—A money order may be paid upon a written order or power of attorney from the payee, as well as upon his indorsement.

**Indorsements.**—More than one indorsement on a money order is prohibited by law. One or more additional names, however, may be written upon the back of orders for purpose of identification of payee, or guaranty of genuineness of signature of the payee or indorsee. But if the holder is the second or any subsequent indorsee, to obtain the amount he must surrender the order and make application for a duplicate or a warrant to be issued in place thereof by the Department. The stamp impressions which banks ordinarily place upon money orders left with or sent to them for collection are not regarded as indorsements transferring ownership of the orders or within the meaning of the statute which prohibits more than one indorsement.

**Repayment.**—A domestic order may be repaid at the office of issue within one year from the last day of the month of its issue. Repayment of the amount of an international order may also be effected after the consent of the country drawn on has been obtained.

**Invalid orders.**—A domestic order which has not been paid or repaid within one year from the last day of the month of its issue is invalid and not payable. The owner, however, may obtain payment of the amount thereof by making application, through the postmaster at any money order office, to the Department, for a warrant for the said amount. The invalid order, if in the owner's possession, must be forwarded with the application.

**Lost orders.**—In all cases of lost domestic orders the remitter, payee, or indorsee may make application, through either the office at which the original was issued or the office on which the original was drawn, for a duplicate to be issued in lieu thereof within one year from the last day of the month of issue.

No charge is made for the issue of a duplicate order, or for the issue of a warrant for the amount of an invalid order.

## MONEY ORDER FEES.

**Fees for money orders payable in the United States (which includes Hawaii and Porto Rico) and its possessions comprising the Canal Zone (Isthmus of Panama), Guam, the Philippines, and Tutuila, Samoa; also for orders payable in Bahamas, Bermuda, British Guiana, British Honduras, Canada, Cuba, Newfoundland, at the United States postal agency at Shanghai (China), and in certain islands in the West Indies.**

For sums not exceeding \$2.50.....	3 cents.
Over \$2.50 to \$5.....	5 cents.
Over \$5 to \$10.....	8 cents.
Over \$10 to \$20.....	10 cents.
Over \$20 to \$30.....	12 cents.
Over \$30 to \$40.....	15 cents.
Over \$40 to \$50.....	18 cents.
Over \$50 to \$60.....	20 cents.
Over \$60 to \$75.....	25 cents.
Over \$75 to \$100.....	30 cents.

### FOREIGN.

**Fees for foreign money orders when payable in Apia, Austria, Belgium, Bolivia, Chile, Costa Rica, Denmark, Egypt, Germany, Hongkong, Hungary, Japan, Liberia, Luxemburg, Mexico, Netherlands, New Zealand, Norway, Orange River Colony, Peru, Portugal, Sweden, Switzerland, and Transvaal.**

For sums not exceeding \$10.....	8 cents.
Over \$10 to \$20.....	10 cents.
Over \$20 to \$30.....	15 cents.
Over \$30 to \$40.....	20 cents.
Over \$40 to \$50.....	25 cents.
Over \$50 to \$60.....	30 cents.
Over \$60 to \$70.....	35 cents.
Over \$70 to \$80.....	40 cents.
Over \$80 to \$90.....	45 cents.
Over \$90 to \$100.....	50 cents.

\* Business with Liberia suspended, May 1, 1908. Postmasters will be duly advised of the date on which such business may be resumed.

**WHEN PAYABLE IN CAPE COLONY, FRANCE, GREAT BRITAIN, GREECE, REPUBLIC OF HONDURAS, ITALY, NEW SOUTH WALES, QUEENSLAND, RUSSIA, SALVADOR, SOUTH AUSTRALIA, TASMANIA, AND VICTORIA.**

For sums not exceeding \$10.....	10 cents.
Over \$10 to \$20.....	20 cents.
Over \$20 to \$30.....	30 cents.
Over \$30 to \$40.....	40 cents.
Over \$40 to \$50.....	50 cents.
Over \$50 to \$60.....	60 cents.
Over \$60 to \$70.....	70 cents.
Over \$70 to \$80.....	80 cents.
Over \$80 to \$90.....	90 cents.
Over \$90 to \$100.....	1 dollar.

*Note.*—It should be understood that these tables are subject to change, it being the aim of the Department to make reductions whenever conditions warrant such action.

## ALPHABETICAL LIST OF ARTICLES IN DOMESTIC MAIL MATTER AND RATES OF POSTAGE.

*NOTE.—A complete alphabetical list of mailable matter could not be furnished within the limits of a publication of this kind. This list contains only the articles most frequently dispatched in the mails.*

### DOMESTIC RATES OF POSTAGE.

First-class (sealed or unsealed), 2 cents for 1 ounce or fraction.  
 Second-class (unsealed, transient), 1 cent for each 4 ounces or fraction.  
 Third-class (unsealed), 1 cent for each 2 ounces or fraction.  
 Fourth-class (unsealed), 1 cent for 1 ounce or fraction.

Article.	Class.
Advertising cards combined with post cards (see section 7).....	3d.
Advertising signs printed on other material than paper.....	4th.
Albums, autograph, without writing.....	4th.
Albums, autograph, with writing.....	1st.
Albums, photograph.....	4th.
Almanacs.....	3d.
Animals, stuffed.....	4th.
Architectural designs, printed.....	3d.
Architectural designs, containing writing (see Drawings).....	1st.
Artificial flowers.....	4th.
Assessment notices, wholly in print.....	3d.
Assessment notices, partly in writing.....	1st.
Baggage checks, metal.....	4th.
Bees, queen (see "Wrapping," section 13).....	4th.
Bills, wholly or partly in writing.....	1st.
Blank account books.....	4th.
Blank books, with written entries.....	1st.
Blank cards.....	4th.
Blind, matter in point print or raised characters for use of the, unsealed (see section 9).....	3d.
Blueprints.....	3d.
Books, printed.....	3d.
Botanical specimens, not susceptible of being used in propagation..	4th.
Bulbs (for special rate of postage see section 10).....	4th.
Calendars, printed on paper.....	3d.
Calendars, printed on material other than paper.....	4th.
Candies.....	4th.
Carbon copies of typewritten matter.....	1st.
Card games.....	4th.
Cards, blank.....	4th.
Cards, Christmas, Easter, etc., printed on paper.....	3d.
Cards, Christmas, Easter, etc., printed on material other than paper	4th.
Cards, visiting, bearing written name.....	1st.
Catalogues.....	3d.
Certificates, blank.....	3d.

Article.	Class.
Certificates, filled out in writing.....	1st.
Check books, blank.....	3d.
Checks, blank.....	3d.
Checks, in writing, canceled or uncanceled.....	1st.
Chestnuts (for special rate see section 10).....	4th.
Chromos, printed on paper.....	3d.
Cigars.....	4th.
Circulars, printed (see section 8).....	3d.
Chippings (see Newspaper clippings).....	3d.
Cloth, samples of.....	4th.
Coin.....	4th.
Coin holders, card, blank.....	4th.
Crayon pictures or drawings, framed or unframed.....	4th.
Cuts, wood and metal.....	4th.
Cuttings of plants or trees (for special rate see section 10).....	4th.
Daguerreotypes.....	4th.
Designs, wholly in print on paper.....	3d.
Diplomas, blank.....	3d.
Diplomas, filled out in writing.....	1st.
Drawings (pen or pencil), without writing, framed or unframed.....	4th.
Drawings or plans containing written words, letters, or figures indicating size, price, dimensions, etc.....	1st.
Electrotype plates.....	4th.
Engravings, when framed.....	4th.
Engravings and wood cuts, impressions from, printed on paper.....	3d.
Engravings and wood cuts on wood or metal base.....	4th.
Envelopes, printed or unprinted, mailed in bulk.....	4th.
Flour, samples of (see section 10).....	4th.
Flowers, cut or artificial.....	4th.
Fruit, dried.....	4th.
Geological specimens.....	4th.
Grain, samples of (for special rate see section 10).....	4th.
Herbs, dried.....	4th.
Honey, in comb.....	4th.
Insects, dried.....	4th.
Invitations, printed or engraved, containing no other writing than date and name and address of person addressed and sender.....	3d.
Labels, written.....	1st.
Letterpress copies of handwritten or typewritten matter.....	1st.
Liquids (see Wrapping of mail matter, section 13).....	4th.
Liquors, ardent, vinous, spirituous, or malt, unmailable.....	
Lithographs.....	3d.
Magazines or newspapers, mailed by the public (see Second-class matter, section 2), 1 cent for each 4 ounces or fraction.....	2d.
Manuscript or typewritten copy, without proof sheets.....	1st.
Manuscript copy, accompanied with proof sheets.....	3d.

Article.	Class.
Maps, printed on cloth.....	4th.
Maps, printed on paper, with the necessary mountings.....	3d.
Medals or coins.....	4th.
Merchandise, samples of.....	4th.
Metals.....	4th.
Minerals.....	4th.
Music books.....	3d.
Newspaper clippings, with name and date of paper stamped or written in.....	3d.
Newspapers or magazines, mailed by the public (see Second-class matter, section 2), 1 cent for each 4 ounces or fraction.....	2d.
Nuts, in natural state (for special rate see section 10).....	4th.
Paintings, framed or unframed.....	4th.
Paper, blank.....	4th.
Patterns, printed or unprinted.....	4th.
Photographic negatives (glass or films).....	4th.
Photographs, mounted or unmounted.....	3d.
Plans and architectural designs, printed.....	3d.
Plants for propagating purposes (for special rate see section 10).....	4th.
Postage stamps, canceled or uncanceled.....	3d.
Post cards, printed (see section 7).....	3d.
Posters, printed on cloth.....	4th.
Posters, printed on paper.....	3d.
Price lists, printed, containing written figures changing individual items.....	1st.
Price lists, wholly in print.....	3d.
Printed matter on other material than paper.....	4th.
Printing, samples of.....	2d.
Proof sheets, printed, corrected, with or without manuscript.....	3d.
Receipts, printed, with written signatures.....	1st.
Receipts, partially printed, with writing.....	1st.
Roots (for special rate see section 10).....	4th.
Rulers, wooden or metal.....	4th.
Seeds (see sections 10 and 13).....	4th.
Sheet music.....	3d.
Shorthand or Stenographic notes.....	1st.
Soap (see section 13).....	4th.
Tags, blank.....	4th.
Tintypes.....	4th.
Typewritten matter, original letterpress and manifold copies thereof.....	1st.
Valentines, printed on paper.....	3d.
Valentines, printed on other material than paper.....	4th.
Wall paper.....	4th.

## FOREIGN MAIL MATTER AND RATES OF POSTAGE

## SECTION 25.—CLASSIFICATION.

Articles for or from foreign countries (except Canada, Cuba, Mexico, and the Republic of Panama) are classified as "letters," "post cards," "printed matter," "commercial or business papers," and "samples of merchandise."

This is known as the "Postal Union" classification of mail matter. There is no provision in the Postal Union mails for merchandise other than samples. See "Parcels Post," section 37.) A package of merchandise sealed and prepaid in full at the letter rate is, however, transmitted in the Postal Union mails to destination as a "letter." The right of its entry into the foreign country is determined by the administration of the country of destination.

Prohibited articles (see section 27.) if mailed sealed against inspection, will not be delivered, although they reach their destination.

NOTE.—*Mail matter for Hawaii, Porto Rico, the Philippines, the island of Guam and Tutuila, the "Canal Zone," and the City of Shanghai, China, is subject to the domestic rates and conditions. (See section 1)*

Articles addressed for delivery at places in North China, are transmissible in the mails for the United States postal agency at Shanghai, but articles for the places other than the city of Shanghai are subject to the postage rates named in section 28.

## SECTION 26.—CANADA, CUBA, MEXICO, AND PANAMA.

Articles of every kind or nature which are admitted to the domestic mails of the United States will be admitted under the same conditions to the mails for Canada, Cuba, Mexico, and the Republic of Panama, *except that commercial papers and bona fide trade samples (including samples of liquids and fatty substances) are transmissible in the regular mails at the postage rate and subject to the conditions applicable to those articles in Postal Union mails. Packages of printed matter—other than second-class matter and single volumes of printed books—the weight of which exceeds 4 pounds 6 ounces*

are excluded from mails for *Canada, Mexico, Cuba, and the Republic of Panama*. Sealed packages, other than letters in their usual and ordinary form, are unmailable to Canada, Cuba, Mexico, and the Republic of Panama.

The postage rate applicable to second-class matter for Canada, is one cent for each 4 ounces or fraction of 4 ounces; and to plants, seeds, etc., one cent an ounce or fraction of an ounce.

### SECTION 27.—PROHIBITED ARTICLES.

The transmission of the following articles is absolutely prohibited in the mails for foreign countries under any circumstances, viz, publications which violate the copyright laws of the country of destination; packets (except single volumes of printed books, for Mexico, Canada, Cuba, the Republic of Panama, Shanghai, and Salvador, and second-class matter for Canada, Cuba, Mexico, the Republic of Panama, and Shanghai) which exceed 4 pounds 6 ounces in weight; poisons; explosive or inflammable substances; live or dead (not dried) animals; insects (except bees) and reptiles; fruits and vegetables which quickly decompose, and substances which exhale a bad odor; lottery tickets or circulars; all obscene or immoral articles, and all articles which may destroy or damage the mails or injure persons handling them.

### SECTION 28.—RATES OF POSTAGE.

The rates of postage applicable to all foreign countries, other than those above mentioned, are as follows: Cents.

Letters, for the first ounce or fraction of an ounce.....	5
And for each additional ounce or fraction of an ounce.....	3
Single postal cards (including souvenir cards), each.....	2
Double postal cards (including souvenir cards), each.....	4
Printed matter of all kinds, for each 2 ounces or fraction of 2 ounces..	1
Commercial papers for the first 10 ounces <i>or less</i> .....	5
And for each additional 2 ounces or fraction of 2 ounces.....	1
Samples of merchandise, for the first 4 ounces <i>or less</i> .....	2
And for each additional 2 ounces or fraction of 2 ounces.....	1
Registration fee in addition to postage.....	8

A "reply coupon" may be purchased (price six (6) cents) at post-offices, which upon presentation at a post-office in either of the countries named below will entitle the person presenting it to receive (without charge) a postage stamp of that country equivalent in value to a 5-cent United States postage stamp. By this arrangement a person in the United States can furnish his correspondent in either of said countries with a postage



stamp with which to prepay postage on a reply to his letter. The countries in which the reply-coupon is valid are—

Germany, the German Protectorates, and German post-offices in Asia, Africa and Australasia; Austria and the Austrian post-offices in the Levant, Belgium, Bosnia-Herzegovina (Brazil, postponed), Bulgaria, Cille, Corea, Costa Rica, Crete, Cuba, Denmark and the Danish Antilles, Egypt, France, the French post-offices in China and Morocco, and the French Colonies (except Guadeloupe), Madagascar, Mayotte, Mohele and Establishments in India; Great Britain, and the British Colonies *except* Orange River, Antigua, Barbados, Bermuda, Cypress, Falkland Islands, British Guiana, Jamaica, Southern Nigeria, Sarawak, Trinidad and Zanzibar; Greece, Haiti, Republic of Honduras, Hungary, Italy and the Italian Colonies, Japan and Japanese post-offices in China and Manchuria; Luxemburg, Mexico, New Zealand, Norway, The Netherlands, The Netherlands Guiana, and the Netherlands Indies; Roumania, Siam, Spain, Sweden, Switzerland, Tunis.

### SECTION 29.—LETTERS.

The postal conventions do not define the term "letter," but it is held that a package upon which postage at the letter rate has been *prepaid in full* was intended by the sender to be sent as a letter; and when it does not contain *prohibited* articles is required to be considered and treated as a "letter." Consequently packages addressed to foreign countries, except Canada, Cuba, Mexico, and the Republic of Panama (see section 26,) which are *fully prepaid* at the rate of postage applicable to *letters* for the countries to which the packages are addressed, are allowed to be forwarded by mail to their destinations, even though they contain articles of miscellaneous merchandise which are not sent as bona fide trade samples.

NOTE.—*Articles, whether sealed or unsealed, which appear to contain dutiable matter, on their arrival at the exchange post-office of the country of destination, will be inspected by customs officers of that country, who will levy the proper customs duties upon any article found to be dutiable under the laws of that country and not prohibited transmission in the mails.*

### SECTION 30.—UNITED STATES POSTAL CARDS.

The United States international 2-cent single and 4-cent (reply) postal cards should be used for correspondence with foreign countries, except Cuba, Canada, Mexico, the Republic of Panama, and Shanghai, to which the domestic single and double 1-cent cards are mailable; but when these cards can not be obtained, it is allowable to use the United States domestic 1-cent single or 2-cent (reply) postal cards with 1-cent United States adhesive postage stamps attached thereto.

By special arrangement with the Canadian Post-Office Department, Canadian postal cards mailed in the United States bearing United States postage stamps (domestic rate,) and United States postal cards mailed in Canada bearing Canadian postage stamps, are transmissible in the mails and deliverable without further charge.

**Post cards.**—Private mailing cards are transmissible to foreign countries at the rate of 2 cents each, provided they conform to the conditions prescribed for similar cards in our domestic mails. If entirely in print and bear no personal message they may be sent at the rate of one cent each. They are not required, however to bear the words "Post Card" at the top of the address side. (See Post cards, section 7.) To Canada, Mexico, Cuba, Republic of Panama, and Shanghai, they may be sent at a rate of 1 cent each.

Postal cards and post cards must be composed of cardboard or stiff paper, and must not be larger than 5 3-5 x 3 3-5 inches, nor smaller than 4 x 2 3-4 inches. They may bear a message on the left-hand half of the address side, and a picture on very thin paper may be pasted on them.

NOTE.—*"Reply" post cards (private mailing cards) are unauthorized, and therefore unmailable as such.*

#### SECTION 31.—PRINTED MATTER.

Rate of postage, 1 cent for each 2 ounces or fraction. Limit of weight, 4 pounds 6 ounces. Limit of size, 18 inches in any direction, except that "rolls" may measure 30 inches in length by 4 inches in diameter.

*Includes* newspapers and periodical works, books stitched and bound, pamphlets, sheets of music, visiting cards, address cards, proofs of printing with or without the manuscript relating thereto papers with raised points for the use of the blind, engravings, photographs, and albums containing photographs, pictures, drawings, plans, maps, catalogues, prospectuses, announcements and notices of various kinds, whether printed, engraved, lithographed, or autographed and in general all impressions or reproductions obtained upon paper, parchment, or cardboard, by means of printing, engraving, lithographing, and autographing, or any other mechanical process easy to recognize, except the copying-press and the typewriter.

Facsimile copies of manuscript or typewriting obtained by a mechanical process (polygraphy, chromography, etc.) are assimilated to "prints;" but in order to pass at the reduced postage they must be mailed at the post-office window, and in the minimum number of 20 perfectly identical copies.

(Permissible additions, etc., see section 34.)

### SECTION 32.—COMMERCIAL PAPERS.

Rate of postage, for the first 10 ounces or less, 5 cents; and for each additional 2 ounces or fraction of 2 ounces, 1 cent. Limit of weight, 4 pounds 6 ounces. Limit of size, same as for prints.

Includes all instruments or documents written or drawn wholly or partly by hand, which have not the character of an actual and personal correspondence, such as papers of legal procedure, deeds of all kinds drawn up by public functionaries, waybills or bills of lading, invoices, the various documents of insurance companies, copies of or extracts from deeds under private signature, written or stamped or unstamped paper, scores or sheets of manuscript music, manuscript of books or of articles for publication in periodicals, forwarded separately, original and corrected tasks of pupils, excluding all comment on the work, etc.

(Permissible additions, etc., see section 34.)

### SECTION 33.—SAMPLES OF MERCHANDISE.

Rate of postage, for the first 4 ounces or less, 2 cents; and for each additional 2 ounces, or fraction of 2 ounces, 1 cent. Limit of weight, 12 ounces. Limit of size, 12 x 8 x 4 inches. (See "Parcels Post," section, 37.)

Packages of miscellaneous merchandise in the regular mails for foreign countries (except Canada, Mexico, Cuba, the Republic of Panama, and the city of Shanghai, China) are restricted to *bona fide* trade samples or specimens having no salable or commercial value in excess of that actually necessary for their use as samples or specimens.

*Goods sent for sale.* In execution of an order, or as gifts, however small the quantity may be, are not admissible at the sample rate and conditions.

*Pairs* of articles, such as gloves, shoes, etc., but not such as suspenders or drawers, are not transmissible by mail to foreign countries as "samples of merchandise," but one article of a pair may be so transmitted. (See "Parcels Post," section 37.)

Samples of merchandise must conform to the following conditions:

(1) They must be placed in bags, boxes, or removable envelopes in such a manner as to admit of easy inspection; (2) they must not have any salable value nor bear any manuscript other than the name or profession of the sender, the address of the addressee, a manufacturer's or trade mark, numbers, prices and indications relating to the weight or size of the quantity to be disposed of, and words which are necessary to precisely indicate the origin and nature of the merchandise; (3) packages containing samples must not exceed 350 grams (12 ounces) in weight, or the following dimensions: 30 centimeters (12 inches) in length, 20 centimeters (8 inches) in breadth, and 10 centimeters (4 inches) in depth; except that when in the form of a *roll* a package of samples may measure not to exceed 30 centimeters (12 inches) in length and 15 centimeters (6 inches) in diameter.

*Sample of liquids, fatty substances, and powders, whether coloring or not* (except such as are dangerous, inflammable, explosive, or exhale a bad odor), and also live bees, specimens of natural history, and articles of glass are admitted to the mails, provided they conform to the following conditions, *viz:* (1) *Liquids, oils, and fatty substances which easily liquefy* must be placed in thick glass bottles hermetically sealed; the bottles must be placed in a wooden box, which can be opened without withdrawing tacks, nails, or screws, containing sufficient spongy matter to absorb the contents if the bottles should break; and this wooden box must be inclosed in a case of metal or wood with a screw top, or of strong and thick leather, in order that it may be *easily* opened for examination of the contents. If perforated wooden blocks are used measuring at least  $2\frac{1}{2}$  millimeters (one-tenth inch) in the thinnest part, sufficiently filled with absorbent material and furnished with a lid, it is not necessary that the blocks should be inclosed in a second case. (2) *Fatty substances which do not easily liquefy, such as ointments, resin, etc.,* must be inclosed in a box or bag of linen, parchment, etc., and then placed in an outside box of wood, metal, or strong, thick leather. (3) *Dry coloring powders,* must be inclosed in sacks of leather, gummed canvas, or strong oiled paper; and dry powders not coloring, in boxes of metal, wood, or pasteboard. The sacks or boxes must be inclosed in a cloth or parchment bag.

*Samples of articles composed of glass or other fragile substances* must be packed so as to preclude the possibility of injury to postal employees or the correspondence, in case the articles should break.

Packages containing articles of merchandise may be sent to *Canada, Mexico, Republic of Panama, Shanghai, and Cuba,* at the postage rate, and subject to the conditions applicable to "fourth-class matter" in the domestic mails. (*Permissible additions, etc., see section 34.*)

#### SECTION 34.—PERMISSIBLE ADDITIONS AND INCLOSURES.

Packets of printed matter, commercial papers, and samples must not contain any letter or manuscript note having the character of an actual and personal correspondence, and must be made up in such manner as to admit of being *easily* examined. The following manuscript additions may be made to "prints:" The name, business, and residence of the sender; to visiting cards, the title and address of the sender, and congratulations, thanks, etc., not to exceed five words; the date of dispatch; the necessary correction on proofs of printing, and the "copy" may be inclosed with the proof; correction of errors in printing other than proof; the erasure and underscoring of certain words; the insertion or correction of figures in

price lists, advertisements, trade circulars, and prospectuses; the insertion of the name of the traveler, the date and place of his intended visit, in notices concerning the trips of commercial travelers; the dates of sailing on notices relating to the sailing of vessels; the name of the person invited, the date, object, and place, on cards of invitation and notices of meetings; a dedication on books, journals, photographs, Christmas and New Year's cards; fashion plates, maps, etc., may be painted; to cuttings from journals, the title, date, number, and address of the journal from which they were cut may be added; an invoice may be attached to the article to which it relates.

Manuscript additions other than those above indicated, and those which would deprive the print of its general character and give to it that of individual correspondence, are prohibited upon "prints."

It is permitted to inclose in the same package samples of merchandise, prints, and commercial papers, but subject to the following conditions: (1) That each class of articles taken singly shall not exceed the limits which are applicable to it as regards weight and size. (2) That the total weight of the package must not exceed 2 kilograms (4 pounds 6 ounces). (3) That the *minimum charge* shall be 5 cents when the package contains *commercial papers*, and 2 cents when it consists of printed matter and *samples*.

#### SECTION 35.—MISCELLANEOUS CONDITIONS AFFECTING MATTER MAILED TO FOREIGN COUNTRIES.

**1. Prepayment of postage.**—Ordinary letters for any foreign country (except Canada, Mexico, or the City of Shanghai, China) will be forwarded whether any postage is prepaid on them or not. All other matter must be prepaid at least partially.

**2. Unmailable matter.**—All articles prohibited from domestic mails are also excluded from circulation in the mails for or from foreign countries. (See also "Prohibited articles," section 27; "Samples of merchandise," section 33.)

**3. Wrapping.**—All matter to be sent in the mails at less than the letter rates of postage must be securely wrapped and so that it can be easily examined at the office of delivery, as well as at the mailing office, without damaging the wrapper. (See also "Samples of merchandise," section 33.)

**4. Postage due.**—The letter "T" stamped upon the wrapper of an article received in the mails from a foreign country indicates that it was considered in that country as not fully prepaid and that additional postage is to be collected on delivery. An "O" at the side of the postage stamp indicates that the stamps were of no value for prepayment of postage in the country in which the article was mailed. Wholly unpaid letters, and insufficiently paid articles of all kinds are liable to a charge of double the amount of the deficient postage which amount is indicated by the stamp "Due — cents" or "U. S. charge to collect — cents" impressed thereon at the United States *exchange* post-office which received the article from abroad, and is required to be collected by the postmaster *who delivers the article*, and who should affix thereto postage-due stamps of the value of the amount collected.

In the case of unpaid letters or short-paid matter of any kind the deficient postage will be collected by the postmaster *by whom the article is delivered*.

**5. Forwarding.**—Mail matter of *all kinds* received from any foreign

country, including Canada, Mexico, Cuba, and the Republic of Panama, is required to be forwarded at the request of the addressee, from one post-office to another, and—in the case of articles other than parcels-post packages—to any foreign country *without additional charge for postage*. (See "Postage due," par. 4, section 35.)

6. **Return.**—Letters and other articles of apparent value, if undeliverable, are required to be returned, without extra charge.

### SECTION 36.—REGISTERED MATTER.

Letters and other articles (*except Parcels-Post packages for Great Britain and Barbados, and The Netherlands after July 1*), addressed to foreign countries, if admissible to the Postal Union mails, may be registered under the same conditions as those addressed to domestic destinations. The registry fee in every case is eight (8) cents, in addition to lawful postage, and *both must be fully prepaid*. (See "Registry System," sections 20 to 22.)

**Delivery.**—Registered articles addressed to or received from foreign countries are delivered according to the rules of the country of address.

**Return receipt.**—If a registry return receipt from the addressee is desired, *a demand therefor* as "Return receipt demanded," must be written or stamped by the sender upon the face of the envelope or wrapper.

**Indemnity.**—In case of loss of a registered article mailed in or addressed to a foreign country embraced in the Universal Postal Union, except in case of *force majeure*, (beyond control), the sender, or at his request the addressee, is entitled to an indemnity for its value up to 50 francs, approximately ten dollars.

### SECTION 37.—PARCEL POST.

**Admissible matter.**—Any article admissible to the domestic mails of the United States may be sent, in unsealed packages, by "Parcels Post" to the following-named countries (but to those countries only):

Australia.	Germany.	Nicaragua.
Bahamas.	Great Britain.	Norway.
Barbados.	Guatemala.	Peru.
Belgium.	Honduras (British).	Sweden
Bermuda.	Honduras (Republic of).	Salvador.
Bolivia.	Hongkong. <i>a</i>	The Danish West In-
British Guiana.	Jamaica.	dies.
Chile.	Japan. <i>b</i>	The Netherlands. <i>c</i>
Colombia.	Leeward Islands.	Trinidad, including To-
Costa Rica.	Mexico.	bago.
Denmark.	New Zealand.	Venezuela.
Ecuador.	Newfoundland.	Windward Islands.

*a* Parcels-Post packages addressed for delivery in the cities of Shanghai, Canton, Amoy, Swatow, Foochow, Hankow, Haibow, Ningpo, Liu Kung Tau, and Cheefoo (China), are mailable at the postage rate and subject to the conditions applicable to Parcels-Post packages addressed for delivery at Hongkong.

*b* Parcels-Post packages addressed for delivery at any post-office in Formosa or Korea; or in the cities of Peking, Tientsin, Cheefoo, Shanghai, Nanking, Hankow, Shasi, Soochow, Hangchow, Foochow, and Amoy (China), are mailable at the postage rate and subject to the conditions applicable to Parcels-Post packages addressed for delivery in Japan.

*c* On and after July 1, 1908.

**Sealed Receptacles.**—The presence in an unsealed parcel, of sealed receptacles containing mailable articles which can not be safely transmitted in unsealed receptacles, shall not render the parcel unmailable, provided the contents of the sealed receptacles are plainly visible, or are unmistakably indicated by the method of packing or by a precise statement on the covers. But such sealed receptacles shall not be admitted to the parcel-post unless inclosed in an outside cover open to inspection.

**Size and weight of packages.**—A package must not measure more than 3 feet 6 inches in length, and 6 feet in length and girth combined, except that packages sent to Mexico, Colombia, and Costa Rica may not measure over 2 feet in length. The weight of a single package is limited to 11 pounds, except that parcels for Germany, Hongkong, Japan, Norway, Belgium, Great Britain, Australia, Sweden, Denmark, and The Netherlands, must not weigh more than 4 pounds 6 ounces nor exceed \$50 in value; and a parcel for Peru or Ecuador must not exceed \$50 in value.

**Postage rates.**—Postage must be prepaid in full by stamps affixed at the rate of 12 cents a pound or fraction of a pound, except that on packages to Chile, Bolivia, Peru and Ecuador, the rate is 20 cents a pound or fraction thereof. Registry fee 8 cents in addition to postage. Letters or other communications in writing must not be inclosed with such packages.

**Registration.**—The sender of a parcel addressed to any of the countries named in the table at the head of this section, except Barbados, Great Britain and The Netherlands, may have the same registered by paying a registry fee of 8 cents, and will receive the "Return receipt" without special charge therefor, when envelope or wrapper is marked "Return receipt requested."

**Place of mailing.**—Matter intended for Parcels Post must not be posted in a letter box, but must be taken to the post-office and presented to the postmaster, or person in charge, for inspection.

**Directions on packages.**—In addition to name and full address of the person to whom sent, the package must bear the words "Parcels Post" in upper left-hand corner, with the name and address of the sender.

**Prohibited matter.**—Any matter which is declared unmailable in the domestic mails is also denied transmission as "parcels-post" mail. See also the article "Parcels-Post" in the Postal Guide for January.

**Customs declaration.**—A customs declaration, furnished by the postmaster, must be properly filled out and firmly attached to the cover of the package in such a manner that it does not seal or close the package, so that it can be easily opened.

**Letters prohibited.**—A letter or communication of the nature of personal correspondence must not accompany, be written on, or inclosed with any parcel. If such be found, the letter will be placed in the mails if separable, and if the communication be inseparably attached, the whole parcel will be rejected. If, however, any such should inadvertently be forwarded, the country of destination will collect upon the letter or letters double the letter rate of postage prescribed by the Universal Postal Convention.

**Customs duties.**—The Post-Office Department can not state what articles are liable to customs duties in foreign countries, and consequently does not exclude articles of merchandise from the mails for foreign countries because they may be liable to customs duties in the countries to which they are addressed.

Customs duties can not be prepaid by the senders of dutiable articles; they will be collected of addressees if the articles are delivered.

Dutiable articles forwarded to the United States from foreign countries are delivered to addressees at post-offices of destination upon compliance with certain conditions and the payment of the duties levied thereon.

## THE REGISTRY SYSTEM.

UNITED STATES REGISTERED MAILS GO TO EVERY POST-OFFICE IN THE WORLD.

All valuable letters, and parcels with valuable contents, should be registered.

The registry fee is 8 cents in addition to postage, foreign or domestic rate.

Letters and parcels may be registered at any post-office or station thereof, and by rural carriers. Letter carriers in residential districts of cities will register letters, and packages of first-class matter that are not cumbersome on account of size, shape, or weight. A receipt is issued to the sender of every article, and in addition thereto an acknowledgment of delivery is returned to the sender without extra charge, for all articles addressed to domestic destinations, and those for foreign destinations upon which the senders have placed the words "Return Receipt Demanded."

Without extra cost, every registered letter (or sealed parcel prepaid at the letter rate) mailed at, and addressed to, any United States post-office, is insured against loss for its value up to \$25, and every registered article mailed at a United States post-office addressed to any foreign country embraced in the Universal Postal Union is insured against loss, except in cases beyond control, for its value up to 50 francs (approximately \$10).

The registry system provides for special care and correct delivery.

(See sections 20, 21, 22, and 36 for information in detail.)



## POSTAL MONEY ORDERS.

Money can be sent without danger of loss at low rates to all parts of the United States and its possessions as well as to foreign countries by means of Postal Money Orders.

It is recommended that **POSTAL MONEY ORDERS** be used, whenever available, **INSTEAD OF CASH, FOR REMITTANCES** by mail.

The system is safe, simple and economical.

### SAVINGS FEATURE.

For a trifling sum (30c. for each \$100) any one can make the United States the custodian of his funds by purchasing a postal money order, or orders, payable to himself at the office of issue or at any other money order office.

**ABSOLUTE SECURITY.** Money represented by such orders is held by the Post-Office Department, and is thus safely kept.

**REPAYMENT.** The amounts of the orders will be refunded at any time within one year from the last day of the month of issue upon their presentation by the owner at either the office of issue or the office of payment.

**DUPLICATES.** If the original orders are lost or destroyed the Department will issue duplicates thereof without charge, provided that not more than one year has elapsed from the last day of the month of issue.

**WARRANTS.** Orders should be presented for payment within seven years from the date of issue. If presented after the lapse of more than one year from the last day of the month of issue, they will be paid by means of warrants on the United States Treasury. The Post-Office Department thus insures \$100 for a term of seven years for a fee of 30c.

**CERTIFICATES OF DEPOSIT.** Original orders held for savings are practically certificates of deposit, and all that is required of the purchaser is that he exercise ordinary care in the preservation of such orders.

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