

# POSTAL INFORMATION



SIXTH EDITION

JUNE, 1912

THE LORD BALTIMORE PRESS  
BALTIMORE, MD.

**MODEL FORMS OF ADDRESS.**

After — days return to

JOHN C. SMITH,  
146 State St.,  
Wilkesville, N. Y.

Stamp.

MR. FRANK B. JONES,  
2416 Front Street,  
OSWEGO,  
OHIO.

After — days return to

JOHN C. SMITH,  
Rural Route No. 1,  
Wilkesville, N. Y.

Stamp.

MR. FRANK B. JONES,  
Rural Route No. 3,  
OSWEGO,  
OHIO.

**OFFICE OF THE POSTMASTER GENERAL,  
Washington, D. C.**

This pamphlet contains general information upon subjects relating to the Postal Service. It is published for the use and guidance of the public, and is for free distribution.

**FRANK H. HITCHCOCK,**  
Postmaster General

Contributed by Mike Ludeman

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# DOMESTIC MAIL MATTER.

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## RATES OF POSTAGE.

**First-class.** Letters and other matter, wholly or partly in writing, and matter sealed or otherwise closed against inspection, 2 cents for each ounce or fraction thereof.

Post cards and postal cards, 1 cent each.

"Drop letters," 1 cent for each ounce or fraction thereof when mailed at post-offices where letter carrier service is not established and at offices where the patrons can not be served by rural or star route carriers.

A "drop letter" is one addressed for delivery at the office where mailed. Letters deposited in boxes along a rural or star route are subject to postage at the rate of 2 cents an ounce or fraction thereof. There is no drop rate on mail other than letters.

**Second-class—Unsealed.** Newspapers and periodical publications of the second class, when sent by others than the publisher or a news agent, 1 cent for each four ounces or fraction thereof, on each separately addressed copy or package of unaddressed copies, to be prepaid by stamps affixed.

To be entitled to the rate of 1 cent for four ounces, copies of newspapers or periodical publications must be complete. Partial or incomplete copies are third-class matter.

**Third-class—Unsealed.** Printed matter, 1 cent for each two ounces or fraction thereof, on each individually addressed piece or parcel.

**Fourth-class—Unsealed.** Merchandise, 1 cent for each ounce or fraction thereof, on each individually addressed piece or parcel, except seeds, bulbs, roots, scions, and plants, on which the rate is 1 cent for each two ounces or fraction thereof.

**Concealed Matter.** Matter of a higher class enclosed with matter of a lower class subjects the whole package to the higher rate.

For knowingly concealing or enclosing any matter of a higher class in that of a lower class, and depositing or causing the same to be deposited in the mails, at a less rate than would be charged for such higher-class matter, the offender is liable to a fine of not more than one hundred dollars.

## PREPAYMENT OF POSTAGE.

**Prepayment of postage** on domestic mail matter at time of mailing, by stamps affixed, is required. By special permission, however, postage on matter of the third and fourth classes mailed in quantities of not less than 2000 identical pieces may be paid in money.

## LIMIT OF WEIGHT.

The limit of weight of matter in the domestic mails is four pounds for each package thereof, except single books, documents published or circulated by order of Congress, single volumes of reading matter for the blind, on which the limit of weight is ten pounds, and second-class matter.

## CLASSIFICATION.

**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 Porto Rico, Hawaii, The Philippine Archipelago, Guam, Tutuila, and the Canal Zone, and is divided into four classes:

*First.* Written and sealed matter, postal cards and private mailing cards.

*Second.* Periodical publications.

*Third.* Miscellaneous printed matter (on paper).

*Fourth.* All matter not included in previous classes.

Domestic rates and conditions apply to mail matter addressed to officers or members of the crew of vessels of war of the United States, to matter sent to the United States Postal Agency at Shanghai, China, and, with certain exceptions, to that sent to Canada, Cuba, Mexico, and the Republic of Panama. The domestic rate applies also to letters, but not to other articles, addressed to Great Britain, Ireland, and Newfoundland, and to letters for Germany dispatched only by steamers which sail direct to German ports.

**First-class Matter.** First-class matter includes written matter, namely: Letters, postal cards, post cards (private mailing cards), and all matter wholly or partly in writing, whether sealed or unsealed (except manuscript copy accompanying proof-sheets or corrected proof-sheets of the same and the writing authorized by law to be placed upon matter of other classes). Also, all matter sealed or otherwise closed against inspection.

**Second-class Matter.** Second-class matter includes newspapers and periodicals bearing notice of entry as second-class matter.

**Additions to Second-class Matter.** *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.

*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.

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

**Third-class Matter.** Third-class matter embraces books, circulars, newspapers and periodicals not admitted to the second class, miscellaneous printed matter on paper not having the nature of an actual personal correspondence, proof-sheets, corrected proof-sheets, and manuscript copy accompanying the same, and matter in point print or raised characters used by the blind.



Typewriting and carbon and letter-press copies thereof are held to be an equivalent of handwriting and are classed as such in all cases. Matter produced by the photographic process (including blue prints) is printed matter. Matter printed on material other than paper is fourth-class.

*Circulars.* A circular is a printed letter sent in identical terms to several persons. It 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, the circular is subject to postage at the first-class (letter) rate, whether sealed or unsealed.

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

*Matter for the Blind.* Letters and reading matter for the blind are transmissible in the mails under certain conditions at special rates, which may be ascertained from the postmaster.

**Additions to Third-class Matter.** *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 placed on the wrapper, envelope, tag, or label attached thereto, either written or otherwise, the inscription "Do not open until Christmas," or words to that effect, and any printed 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.

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 placed upon the wrapper of third-class matter or upon the matter itself without subjecting it to postage at the letter rate.

*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 "Dear Sir," "My dear friend," "Yours truly," "Sincerely yours," "Merry Christmas," "Happy New Year," and "With best wishes," written upon third-class matter, are permissible inscriptions. A serial number written or impressed upon third-class matter does not affect its classification.*

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

*Enclosures.* 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 enclosed with a circular, catalogue, or other third-class matter without affecting the classification thereof.

*Public library books,* otherwise mailable 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.

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 twenty perfectly identical copies, unsealed, will be sufficient evidence of impersonal character to entitle such matter to the third-class rate.

*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; include 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 enclosed with proof or corrected proof-sheets of another except at the first-class rate.

**Fourth-class Matter.** Fourth-class matter includes merchandise and all other mailable matter not comprehended in the first, second, and third classes.

*Seeds, bulbs, roots, scions, and plants,* by special legislation, are mailable at the rate of 1 cent for each two 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.

*Samples of flour, rolled oats, pearly 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.

**Additions to Fourth-class Matter.** The written additions permissible upon third-class matter may be added to fourth-class matter without subjecting the latter to a higher than the fourth-class rate of postage, and may be placed upon the matter itself, or upon the wrapper or cover, tag or label. There may also be written upon the envelope or wrapper of fourth-class matter, or card or label enclosed therewith, or on the matter itself, any marks, numbers, names or letters for the purpose of description.

A written designation of the contents, such as "candy," "cigars," "merchandise," etc., is permissible upon the wrapper of fourth-class matter.

*Inscriptions,* such as "Merry Christmas," "Happy New Year," "With best wishes," and "Do not open until Christmas," or words to that effect, together with the name and address of the addressee and of the sender, may be written on mail matter of the fourth class, or on a card enclosed therewith, without affecting its classification.

## POSTAGE STAMPS.

**Denominations.** Postage stamps are issued by the Department in the following denominations: 1, 2, 3, 4, 5, 6, 8, 10, 15, and 50 cent, 1 dollar, 10 cent special delivery and 10 cent registry.

**Stamped Paper.** The kinds and denominations of postage-stamped paper kept on sale at the smaller post-offices are only those for which there is demand.

**Sold by Postmasters Only.** No postage-stamped paper is sold by the Department direct; it must be bought through postmasters.

**Books of Postage Stamps.** 1 and 2 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:

Books of		
24 1-cent stamps.....	25	cents
12 2-cent stamps.....	25	"
24 2-cent stamps.....	49	"
48 2-cent stamps.....	97	"

**Stamps in Coils.** Postage stamps are issued in coils of 500 and 1000, perforated or unperforated, with the stamps endwise or sidewise on paper cores  $\frac{1}{2}$  inch in diameter, and the cost of coiling is charged to purchasers of stamps in coils.

**Unperforated stamps** in sheets of 400 each are sold upon request for use in automatic stamp-affixing or stamp-vending machines, but such stamps must be cut apart accurately.

**Registry stamps** of a special design identify mail matter as registered.

**Special delivery stamp** of the value of ten cents secures the immediate handling of mail matter at the office of address with a view to its prompt delivery.

**Good for Postage.** All postage stamps issued by the United States since 1860 are good for postage. 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 on matter mailed in the United States.

**Postage-due stamps** are used by postmasters to witness the collection of postage on short-paid matter, and are not sold to the public.

**Not Redeemable or Exchangeable.** Postage stamps are neither redeemable from the public nor exchangeable for those of other denominations or for any other stamped paper.

**Perforating of Stamps.** For the purpose of identification only, and not for advertising, postage stamps may be punctured or perforated by letters, numerals, or other marks or devices, but the punctures or perforations shall not exceed one thirty-second of an inch in diameter and the whole space occupied by the identification device shall not exceed one-half inch square.

**Overlapping Stamps.** When postage or special delivery stamps are so affixed to mailable matter that one overlies another, concealing part of its surface, the stamp thus covered will not be taken into account in prepayment.



**Stamps Cut.** Stamps which have been cut or otherwise severed from postal cards, embossed United States stamped envelopes, or newspaper wrappers, are not redeemable nor good for postage.

**Rare and Canceled Stamps.** The Post-office Department does not purchase canceled postage stamps; neither can it furnish information as to the value of rare stamps over their face.

**Mutilated or Defaced Postage Stamps.** Mutilated or defaced postage stamps are not good for postage. (See Perforating of Stamps, page 6.)

**Internal Revenue Stamps.** Internal revenue stamps are neither good for postage nor redeemable by the Post-office Department.

**Not Good for Postage.** Postage-due stamps, 10 cent special delivery and 10 cent registry stamps, mutilated or defaced stamps, stamps cut from embossed United States stamped envelopes or newspaper wrappers, or from postal cards, are not good for postage.

**Remittances.** Postage stamps should not be used in making remittances. Ample registry and money order facilities are provided for the safe transmission of money by mail.

**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. Postmasters are expected to make change as far as possible, but must not give credit for postage. They are not required to affix stamps to letters.

## POSTAL CARDS.

Postal cards are furnished at the postage value represented by the stamp impressed thereon: single postal cards for domestic and foreign correspondence at 1 cent and 2 cents each respectively, and reply (double) postal cards at 2 cents and 4 cents each respectively.

**Additions.** Postal cards issued by the Post-office Department may bear written, printed, or other additions as follows:

*Addresses* upon postal cards may be either written or printed or affixed thereto, at the option of the sender.

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

The *face* of the card may be divided by a vertical line placed approximately  $\frac{1}{3}$  of the distance from the left end of the card; the space to the left of the line to be used for the message, but the space to the right for the address only.

**Unauthorized Additions.** The addition to a postal card of matter other than as above authorized will subject it, 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.

**Sheets of Postal Cards.** Postal cards are furnished in sheet form when so desired for printing purposes, but to be good for postage the cards must be cut to regulation size. For sizes of sheets see Official Postal Guide at any post-office.

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

**Not Returnable.** Postal cards are treated in all respects as sealed letters, except that when undeliverable to the addressee they are not returned to the sender.

**Redemption.** Uncanceled, unserviceable, and spoiled postal cards not treated by bronzing, enameling, or other process of coating may be redeemed in postage stamps or other stamped paper only at 75 per cent of their postage value when presented by the original purchaser, but parts or pieces of cards will not be redeemed.

**Remailing.** Used postal cards which conform to the conditions prescribed for post cards, when remailed, are subject to a new prepayment of 1 cent postage.

**Reply Postal Cards.** Either half of a reply domestic postal card may be used separately. Such postal cards should be folded before mailing, and the initial half should be detached when the reply half is mailed for return.

## POST CARDS (PRIVATE MAILING CARDS).

**Transmissible, When and Where.** Post cards manufactured by private parties, conforming to the requirements of the Postal Laws and Regulations and bearing either written or printed messages, are transmissible without cover in the domestic mails (including the possessions of the United States), and to Canada, Cuba, Mexico, Republic of Panama and Shanghai, China, at the postage rate of 1 cent each, and in the foreign mails at the rate of 2 cents each, prepaid by stamps affixed.

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

**Non-conforming Cards, Rate.** Cards which do not conform to the conditions prescribed by the Regulations, including reply post cards, are 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.

**Under Cover, Rate.** Cards mailed under cover of sealed envelopes (transparent or otherwise) are chargeable with postage at the first-class rate; if enclosed 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 enclosed in envelopes can not be recognized in payment of postage thereon.

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

**Reply post cards** (private mailing cards) are not authorized by law.

### STAMPED ENVELOPES.

**Denominations and Sizes.** 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. (See list on page 30.)

**Stamped newspaper wrappers** are issued in 1 cent and 2 cent denominations and in two sizes.

**Return Card.** When stamped envelopes are purchased in lots of 500 or its multiple, of a single size, quality and denomination, the Department will, upon request through the purchaser's post-office, print his return card. Such cards are not printed on newspaper wrappers or postal cards.

The return card on stamped envelopes insures the return of undeliverable letters to the writer.

**No advertisement** will be printed on stamped envelopes by the Department; but names indicating or incidentally disclosing the nature of the purchaser's business or vocation will be printed on them, if such name is used under corporate charter, copartnership agreement, or other articles of organization so designating the concern, or is the name under which the purchaser is actually doing business with the public.

The name and title of an officer of a firm, corporation, institution, association, or society will be printed when so desired; for example, "John Doe, Treasurer, Washington Educational Association." Such titles as "M. D.," "D. D. S.," "Rev.," "LL. D.," etc., will be printed when they are clearly for purposes of identification and not for advertisement.

**Redemption.** Uncanceled and spoiled stamped envelopes presented in a substantially whole condition will be redeemed by postmasters at their face value only in postage stamps, stamped envelopes or postal cards; but stamped envelopes bearing a printed return card will be redeemed only from the original purchaser. Stamped envelopes and newspaper wrappers which bear no printing indicating the original purchaser may be redeemed when presented by any responsible person.

### PREPARATION FOR MAILING.

**Use ink** in addressing all mail matter.

**Envelopes** of weak or unsubstantial paper should not be used. Mail is handled often and subjected to pressure and friction in the mail bags, and frequently is delivered from moving trains; hence, if not enclosed in strong envelopes it may be damaged. It is recommended that stamped envelopes, on sale at all post-offices, be used.

**Address.** Write plainly the name of the person addressed, street and number, or number of rural route, post-office and State in full. When the name of the State is abbreviated, frequently Va. and Pa., Md. and Ind., Colo. and Cal., Miss. and Minn., and others are confused and mail missent, as post-offices of the same name are located in several different States. Mail intended for persons temporarily sojourning in a city and to be delivered through the general delivery should be marked "General Delivery." The words "Personal" or "To be called for," and other directions for transmittal, delivery, forwarding or return of mail matter, are deemed part of the address.

**Sender's Name and Address.** The sender's name and address should be placed in the upper left-hand corner of the envelope or wrapper to insure return of mail if not delivered.

**Postage Stamps.** Postage stamps should be securely affixed upon the upper right-hand corner of the address side. When two or more stamps are used, care should be taken that one does not overlap another.

**Avoid delay** by depositing mail as soon as it is ready, thus insuring prompt dispatch. Much mail is deposited just at the close of the business day, and frequently such congestion follows that all of it can not be distributed in time to be given the first dispatch.

## WRAPPING OF MAIL MATTER.

**Wrapping.** All mail matter should be securely wrapped so as to bear transmission without breaking, or injuring mail bags or the contents of mail bags or the persons of those handling them. Many articles are damaged in the mails for the reason that they are not properly wrapped to withstand the pressure and handling to which they are necessarily subjected. It should be remembered that packages are thrown into bags with other mail matter, and when addressed to places where fast-moving mail trains do not stop, the bags containing them are thrown on the ground.

**Examination.** 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.

**Harmful Articles.** Articles of the fourth class not absolutely excluded from the mails, but which, from their form or nature, might, unless properly secured, destroy, deface, or otherwise damage the contents of the mail bag, or harm the person of any one engaged in the postal service, may be transmitted in the mails when packed in accordance with the postal regulations.

## UNMAILABLE MATTER.

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

**Address Defective.** All matter illegibly, incorrectly, or insufficiently addressed.

**Postage not Prepaid.** 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.

**Overweight.** All matter weighing over four pounds, except second-class matter and single books.

**Poisons, Liquors, etc.** All matter harmful in its nature, as poisons, explosive or inflammable articles, matches, live or dead (but not stuffed) animals, 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.

**Obscene and Indecent.** 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, or matter of a character tending to incite arson, murder or assassination.

**Defamatory, Dunning, etc.** Postal, post, or other cards mailed without wrappers, and all matter bearing upon the outside cover or wrapper any delineation, epithets, terms, or language of an indecent, lewd, lascivious, obscene, libelous, scurrilous, defamatory, threatening or dunning 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.

**Tinsel, Glass.** Post cards and postal cards, bearing particles of glass, metal, mica, sand, tinsel, or other similar substances, are unmailable, except when enclosed in envelopes tightly sealed to prevent the escape of such particles, or when treated in such manner as will prevent the objectionable substance from being rubbed off.

**Lottery and Fraud.** 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.

## COLLECTION OF MAIL.

**City Collections.** At offices where city delivery is in operation mail is collected from street letter boxes. Carriers while on their routes will receive letters with postage stamps affixed handed them for mailing, and also small packages on which the postage is fully prepaid, if this does not interfere with the prompt delivery of mail and collections from street letter boxes. Carriers will not delay their deliveries by waiting for such matter nor accept money to pay postage thereon.

**Rural Collections.** Mail for dispatch will be collected from patrons' boxes when the carrier is making deliveries, and from boxes on which a signal is displayed indicating that there is outgoing mail therein. Collections will also be made from such U. S. collection boxes as may be located along the route. Rural carriers will accept any mailable matter properly addressed and bearing the necessary postage, or accompanied by sufficient money to purchase the same, which may be



personally tendered to be delivered or dispatched; except that mail matter tendered shall not be accepted in a town or village having a post-office if it is reliably ascertained that parties offering it intend by so doing to "boycott" the office to deprive it of legitimate revenue. When unstamped outgoing mail matter with the requisite amount of money for postage is found in a patron's mail box the carrier will collect the same and affix the necessary stamps. When postage-money is deposited in boxes it should be wrapped in paper or enclosed in an envelope to render it safer and to facilitate the carrier's work. The placing of loose, unstamped and unaddressed circulars or other advertising matter in mail boxes on rural routes is prohibited.

## DELIVERY OF MAIL.

**Methods.** Four methods are used for the delivery of mail: (1) The general delivery; (2) Through post-office boxes; (3) By carriers in cities where delivery service is in operation; (4) By rural and star route carriers. If patrons so direct, all mail intended for them, however addressed, will be delivered in one of these ways, but if such directions are not given, mail will be delivered as addressed. (See Special Delivery Service, page 14.)

**General Delivery.** The general delivery is intended for the use of only those patrons who are not permanently located or who can not, for good and sufficient reasons, receive mail in one of the other three methods of delivery; and should not be used where it is possible to receive mail otherwise. Persons intending to remain for thirty days or more in a city having carrier service should file their names and street addresses at the post-office so that their mail may be delivered by carrier.

Persons applying for mail at the general delivery window, if unknown, may be required to prove their identity.

**Post-office Boxes.** Boxes are provided for the convenience of the public in the delivery of the mail. The rental prescribed by the Department must be paid quarterly in advance.

An individual renting a box may have placed therein mail for his family, visitors, boarders, and employes who are members of his household, and mail addressed in his care.

A box rented by a firm may be used by all its members, by the members of their households, and by their employes.

A box rented by a corporation, association, or society, may be used for mail addressed to its officials.

Boxes rented by colleges, schools, or public institutions, if consistent with the rules and usage thereof, may be used for mail addressed to the officers, students, employes or inmates.

**City Delivery.** Mail will not be delivered by carriers above the second floor in office buildings not equipped with elevators, nor to the different rooms or suites on any floor of apartment houses whether or not they are equipped with elevators, nor to the side or back doors of houses. Mail will not be withdrawn in order to deliver it to persons calling at the post-office, after it has been distributed to carriers. Carriers are not permitted to stop and deliver mail to patrons who meet them on the street, unless such delivery can be made without unreasonable delay.

**Private Mail Receptacles.** Patrons at offices having city delivery are urged to provide private mail receptacles or cut slots in the doors at their residences and places of business for the receipt of mail, which will permit its safe delivery in the absence of the addressee instead of having it carried by and delivered on a later trip. Private receptacles are also a great convenience to householders, obviating the necessity of their responding to carriers' calls at inconvenient moments. The use of private mail boxes also facilitates the work of the carriers and enables them to give more expeditious service and reach the patrons on the end of the routes at an earlier hour.

**Rural Delivery.** Mail is delivered by rural and star route carriers to individuals or firms who properly place on an established rural delivery or star route boxes for the receipt of the mail, as required by the postal regulations. The mail will be delivered only to the boxes of persons to whom it is addressed, or the boxes of persons duly authorized to receive such mail. Rural carriers may deliver mail to patrons on the road, provided their identity is known and the carriers will not be unduly delayed.

**Rural Mail Boxes.** Mail boxes on rural delivery routes must conform to certain prescribed specifications and be duly approved by the Department. Persons residing on star routes (routes over which the mail is carried regularly between post-offices by conveyances other than steam or electric railroad) who desire their mail delivered by the carrier must provide suitable receptacles therefor, and file with the postmaster an order for such delivery of their mail.

**Delivery to Person Addressed.** Mail is delivered to the person addressed or according to his written order. An order to make delivery to another person is implied in cases where the addressee is in the habit of receiving his mail through his clerk, servant, agent, or some member of his family, or other person, and recognizes or acquiesces in such delivery.

**Addressed "In Care of —."** Mail addressed to one person in care of another will be delivered to the first of the two persons named who may call for it, or to the address of the person in whose care it is directed, in the absence of other instructions.

**Husband or Wife.** Neither husband nor wife can control the delivery of mail addressed to the other against the wishes of the one to whom it is addressed.

**Minors.** The delivery of mail addressed to a minor is subject to the orders of the parent or guardian upon whom the minor is dependent.

**Persons of the Same Name.** Where two or more persons of the same name receive mail at the same post-office, they should adopt, where practicable, some form of address or other means by which their mail may be distinguished.

**Officials.** Mail addressed to a public official, or to an officer of a corporation, by his title, will be delivered to the person actually holding the office designated in the address, the assumption being that the mail is intended for the officer as such.

**Pensioners.** Mail from the United States Pension Agencies addressed to living pensioners will be delivered only to the pensioner addressed or to some member of his or her

family specially authorized by the pensioner to receive such mail. The special authority must be in writing, signed by the pensioner, and must designate by name the member of the family who is to receive the mail from the agency. Mail addressed to a pensioner who is dead can not be delivered except to an executor or administrator of the pensioner's estate. If the pensioner has been declared mentally incompetent, such mail can be delivered only to the duly appointed guardian.

**Fictitious Addresses.** Ordinary mail addressed to fictitious names of persons or firms will not be delivered unless directed to be delivered at a designated place, as a post office box, street and number, or in the care of a person or firm receiving mail at the post-office of address.

**Wrong Delivery.** A person receiving mail not intended for him should return it promptly to the post-office for proper disposition. If such mail has been opened by mistake it should be endorsed, "Opened by mistake," with the signature of the person receiving it.

### SPECIAL DELIVERY SERVICE.

Special delivery service is the prompt delivery of mail by messenger during prescribed hours to persons who reside within the carrier limits of city delivery offices, to patrons of rural service who reside more than one mile from post-offices but within one-half mile of rural routes, and to residents within one mile of any post-office. Special delivery mail is not expedited in transit between post-offices.

**How Obtained.** This service is obtained by placing on any letter or article of mail a special delivery stamp or ten cents worth of ordinary stamps in addition to the lawful postage. When ordinary stamps are used the words "Special Delivery" must be placed on the envelope or wrapper, directly under but never on the stamps; otherwise the letter or article will not be accorded special delivery service.

**Hours of Delivery.** From 7 a. m. to 11 p. m. at 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, provided that be not later than 9 p. m. Special delivery mail is delivered on Sundays and holidays as well as other days, if the post-office receives mail on Sundays.

**One Delivery only Attempted.** When special delivery mail can not be delivered for the reason that no one is present to receive it or for other cause, notice is left at the place of address and the mail returned to the post-office, and it is thereafter treated in all respects as ordinary mail.

**Forwarding.** Special delivery mail may be forwarded under the same rules as ordinary mail, and is then entitled to special delivery service unless an attempt was made to effect delivery at the office of original address.

**Does not Insure Unusual Safety.** When it is desired to send money or other valuables by special delivery the matter should also be registered. A special delivery stamp does not insure unusual safety.

## RETURN OF MAIL.

**First Class.** Letters and other mail of the first class, prepaid one full rate (2 cents); official matter and reply (double) postal cards, when undeliverable, will be returned to the sender without additional postage, provided such mail bears the name and address of the sender. Single postal cards and post cards (private mailing cards) will not be returned to the sender.

If the sender does not specify the number of days within which such mail shall be delivered, then it will be returned as follows: (a) After five days, if addressed to street and number in a city; (b) after ten days, if addressed "transient" or "general delivery" to a city; (c) after five days, if addressed for delivery by rural carrier; and (d) after fifteen days, if addressed to a fourth-class office and not intended for delivery by rural carrier.

**Hotel, Club, etc. Cards.** Unclaimed letters bearing the card of a hotel, club, school, college or other public institution, which has evidently been printed upon the envelopes to serve as an advertisement, will not be returned unless so requested.

**Other Classes.** If matter of the second class mailed by the public, and of the third and fourth classes of obvious value, is undeliverable, the postmaster will notify the sender of that fact; and such matter will be returned to the sender only upon new prepayment of postage. After notification of non-delivery such matter will be held not longer than two weeks, unless the office of mailing be so remote from the office of address that a response could not be received from the sender within that time.

## FORWARDING MAIL.

**Forwarding Order.** To avoid misdelivery or delay in the delivery of mail, patrons should file promptly a forwarding order in writing with the postmaster, stating their present address and the address to which the mail is to be forwarded, and indicating definitely the length of time such order is to be in force. If an unlimited order is filed and the patron returns to the former address, the postmaster should be notified promptly, so that the order may be canceled.

**What Mail may be Forwarded after Delivery.** Upon being properly re-addressed and deposited in the post-office originally addressed, or a street letter box of such office, mail may be forwarded after delivery. This applies to mail erroneously delivered or addressed; to mail addressed in care of another; and to mail opened inadvertently upon misdelivery, in which case it should be endorsed "Opened by mistake" and signed by the person who opened it.

**First Class.** Only first-class mail 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.

**Other Classes.** A new prepayment of postage on mail 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 four ounces or fraction thereof; (b) third and fourth class matter, the same rates as were chargeable thereon when originally mailed.

**Exceptions.** A change of street number to secure delivery at the office of address is not a "forwarding" and does not subject the mail to additional postage.

Patrons of any office who, on account of a change in the postal service, receive their mail from another post-office, may have mail matter of all classes transmitted to that office without additional charge for postage, provided they first file with the postmaster at the former office a request to have their mail so sent. This is not to be construed as "forwarding" within the meaning of the law.

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.

**Hotels, Clubs, etc.** Managers of hotels and officers of clubs, boards of trade, and exchanges, should not hold unclaimed mail addressed to their care longer than ten days, except at the request of the person addressed, and should re-direct it for forwarding if the present address is known; otherwise, such mail should be returned to the post-office.

**Unnecessary Inscriptions not Permitted.** Inscriptions not necessary to proper forwarding subject the matter to new prepayment of postage. Hotels should not use the endorsement "Forwarded" or "Returned from Hotel —."

**Notice of Postage Due for Forwarding.** When mail of obvious value of the second, third or fourth class is received addressed to a person who has filed a forwarding order, a notice will be sent advising him that the mail will be forwarded on receipt of the postage required therefor. After such notification the mail may be delivered to the addressee at the office from which the notice was sent, without payment of the forwarding charge, provided he shall first revoke the forwarding order, thus obviating the necessity of sending notices that are inoperative.

## UNDELIVERED MAIL.

**Advertised.** All undelivered and unreturnable mail of the first class (except postal cards and private mailing cards) and valuable matter of the third and fourth classes are advertised by posting a weekly list in the post-office. A charge of 1 cent in addition to the regular postage is collected on advertised mail if delivered.

**Dead Letters and Parcels.** Letters and parcels which can not be delivered to addressees or returned to senders, are sent to the Division of Dead Letters for disposal. Such matter includes mail which is misdirected or is without address; mail on which sufficient postage has not been prepaid; mail addressed to fictitious persons; articles so insecurely wrapped that they are found loose in the mails; matter which is unmailable because it is in excess of the limit of weight (four pounds), or because it is obscene, scurrilous, or relates to lottery schemes; unclaimed single postal cards and private mailing cards.



**Disposition.** Letters are opened and returned to the writers, if practicable, except such as contain advertising matter only the return of which is not requested. If on opening letters valuable enclosures are found, a record is made, and if not returned at once to the owner, they may be reclaimed within one year from the date of their receipt in the Division of Dead Letters.

Parcels composed of valuable articles are recorded and restored to owners, if practicable, on payment of proper postage, or held for reclamation. Such matter, after being held one year in the case of addressed matter and six months in the case of articles found loose in the mails, is sold annually according to law. The proceeds of valuable matter may be recovered within four years from receipt in the Division of Dead Letters.

Postal cards and post cards are destroyed.

**Inquiries.** All inquiries relating 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.

**Exercise Care.** As a result of carelessness in addressing and preparing matter for mailing, over one million letters and parcels and approximately one million postal cards and post cards, are sent to the Division of Dead Letters each month. If the writer's address had been on the envelope, more than eleven million letters would have been returned to writer during the year 1911 without being sent to the Division of Dead Letters.

## MISCELLANEOUS.

**Alaska.** Mail for Alaska is dispatched from Seattle, all mail being sent forward during the summer season. Owing to the difficulty of transporting mail over routes in Alaska from October 1 to June 1, the weight of mail that can be carried on each trip is limited. In dispatching mail from the various junction points in Alaska preference is given to letters, post cards, singly-wrapped newspapers, and periodicals from office of publication, addressed to public libraries, to newspaper publishers and to individual subscribers; transient newspapers and third-class matter of all kinds. Sample copies of newspapers and periodicals, books, trade catalogues, circulars and patterns and samples of merchandise, and fourth-class matter sent to dealers for purpose of trade, will be excluded. Registered matter, other than letters in usual form, is subject to delay in transit if the letter mail available for dispatch exhausts the limit of weight of mail the carrier is required to carry on each trip.

**Complaints.** All complaints in regard to mail matter should be addressed to the postmaster, and, whenever possible, they should be accompanied by the envelope or wrapper of the piece of mail matter to which the complaint refers.

An early report should be made relative to lost or missing mail matter of any description. The postmaster will forward the complaint to the proper officer of the Department.

Complaints in general affecting the service should likewise be made to the postmaster, but when that course is manifestly

improper under the circumstances, they should be addressed to the Department. More than one subject should not be treated in the same letter, and the communication should bear the address of the officer in charge of the Bureau to which the business relates, as follows:

**The Assistant Attorney General, Post-office Department:** The delivery of mail the ownership of which is in dispute, the mailability of alleged indecent, obscene, scurrilous, and defamatory matter, and matter relating to lottery schemes, endless chain enterprises, etc.

**The Chief Inspector, Post-office Department:** Relative to loss, robbery, damage, or destruction of mail matter and schemes to defraud.

**The First Assistant Postmaster General:** Relative to the appointment of a postmaster, delivery of mail, city delivery, special delivery, box rents, post-office hours, and location of a residential post-office.

**The Second Assistant Postmaster General:** Relative to the transportation of mails, railway mail service, foreign mails, and the admission of matter to the mails which from its form or character would be liable to injure the mails or the person of postal employes.

**The Third Assistant Postmaster General:** Relative to money order and registry business, classification of mail matter and rates of postage.

**The Fourth Assistant Postmaster General:** Relative to the rural delivery and star route services, to the establishment, discontinuance and change of site of a fourth-class post-office, concerning matter which has been sent to the Dead Letter Office.

**Director, Postal Savings System:** Relative to postal savings business.

**Copyright.** Matter for copyright deposited with a postmaster for transmission to the Register of Copyrights, Washington, D. C., will be accepted for mailing free of postage; and when requested a receipt therefor will be given on a form furnished by the sender. Such matter, however, may not be sent by registered mail without prepayment of the registry fee.

**Lists of Names.** Postmasters and all others in the postal service are forbidden to furnish lists of names of persons receiving mail at their offices or give information as to the character, reliability or standing of patrons.

**Periodical Publications.** The Post-office Department does not determine questions regarding the liability of the 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 they may be returned to the postmaster endorsed "Refused."

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

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

**Rewards.** Rewards will be paid for the detection, arrest, and conviction of post-office burglars, robbers, and highway

mail robbers. Applications for rewards and inquiries relating to them should be addressed to the Chief Inspector, Post-office Department.

**Letter Boxes.** The willful 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 offence, for which the offender is liable to a fine of not more than \$1000, or imprisonment for not more than three years.

## REGISTRY SYSTEM.

**Object.** The registry system provides greater security for valuable mail matter, which is accomplished by records, receipts and other safeguards in the course of handling and the exercise of special care in delivery. Registered mails reach every post-office in the world.

**What Matter should be Registered.** All valuable letters and parcels, and others of no intrinsic value, for which a return receipt is desired or special care in delivery is essential, should be registered.

**What Matter may be Registered—Where, and by Whom.** Any matter admissible to the domestic mails or to the Postal Union mails (except "Parcel Post" packages for Barbados, Dutch Guiana, France, Great Britain, the Netherlands and Uruguay) may be registered. "Parcel Post" mail must be taken to the post-office and handed to the postmaster or other official in charge to be registered, but any other class of mail, domestic or foreign, may be registered at any post-office or post-office station, by any rural carrier, and when sealed and not cumbersome on account of size, shape, or weight, by city carriers in residential districts.

**Fee.** The registry fee is 10 cents for each separate letter or parcel, in addition to the postage, either foreign or domestic, both postage and fee to be fully prepaid.

**Registry Stamp.** A registry stamp, specially designed for the purpose, which is not valid in payment of postage, should be used to prepay the registry fee, but ordinary postage stamps may also be used for this purpose.

**Return Receipts.** When an acknowledgment of delivery is desired, the envelope or wrapper of the registered article should be indorsed on the address side, by the sender, "Receipt desired," or with words of similar import.

**Requirements for Registration of Mail.** 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 (with pen and ink if addressed to a foreign country), and bear the name and address of the sender. The envelope or wrapper must be sufficiently strong to carry the contents in the mails without breaking under ordinary conditions of handling. The article should be handed to the postmaster, clerk or carrier, who will issue a receipt therefor to the sender. Any article intended to be sent in the registered mails should not be placed in a street letter box or in a mail drop at the

post-office. Firm registration books are supplied without cost to those registering large quantities of mail who desire to keep their own record of registrations. All matter registered as first-class must be securely sealed.

**Delivery of Registered Mail.** Before mailing, the sender of registered mail may restrict its delivery to the addressee or on his written order, by indorsing thereon "Deliver to addressee only," except when addressed to certain public officials. The words "Personal" and "Private" do not restrict delivery. Special delivery of registered mail may be secured by affixing a special delivery stamp in addition to the registry stamp.

After mailing, the sender of registered mail may restrict its delivery to such person other than the addressee as he may direct in a written order verified by the mailing postmaster.

The addressee of registered mail may restrict its delivery by filing at the post-office of address directions in writing stating to whom delivery should be made.

Registered mail, the delivery of which has not been restricted by either the sender or addressee, may be delivered to any responsible person to whom the addressee's ordinary mail is customarily delivered.

**Delivery by Carriers.** City letter carriers deliver registered matter at the residence or place of business of addressee, and rural carriers do likewise, unless the residence or place of business is more than one-half mile from a rural route, in which event the rural carrier leaves a registry notice for the addressee in the rural mail box if delivery can not be effected at the box or on the route. The addressee, or his authorized representative, may then receive the mail at the box on the carrier's next trip or call for it at the post-office.

**Delivery in Foreign Countries.** Registered articles addressed to foreign countries are delivered according to the rules of the countries of address.

**Undelivered Registered Mail.** Undelivered domestic registered mail of the first class, and such mail of all classes of foreign origin, is returned to the sender without extra charge for registry fee or postage at the expiration of the period appropriate in each case. Extra postage (not the fee) is required for the return of other matter.

**Forwarding.** Registered mail may be forwarded before it has been once properly delivered without additional charge for registry fee upon the written request of the sender, through the mailing postmaster, or of any person to whom it is deliverable—first-class domestic, and all foreign, registered matter immediately and without extra charge, other (second, third and fourth class domestic) matter, upon prepayment of postage chargeable by law for forwarding.

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

**Identification.** Persons applying or inquiring for registered mail, as senders or addressees or their authorized representatives, will if unknown be required to establish their identity satisfactorily before registered mail or information concerning it is given them.

**Indemnity for Lost Registered Mail.** Indemnity will be paid on account of the loss of registered mail in the postal service.

**Domestic Indemnity.** (1) For the value of domestic registered mail of the first class (sealed) up to \$50, and (2) for the value of domestic registered mail of the third and fourth classes (unsealed) up to \$25.

**Foreign Indemnity.** (3) In any amount claimed, within the limit of 50 francs (approximately \$9.65), on account of the total loss (not partial loss or rifling) of any registered article of whatever class, regardless of its value, in the international mails exchanged between the United States and any country embraced within the Universal Postal Union, except for the loss of "Parcel Post" registered mail, and losses arising under circumstances beyond control ("*force majeure*").

**Application for Indemnity.** Reports of losses and application for indemnity should be made to the postmaster at the office of mailing, or at the office of address, with particulars of registration and a description of the contents of the article, and in cases of partial loss or rifling with the envelope or wrapper of the article.

## MONEY ORDER SYSTEM.

**Advantages of the System.** The postal money order system offers to the public a safe, cheap and convenient method of making remittances by mail. Money can be sent without danger of loss at low rates to all parts of the United States and its possessions, as well as foreign countries, by means of money orders. It is recommended that postal money orders be used whenever available instead of cash for remittances by mail, and that when money orders are not available the money be sent by registered mail. The Department requires the transaction of money order business at all post-offices where practicable. Postmasters are not required to transact money order business on Sunday.

**Application for Money Orders.** A money order is obtained by filling in an application form at the post-office and presenting it at the money order window of the post-office or one of its stations. Money orders are issued for any desired amount from 1 cent to one hundred dollars, and when a larger sum than one hundred dollars 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 person. If the applicant for a money order resides on a rural route application may be made through the rural carrier, who will furnish the necessary forms, and must give a receipt for the amount.

**International Money Orders.** At all of the larger post-offices and at many of the smaller ones international money orders may be obtained payable in almost any part of the world.

**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 Tutulla, Samoa; also for orders payable in Bermuda, British Guiana, British Honduras, Canada, Cuba, Mexico, Newfoundland, at the United States Postal Agency at



Shanghai (China), in the Bahama Islands and in certain other islands in the West Indies :

For orders from \$ 0.01 to \$ 2.50.....	3 cents.
from \$ 2.51 to \$ 5.00.....	5 cents.
from \$ 5.01 to \$ 10.00.....	8 cents.
from \$10.01 to \$ 20.00.....	10 cents.
from \$20.01 to \$ 30.00.....	12 cents.
from \$30.01 to \$ 40.00.....	15 cents.
from \$40.01 to \$ 50.00.....	18 cents.
from \$50.01 to \$ 60.00.....	20 cents.
from \$60.01 to \$ 75.00.....	25 cents.
from \$75.01 to \$100.00.....	30 cents.

**Fees** for foreign money orders when payable in Apia, Austria, Belgium, Bolivia, Cape Colony, Costa Rica, Denmark, Egypt, Germany, Great Britain and Ireland, Honduras, Hongkong, Hungary, Italy, Japan, Liberia, Luxemburg, Natal (with Zululand), New South Wales, New Zealand, Orange Free State, Peru, Portugal, Queensland, Russia, Salvador, South Australia, Switzerland, Tasmania, The Transvaal, Uruguay and Victoria :

For orders from \$ 0.01 to \$ 2.50.....	10 cents.
from \$ 2.51 to \$ 5.00.....	15 cents.
from \$ 5.01 to \$ 7.50.....	20 cents.
from \$ 7.51 to \$ 10.00.....	25 cents.
from \$10.01 to \$ 15.00.....	30 cents.
from \$15.01 to \$ 20.00.....	35 cents.
from \$20.01 to \$ 30.00.....	40 cents.
from \$30.01 to \$ 40.00.....	45 cents.
from \$40.01 to \$ 50.00.....	50 cents.
from \$50.01 to \$ 60.00.....	60 cents.
from \$60.01 to \$ 70.00.....	70 cents.
from \$70.01 to \$ 80.00.....	80 cents.
from \$80.01 to \$ 90.00.....	90 cents.
from \$90.01 to \$100.00.....	\$1.00

**Fees** for foreign money orders when payable in Chile, France (including Algeria and Tunis), Greece, Netherlands, Norway and Sweden :

For orders from \$ 0.01 to \$ 10.00.....	10 cents.
from \$10.01 to \$ 20.00.....	20 cents.
from \$20.01 to \$ 30.00.....	30 cents.
from \$30.01 to \$ 40.00.....	40 cents.
from \$40.01 to \$ 50.00.....	50 cents.
from \$50.01 to \$ 60.00.....	60 cents.
from \$60.01 to \$ 70.00.....	70 cents.
from \$70.01 to \$ 80.00.....	80 cents.
from \$80.01 to \$ 90.00.....	90 cents.
from \$90.01 to \$100.00.....	\$1.00

**Payment.** A money order will be paid to the person named therein, or his indorsee, or his agent or attorney upon his written order.

A money order drawn in favor of a person residing on a rural route may be paid through the carrier if entrusted to him for collection, with a written request addressed to the postmaster that payment be so made.

**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.

**Identification.** The person presenting a money order for payment, or making inquiry relative to a money order, will, if unknown, be required to prove his identity before payment will be made, or information concerning the money order will be given.

**Indorsements.** More than one indorsement on a money order is prohibited by law, but additional signatures may be affixed for the purpose of identifying the payee or indorsee, or of guaranteeing his signature.

**Invalid Orders.** A domestic order which has not been paid within one year from the last day of the month of its issue is invalid, but the owner may secure payment of the amount by making application to the Post-office Department through the postmaster at any money order office.

**Lost Orders.** When a domestic money order has been lost, the owner may, upon application through either the office at which the original was issued or the office on which it was drawn, obtain, without charge, a duplicate to be issued in its stead within one year from the last day of the month of issue.

## POSTAL SAVINGS SYSTEM.

**Object.** The Postal Savings System provides facilities for depositing savings at interest with the security of the United States Government for repayment.

**Deposits.** Any person of the age of ten years or over may become a depositor. The account of a married woman is free from any control or interference of her husband. No person can have more than one account at the same time.

An account can not be opened for less than \$1, nor can fractions of \$1 be deposited or withdrawn except as interest; but amounts less than \$1 may be saved for deposit by the purchase of 10-cent postal-savings cards and adhesive 10-cent postal-savings stamps. No person is permitted to deposit more than \$100 in any one calendar month nor to have a total balance to his credit at one time of more than \$500, exclusive of interest.

**Privacy of Accounts.** No person connected with the Post-office Department or the postal service is permitted to disclose the name of any depositor or give any information concerning an account except to the depositor himself, unless directed to do so by the Postmaster General.

**Certificates.** Depositors receive postal-savings certificates covering the amount of each deposit made. These certificates are valid until paid, without limitation as to time. Postmasters are not permitted to receive savings certificates for safe-keeping.

**Interest.** Interest will be allowed on all certificates at the rate of two per cent for each full year that the money remains on deposit, beginning with the first day of the month following the one in which it is deposited. Interest continues to accrue on deposits as long as the certificates remain outstanding.

**Withdrawals.** A depositor may at any time withdraw the whole or any part of his deposits, with any interest payable, by surrendering at his depository office savings certificates covering the desired amount.

**Death of Depositor.** Upon the death of a depositor, the balance to his credit may be withdrawn by his duly authorized executor, administrator, or other legal representative.

**Bonds.** Any depositor may, under certain conditions, convert the whole or a part of his deposits, in any multiple of \$20 up to and including \$500, into United States coupon or registered bonds, bearing interest at the rate of 2½ per cent per annum, such bonds to be exempt from all taxes or duties of the United States, as well as from taxation in any form by or under State, municipal, or local authorities. Postal-savings bonds are not counted as part of the total balance of \$500 allowed to one depositor.

**Service Free.** No charge or fee is collected or required in connection with the opening of an account or the withdrawal of money deposited.

# FOREIGN MAIL MATTER.

## RATES OF POSTAGE.

The rates of postage applicable to articles for foreign countries are as follows:

	Cents.
Letters for England, Ireland, Newfoundland, Scotland and Wales, per ounce.....	2
Letters for Germany by direct steamers, per ounce..	2
Letters for all other foreign countries, and for Germany when not dispatched by direct steamers:	
For the first ounce or fraction of an ounce....	5
For each additional ounce or fraction of an ounce	3
Single post cards (including souvenir cards), each	2
Reply post cards, each.....	4
Printed matter of all kinds, for each two ounces or fraction of two ounces.....	1
Commercial papers, for the first ten ounces or less	5
For each additional two ounces or fraction of two ounces .....	1
Samples of merchandise, for the first four ounces or less .....	2
For each additional two ounces or fraction of two ounces .....	1
Registration fee in addition to postage.....	10

## CLASSIFICATION.

Articles for or from foreign countries (except Canada, Cuba, Mexico and the Republic of Panama, and the United States Postal Agency at Shanghai) are classified as "Letters," "Post Cards," "Printed Matter," "Commercial Papers" and "Samples of Merchandise." There is no provision in the Postal Union mails for merchandise other than samples.

**Letters.** When a package is prepaid in full at the letter rate it is treated as letter mail, provided it does not contain prohibited articles. Such packages may contain merchandise not sent as trade samples. Sealed or unsealed packages which appear to contain dutiable matter will be inspected by customs officers of the country of destination and the proper customs duties will be levied.

**Post Cards.** The United States international 2-cent single and reply post cards should be used for correspondence with foreign countries, except Canada, Cuba, Mexico, the Republic of Panama, and Shanghai, to which the domestic 1-cent single and reply post cards are available.

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 bearing no personal message, they may be sent at the rate of 1 cent each. Those addressed to Canada, Cuba, Mexico, Republic of Panama, and Shanghai may be sent at a rate of 1 cent each.

**Printed Matter.** Printed matter in the foreign mails is governed by substantially the same rules and conditions as in the domestic mails. (See *Third-class Matter*, page 3.)

**Commercial Papers.** This class includes all instruments or documents written or drawn wholly or partly by hand, which have not the character of an actual and personal correspondence.

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

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 indicate precisely the origin and nature of the merchandise. Packages of samples of merchandise must not exceed twelve ounces in weight, twelve inches in length, eight inches in breadth and four inches in thickness.

**Permissible Additions and Enclosures.** 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 corrections on proofs of printing, and the "copy" may be enclosed 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 enclose 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 four pounds six 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.

**Reply-coupon.** There may be purchased at a post-office for 6 cents a reply-coupon, by means of which a person in the United States can furnish his correspondent in certain foreign countries with a postage stamp with which to prepay postage on a reply. The countries in which the reply-coupon is valid may be ascertained upon inquiry at a post-office.

Reply-coupons issued by other countries are redeemable at United States post-offices in postage stamps to the value of five cents for each reply-coupon.

**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 are transmissible in the regular mails at the postage rate and subject to the conditions applicable to those articles in foreign mails. Packages of printed matter—other than second-class matter and single volumes of printed books—the weight of which exceeds four pounds six ounces are excluded from mails for Canada, Cuba, Mexico, and the Republic of Panama, and sealed packages, other than letters in their usual and ordinary form, are unmailable to those countries.

The postage rate applicable in the United States to "second-class matter," except daily newspapers mailed by publishers and news agents, addressed for delivery in Canada, is 1 cent for each four ounces or fraction of four ounces.

Plants, seeds, etc., mailed to Canada are subject to a postage rate of 1 cent an ounce.

**Registered Matter.** (See Registry System, page 19.)

**Prohibited Articles.** All articles not admissible to the domestic mails are excluded also from the foreign mails.

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 Canada, Cuba, Mexico, the Republic of Panama, Shanghai, and Salvador, and second-class matter for Canada, Cuba, Mexico, the Republic of Panama and Shanghai) which exceed four pounds, six ounces in weight; and letters or packages containing coin, gold or silver substances, jewelry or precious articles. This prohibition against coin, etc., does not apply to Canada, Cuba, Mexico, the Republic of Panama, Shanghai, or those countries whose legislation does not prohibit their circulation in their domestic mails. So far as this Department has been advised, the conditions prescribed prevent the forwarding of the articles referred to in the mail for any country of the Postal Union except Canada, Cape Colony, Colombia, Denmark, Germany

and the German Protectorates, Great Britain and certain British Colonies, Luxemburg, Peru, and Siam.

Prohibited articles, if mailed sealed against inspection, will not be delivered, although they reach their destination.

**Miscellaneous Conditions.** *Wrapping.* All matter to be sent in the mails at less than the letter rates of postage must be wrapped securely and in such manner that it can easily be examined.

*Postage Due.* Letters with postage wholly unpaid and articles of all kinds with insufficient postage paid are chargeable with double the amount of the deficient postage.

*Forwarding.* Mail matter of all kinds received from any foreign country, including Canada, Cuba, Mexico, 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 parcel-post packages—to any foreign country, without additional charge for postage.

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

### PARCEL POST.

**Admissible Matter.** Packages of mailable merchandise may be sent, in unsealed packages, by "Parcel Post" to the following named countries:

Australia,	Dutch Guiana.	Leeward Islands,
Austria,	Ecuador,	Mexico,
Bahamas,	France,	Netherlands,
Barbados,	Germany.	Newfoundland,
Belgium,	Great Britain.	New Zealand,
Bermuda,	Guatemala,	Nicaragua,
Bolivia,	Haiti,	Norway,
Brazil,	Honduras (British),	Peru,
British Guiana,	Honduras (Repub-	Salvador,
Chile,	lic of),	Sweden.
Colombia,	Hongkong <sup>a</sup> ,	Trinidad, in-
Costa Rica,	Hungary,	cluding Tobago,
Curacao,	Italy.	Uruguay,
Danish West Indies,	Jamaica,	Venezuela.
Denmark,	Japan <sup>b</sup> ,	Windward Islands.

<sup>a</sup> Parcel-post packages addressed for delivery in the cities in China named in United States Postal Guide, are mailable at the postage rate and subject to the conditions applicable to parcel-post packages for delivery at Hongkong.

<sup>b</sup> Parcel-post packages addressed for delivery at any post-office in Formosa or Korea, and the places in China and Manchuria named in United States Postal Guide, are mailable at the postage rate and subject to the conditions applicable to parcel-post packages addressed for delivery in Japan.

**Postage Rates.** Postage must be prepaid in full by stamps affixed at the rate of 12 cents a pound or fraction of a pound. Registry fee 10 cents in addition to postage.

**Registration.** The sender of a parcel addressed to any of the countries named in the table at the head of this section, except Barbados, Curacao, Dutch Guiana, France, Great Britain, The Netherlands and Uruguay, may have the same registered by paying a registry fee of 10 cents, and will receive the "Return Receipt" without special charge therefor,

when envelope or wrapper is marked "Return receipt demanded."

**Place of Mailing.** Matter intended for parcel post must be taken to the post-office for inspection and there deposited in the mails. It must *not* be deposited in a letter box.

**Letters Prohibited.** A letter or communication of the nature of personal correspondence must not accompany, be written on, or enclosed 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.

**Dimensions.** To all countries named packages are limited to three and one-half feet in length, and to six feet in length and girth combined, except that packages for Colombia and Mexico are limited to two feet in length and four feet in girth.

**Weight.** Packages to certain post-offices in Mexico must not exceed four pounds six ounces in weight, but those for all other countries named may weigh up to but not exceeding eleven pounds.

**Value.** The limit of value is \$50 on packages for Ecuador, and \$80 on those for Australia, Austria, Belgium, Denmark, France, Hongkong, Hungary, Italy, Japan, Netherlands, Norway, and Sweden; but on those for the other countries named there is no limit of value.

**PRICE LIST.**  
**Stamped Envelopes.**

Size	Denomination	Quality	Color	Un-printed 1000	Printed return card	
					1000	500
No. 1.— 2 <sup>7</sup> / <sub>8</sub> x 5 <sup>1</sup> / <sub>4</sub>	2-cent	First	White only	\$20.92	\$21.12	\$10.56
No. 2.— 3 <sup>1</sup> / <sub>4</sub> x 5 <sup>1</sup> / <sub>2</sub>	1-cent	First	White or amber	10.92	11.12	5.56
	2-cent	First	White or amber	20.92	21.12	10.56
	2-cent	Second	Buff or blue	20.80	21.00	10.50
No. 3.— 3 <sup>3</sup> / <sub>8</sub> x 5 <sup>7</sup> / <sub>8</sub>	1-cent	First	White or amber	10.96	11.20	5.60
	2-cent	First	White or amber	20.96	21.20	10.60
	2-cent	Second	Buff or blue	20.84	21.04	10.52
No. 4.— 3 <sup>5</sup> / <sub>8</sub> x 5 <sup>7</sup> / <sub>8</sub>	5-cent	First	White or amber	50.96	51.20	25.60
	2-cent	First	White or amber	21.00	21.24	10.62
No. 5.— 3 <sup>1</sup> / <sub>2</sub> x 6 <sup>1</sup> / <sub>8</sub> (Regular business size)	1-cent	First	White or amber	11.00	11.24	5.62
	2-cent	First	White or amber	21.00	21.24	10.62
	2-cent	Second	Buff or blue	20.88	21.12	10.56
	5-cent	First	White or amber	51.00	51.24	25.62
No. 6.— 3 <sup>1</sup> / <sub>2</sub> x 6 <sup>1</sup> / <sub>8</sub> (Ungummed)	1-cent	Second	White only	10.88	11.12	5.56
	1-cent	Third	Manila	10.72	10.92	5.46
No. 7.— 3 <sup>7</sup> / <sub>8</sub> x 8 <sup>7</sup> / <sub>8</sub>	2-cent	First	White or amber	21.44	21.80	10.90
	2-cent	Second	Buff or blue	21.24	21.56	10.78
	4-cent	First	White or amber	41.44	41.80	20.90
No. 8.— 4 <sup>1</sup> / <sub>8</sub> x 9 <sup>1</sup> / <sub>2</sub> (Legal size)	1-cent	First (Ung'd)	White or amber	11.56	12.00	6.00
	2-cent	First	White or amber	21.56	22.00	11.00
	4-cent	First	White or amber	41.56	42.00	21.00
No. 9.— 4 <sup>3</sup> / <sub>8</sub> x 10 <sup>1</sup> / <sub>8</sub>	2-cent	First	White or amber	21.72	22.16	11.08
	4-cent	First	White or amber	41.72	42.16	21.08
No. 10.— 3 <sup>3</sup> / <sub>8</sub> x 4 <sup>5</sup> / <sub>8</sub>	2-cent	First	White only	20.88	21.08	10.54
No. 11.— 4 <sup>1</sup> / <sub>4</sub> x 5 <sup>1</sup> / <sub>2</sub>	1-cent	First	White only	11.04	11.28	5.64
	2-cent	First	White only	21.04	21.28	10.64
No. 13.— 3 <sup>3</sup> / <sub>4</sub> x 6 <sup>3</sup> / <sub>4</sub>	1-cent	First	White or amber	11.08	11.36	5.68
	1-cent	Second	Buff or blue	10.96	11.20	5.60
	2-cent	First	White or amber	21.08	21.36	10.68
	2-cent	Second	Buff or blue	20.96	21.20	10.60
No. 14.— 3 <sup>1</sup> / <sub>4</sub> x 6 <sup>1</sup> / <sub>8</sub>	2-cent	First	White or amber	21.08	21.32	10.66
	2-cent	Second	Buff or blue	20.92	21.20	10.60

**Newspaper Wrappers.**

No. 12.— 5 <sup>1</sup> / <sub>2</sub> x 10 <sup>1</sup> / <sub>2</sub>	1-cent	Third	Manila	10.72		
No. 12.—8 x 12	2-cent	Third	Manila	21.24		

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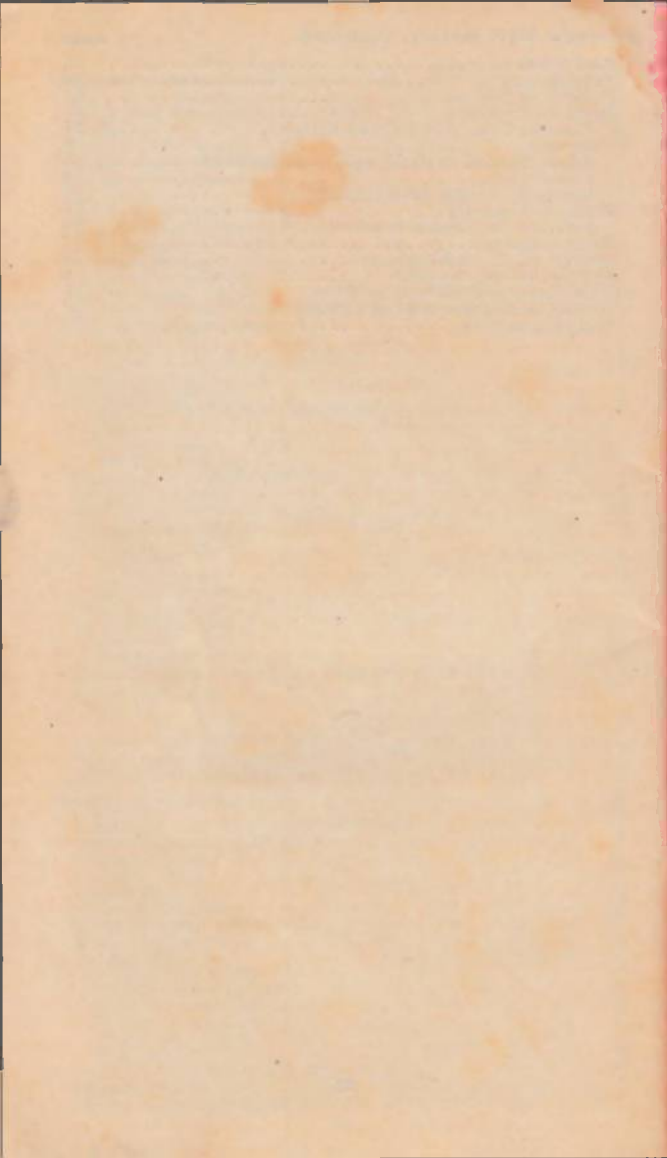
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## REGISTRY SYSTEM.

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**All valuable letters and parcels should be registered.**

**The Registry System provides special safeguards and personal delivery.**

**The fee is 10 cents in addition to postage.**

**A receipt showing delivery is furnished when requested by the sender.**

**Limited indemnity is provided in case of loss.**

## MONEY ORDER SYSTEM.

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**Use postal money orders instead of cash for sending money by mail.**

**Money may be sent with safety by this means to all parts of the United States and its possessions and to most foreign countries.**

**Lost or destroyed money orders will be replaced without cost.**

## POSTAL SAVINGS SYSTEM.

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The Postal Savings System provides facilities for depositing savings at 2 per cent interest with the security of the United States Government for repayment.

Deposits may be made by any person of the age of ten years or over.

An account may be opened with \$1 or more, but less amounts may be saved for deposit by the purchase of postal-savings cards and stamps.

Deposits can be exchanged twice each year for United States bonds bearing interest at 2½ per cent.

No charge is made for this service.