

AN ACT

TO

AMEND THE LAWS

RELATING TO

THE POST OFFICE DEPARTMENT,

APPROVED MARCH 3, 1863:

TOGETHER WITH

INSTRUCTIONS PREDICATED THEREON

BY

THE POSTMASTER GENERAL,

FOR THE

GOVERNMENT OF POSTMASTERS.

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WASHINGTON:  
GOVERNMENT PRINTING OFFICE.  
1863.

ARTHUR F. BLACK  
144 PROVIDENCE ROAD  
CHARLOTTE N. C.

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AN ACT TO AMEND THE LAWS  
RELATING TO  
THE POST OFFICE DEPARTMENT,

TOGETHER WITH

INSTRUCTIONS PREDICATED THEREON BY THE POSTMASTER GENERAL, FOR THE  
GOVERNMENT OF POSTMASTERS.

[PUBLIC—No. 50.]

AN ACT to amend the laws relating to the Post Office Department.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the Postmaster General shall have power to appoint and commission all postmasters whose salary or compensation for the preceding fiscal year shall, at the time of such appointment, have been ascertained to be less than one thousand dollars per year; and in all other cases the President shall appoint. The person appointed postmaster shall reside within the delivery of the office to which he shall be appointed.

**INSTRUCTION No. 1.** The Auditor for the Post Office Department will report to the Appointment Office, as soon as practicable after the close of each fiscal year, any change in the annual compensation of a postmaster which would change the classification of the office from presidential or departmental, or *vice versa*. Its grade will be ascertained and entered accordingly in the books of the Appointment Office.

**SEC. 2.** *And be it further enacted,* That the Postmaster General, all postmasters, and special agents, and all persons employed in the General Post Office, or in the care, custody, or conveyance of the mail, hereafter appointed or employed, shall, previous to entering upon the duties assigned to them, or the execution of their trusts, and before they shall be entitled to receive any emoluments therefor, in addition to the oath of office prescribed by the act of July two, eighteen hundred and sixty-two, respectively take and subscribe the following oath or affirmation before some magistrate, and cause a certificate thereof to be filed in the General Post Office: "I, A. B., do swear (or affirm, as the case may be) that I will faithfully perform all the duties required of me, and abstain from everything forbidden by the laws in relation to the establishment of the post office and post roads within the United States; and that I will honestly and truly account for and pay over any moneys belonging to the said United States which may come into my possession or control; so help me God." Every person who shall be in any manner employed in the care, custody, conveyance, or management of the mail shall be subject to all pains, penalties, and forfeitures for violating the injunctions or neglecting the duties required of him by the laws relating to the establishment of the post office and post roads, whether such persons shall have taken the oath or affirmation above prescribed or not.

**INSTRUCTION No. 2.** This oath and that required by the act of July 2, 1862, may be combined in one affidavit.

**SEC. 3.** *And be it further enacted,* That no mail matter shall be delivered by the postmaster until the postage due thereon shall have been paid; and no box at any post office shall be assigned to the use of any person until the rent therefor has been paid for at least one quarter, for which the postmaster shall give a receipt, and keep a record thereof in his office, which record shall be delivered to his successor.

**INSTRUCTION No. 3.** This section absolutely prohibits the delivery of any letter, newspaper, pamphlet, or package whatever, until the postage charged thereon shall be paid. Postmasters must strictly conform to it. Printed matter must be retained until it is paid for, either as a transient package or for a quarter, as provided in sections 18 and 35.

Each postmaster must keep a list of all box-holders, with the number of the box assigned to each, and the time during which he has used it. This list will be examined by special agents, and be delivered to his successor in office. The postmaster must state in his quarterly returns the amount of box-rents accrued in each quarter, whether he has collected them or not.

**SEC. 4.** *And be it further enacted,* That every postmaster shall keep a record in his office of all postage stamps and envelopes, and of all postal books, blanks, or property received from his predecessor in office or from the Post Office Department, or from any of its agents, and also of all payments in money for postages, and all payments for box-rents, and of all other receipts on account of any part of the postal service, and of any other transactions which shall be required by the Postmaster General; and these records shall be preserved and delivered over to his successor in office, and shall be at all times subject to examination of any special agent of the department.

**INSTRUCTION No. 4.** The record required in this section may be in the form of an account against the postmaster, in which he will charge himself with the articles as received, under the date when received, or it may be kept as a simple record of each day's transactions. Payments for postages made in money may be entered daily, showing the entire amount received in any one day. The entry should, if possible, show separately the amount received for letter postages, for regular newspapers, &c., &c., and miscellaneous. The entry of money received for box-rents should show the number of the box for which the payment was made.

published within the post office delivery having the largest circulation within such delivery; and where no daily paper is published within the post office delivery, such list may be published in any daily newspaper of an adjoining delivery having the largest circulation within the delivery of the post office publishing [the] list; but in no case shall compensation for such publication be allowed at a rate exceeding one cent for each letter so advertised; and no such publication shall be required except where the Postmaster General shall decide that the public interest requires it: *Provided*, That letters addressed to parties foreign born may be published in a journal of the language most used by the parties addressed, if such be published in the same, or an adjoining delivery.

INSTRUCTION No. 7.—I. ADVERTISING LETTERS.

1. At post offices where the *gross receipts* amount to \$1,000 or more *per annum*, letters are to be advertised *once a week*, in newspapers, and the regulations of 1859 will govern the selection of newspapers.

2. At *all other offices* letters are to be advertised *once a month*, by posting manuscript lists, for which no compensation will be allowed.

The following classes of letters are not to be advertised:

1. Letters *bearing requests* to be returned to the writers if unclaimed, under sec. 28, or to be retained a specified time, not over three months; and it is especially directed that all *printing, stamping, &c.*, upon undelivered letters shall be carefully *re-examined* before advertising, so that no such *requests* shall be overlooked or neglected.

2. Letters for persons who regularly call at or send to the post office.

3. *Drop and box letters, and return letters.*

4. Letters directed and sent to *hotels*, and thence returned to the post office as unclaimed—being for strangers.

5. *Refused letters.*

6. Letters directed to *persons deceased or removed to places unknown.*

7. Letters directed to persons who have removed to some other *known office*.—(See sec. 39.)

8. *Circulars, free packets containing printed documents, speeches, and other printed matter.*

II. DEAD LETTERS.—Radical changes having been made in the regulations of 1859, relative to dead letters, a thorough revision is necessary, to obviate confusion.

TIME TO RETURN.—Dead letters are to be returned under the following regulations:

1. All *unclaimed advertised* letters must be returned to the Dead Letter Office *ONE MONTH* after the date of their *advertisement*; and letters of classes 2 and 3 "*not to be advertised*," and any others if *not prepaid*, when unclaimed a corresponding length of time with the advertised letters, must be sent in the same return—also *all refused* letters; but *no description* of dead letters must, under *any circumstances* whatever, be sent in the same package with a "*Quarterly Return*."

2. All offices advertising *weekly*, will return their unclaimed letters to the Dead Letter Office *weekly*, and *about five weeks* after their receipt; and

3. All *smaller offices*, at which the periods for advertising are *monthly*, will advertise on the first of each calendar month, and return their unclaimed letters at the beginning of the next calendar month, thus:

a. Letters received in January, if not claimed, must be advertised February 1, and returned to the Dead Letter Office March 1.

b. Letters received in February, if not claimed, must be ad-

vertised March 1, and returned to the Dead Letter Office April 1.

c. Letters received in March, if not claimed, must be advertised April 1, and returned to the Dead Letter Office May 1, &c.

To the above there are the following exceptions:

1. Letters at seaports, intended for persons on board of certain designated vessels expected to arrive, should be duly regarded by postmasters and excepted from the regular returns; also,

2. Letters bearing *requests* for their return to the writers if unclaimed, under Sec. 28.

3. Letters bearing requests to be retained a specified time.

4. When a postmaster has *special reason* to believe any letter can be delivered to the person addressed by holding it more than one month, he may write or stamp upon such letter the words, "*Specially held for delivery*," and hold it not exceeding three months from the date of its receipt at his office.

5. REGISTERED letters *unclaimed one month* after advertisement or due notification must be securely packed up with a registry bill and return bill, each showing the *registered number* and the *address* of each letter; this package must be *sealed, postmarked, indorsed "Dead Registered Letters,"* directed to the "*Third Assistant Postmaster General*," and then registered to the "*Postmaster, Washington City, D. C.*," the return bill following by the next mail. *No registry fee* is to be charged upon *any official business*.

6. Any OFFICIAL letter from this department, or from any other department or public office at the seat of government, when not called for within *one month* from the time of its receipt, or when the person addressed is known to be dead, or to have moved away, must be returned *direct* to the department or public office in which it originated, and should never be treated as a dead letter.

7. UNMAILABLE letters of the following descriptions must be returned to the Dead Letter Office as often as *once a week, separate* from the regular weekly and monthly returns, and accompanied by a *list of the persons addressed* instead of a bill; the package must be plainly marked outside, "*Unmailable Letters*," &c., postmarked, and directed to the "*Third Assistant Postmaster General, Dead Letter Office*."

a. Letters attempted to be sent with *stamps previously used, or stamps cut from stamped envelopes*.

b. *Unpaid* letters for foreign countries, on which *prepayment* is required by the regulations.

c. Letters *not addressed, or so badly addressed* that their destination cannot be known.

d. Letters *misdirected* to places where there are no post offices.

e. Letters *intentionally unpaid*.—(See section 27.)

8. *Prepaid* letters of classes 4 and 6, "*not to be advertised*," are to be returned with the *unmailable* letters, and treated like them.

9. Domestic *pamphlets, circulars, and newspapers* are not to be returned to the Dead Letter Office; but *books, and unpaid foreign pamphlets, newspapers, and other printed matter, when refused, or unclaimed* the usual time, (5 to 8 weeks,) must be returned with the regular weekly or monthly returns.

10. MARKING DEAD LETTERS.—Upon *every letter returned* to the Dead Letter Office, whether domestic or foreign, *two marks* must be legibly written or stamped, viz:

a. The *postmark* of the office from which it is returned, in-

cluding the abbreviated name of State and the date of return, on the sealed side.

b. The reason for its non-delivery, on the face, say, "unclaimed," or "not called for," or "illegal stamp," or "not directed," &c., or the person addressed is "unknown," or "cannot be found," or has "removed to unknown office," or is "deceased," &c., as the case may be.

11. "Unknown" is not a sufficient reason for sending a letter to the Dead Letter Office without advertising it, and "mis-sent" is never a reason for non-delivery, but is a reason for forwarding a letter to the office to which it is directed, and which it has failed to reach.

12. The date of advertising should be at once written or stamped upon every advertised letter, thus, "Adv. July 1," or as the case may be.

13. If, previous to its return, the seal of a dead letter be broken by accident, or by having been delivered to the wrong person, the fact must be noted upon it.

14. BILL.—Every return of (unclaimed) dead letters must contain its dead letter bill, made out on a common post-bill blank, except where printed dead letter bills are provided for the large cities. The word "HERE," in the caption after "PAID," is to be erased or disregarded, but the names of post office and State, and the date of return, must never be omitted or illegible. The bill should be addressed "To Dead Letter Office," and figures must be entered in the proper columns to show—

a. The number of domestic letters of each rate, under the proper heads of unpaid, paid, &c. Those originally sent under the franking privilege are to be entered "Free," but no others. Drop letters should be marked "Drops."

b. The number of foreign letters of each rate, entered separately from the domestic, under unpaid and paid, and marked "For."

c. The number of "Return Letters," separately entered under unpaid, and marked "Return."

d. The rates of all unpaid letters entered in the column of "Rates," which should contain no other writing whatever. The rate of an unpaid dead letter is the amount due upon it, including 1 cent for advertising, when advertised in a newspaper; thus, 3 cents due, and 1 cent for advertising, make a 4 cent rate.

e. The whole number of advertised letters, excepting those entered as unpaid, must be entered, with their one cent rate, under the head of unpaid, and marked in the margin "Adv.," or no allowance will be made for the advertising.

f. The amounts due for unpaid postage and advertising, entered under unpaid. The amounts of prepaid postage should also be entered under paid.

15. All dead letter bills are to be made in duplicate, and one of each retained by the postmaster—the sums of their unpaid columns to be carried to No. 12 of the account current. The one sent with the dead letters should be secured from injury by placing it under the first letter of the package.

16. Weekly advertised lists should be carefully corrected so as to distinguish the letters delivered from those returned, before sending them to the Dead Letter Office. Advertised lists from monthly offices should be sent, with the quarterly accounts, to the Auditor's Office; but no allowance will be made upon manuscript lists.

17. PACKING UP DEAD LETTERS — Domestic letters, foreign letters, drop letters, and return letters, without regard to their rea-

sons for non-delivery, must each be put into separate parcels or packages, with the contents marked outside; and the letters of each description must be arranged in their parcel or package, regularly, and according to their rates. Unpaid letters, when numerous, should be put into a separate package from the paid.

18. Whenever the number of letters, of any description, to be returned materially exceeds one hundred, they must be put in two or more separate packages, each securely enveloped and tied; and particular care must then be taken to number consecutively the several packages of letters, beginning with No. 1, and to place the bill in the highest numbered package, marking the same "Bill;" and also to mark on the outside of each package the description of letters contained therein.

19. Large weekly returns, embracing ten or more such packages, must in all cases be made in separate locked pouches, with wooden or leather labels, marked "WEEKLY RETURNS from," (name of office and date of mailing,) and plainly directed "Dead Letter Office, Washington, D. C."

20. Smaller weekly and large monthly returns of three to ten such packages must be similarly bagged, unless the several packages of letters can be compacted under a strong canvas or muslin cover, carefully stitched and sealed with wax, making one bundle, which must be plainly postmarked, indorsed "Weekly Returns" or "Monthly Returns," as the case may be, and directed to the "Dead Letter Office, Washington, D. C."

21. At small monthly offices, when the letters of any one kind do not make more than two such packages, the several parcels or packages must be securely wrapped and tied up in one bundle, which must be marked outside "Monthly Returns," postmarked, and directed to the "Dead Letter Office, Washington, D. C."

N. B.—It is of the first importance to guard against the separation of the several packages belonging to the same return.

SEC. 8. And be it further enacted, That dead letters containing valuable enclosures shall be registered in the department; and when it appears that they can neither be delivered to their address nor to the writers, the contents thereof, so far as available, shall be included with the receipts of the Post Office Department; and the amount thereof shall be shown in the annual report, and shall be subject to reclamation by either the party addressed or by the sender for four years from registry thereof, careful account being kept of the same. All other letters deemed of value or of importance to the party addressed, or to the writer, and which it appears cannot be returned to either destination, shall be disposed of as the Postmaster General shall direct.

INSTRUCTION No. 8. When valuable dead letters, forwarded from the Dead Letter Office for delivery to the "proper owners," are again returned to the department because unclaimed or refused, those containing money must be first sealed up in an envelope or package, addressed to the "Third Assistant Postmaster General, Dead Letter Office," and then enclosed with a proper registered bill, in a second wrapper, and addressed "Postmaster, Washington City, D. C.," the "return" bill following by the next mail.

Those containing other articles of value are not to be registered when returned; but they must be carefully enclosed in one sealed envelope or package, and addressed to the "Third Assistant Postmaster General, Dead Letter Office." No other kind of letters must be sent in the same package.

Valuable dead letters are never to be forwarded to another office, nor retained more than one month.

The postage to be charged on valuable dead letters is fixed

by section 29 at 6 cents for each single rate. It must be collected when the letters are delivered, and *all received* must be entered in the dead letter column of the account of "Mails Received," and in No. 2a of the account current; but when postage is *not collected*, and the letters are sent back to the department, *no entry* of postage should be made; for it is nowhere charged against the office.

Ordinary dead letters returned for delivery to the writers, according to the act approved June 21, 1862, without being recorded as valuable, are called "*Return Letters*," and the postage to be collected on them is fixed by section 29 at 3 cents for each single rate.

*All return letters* are to be entered in the dead letter column of "mails received," and postmasters must always charge themselves with the *whole amount* of postage on them in No. 2a of the account current, and take credit in No. 12a for those *sent back* to the "*Dead Letter Office*."

"*Return letters*" are *not* to be advertised; but they are to be placed in the proper boxes for delivery, and due care exercised to deliver them whenever possible. They *may be forwarded* when requisite, as other letters.—(See Sec. 30.)

The *date of receipt* must be written or stamped upon every "*return letter*," and if *refused*, or, from any other cause, not delivered and the postage is not collected within *one month*, such letters must be included in the *next weekly or monthly* return of dead letters thereafter, *postmarked* on the *sealed side*, and with the *reason for non-delivery* specified on each letter.

A *separate entry* for "*return letters*" must be made in the dead letter bill under *unpaid*, and marked "*return*."

SEC. 9. *And be it further enacted*, That the Postmaster General may provide by regulation for the disposition, for the benefit of the department, of printed matter which remains in any post office, or in the department, not called for by the party addressed; but the postmaster shall notify the publisher of any newspaper or periodical of the fact when any subscriber shall refuse to take the same from the office, or shall neglect to call for the same for the period of one month, which notice may be sent free under regulation to be provided by the Postmaster General.

INSTRUCTION No. 9. In the absence of special instructions to any office, the undelivered matter shall, at the end of each quarter, be sold by the postmaster for the highest price attainable therefor; and the amount of proceeds thereof shall be entered in his quarterly account.

When any newspaper or magazine regularly sent through the mails has been refused by a subscriber thereto, or not called for by him for one month, the postmaster will write a statement of the facts to the postmaster where such publication is mailed, to be by him communicated to the publisher.

SEC. 10. *And be it further enacted*, That the action of the Post Office Department respecting foreign dead letters shall be subject to conventional stipulations with the respective foreign administrations.

INSTRUCTION No. 10. This section explains itself.

SEC. 11. *And be it further enacted*, That letter-carriers shall be employed, at such post offices as the Postmaster General shall direct, for the delivery of letters in the places respectively where such post offices are established; and for their services they shall severally receive a salary, to be prescribed by the Postmaster General, not exceeding eight hundred dollars per year: *Provided*, That, on satisfactory evidence of their diligence, fidelity, and experience as carriers, the Postmaster General may increase their respective salaries from time to time to any sum not exceeding one thousand dollars,

at offices where the income from postages on the local letters shall yield a sum more than sufficient to pay all expenses of the carrier system at such offices; each of the said carriers shall give bond, with sureties, to be approved by the Postmaster General, for the safe custody and delivery of all letters, packets, and moneys received by him.

INSTRUCTION No. 11. Under this section special regulations will be adopted applicable to the several offices where the delivery system shall from time to time be introduced. Postmasters will exercise the greatest possible care in selecting and nominating letter-carriers. They must be men of good intelligence and good physical ability, of unquestionable integrity, and interest themselves in the service. The salary of each will be regulated by his experience, fidelity, and diligence, beginning at a low sum, with advancement from time to time according to merit. Postmasters in nominating carriers will state their age, previous occupation, and any other fact touching the question of their fitness. Only those candidates should be recommended who desire to continue permanently in the duties of the office. It is not intended to remove carriers except for cause of unfitness, and to reward their diligence by promotion in the postal service. Delivery districts for each carrier will be so arranged by postmasters as to give full employment to the carriers with the least loss of time in the delivery and collection of letters. The amount of local mail matter will be greatly increased by perfect regularity and promptitude in the movement of the carriers. Some dress or badge should be adopted by which the public will readily recognize them.

SEC. 12. *And be it further enacted*, That whenever the Postmaster General shall have perfected the carrier system in any postal district so as in his judgment to justify him therein, he is authorized to make delivery, within any prescribed postal district, of mail matter by letter-carriers, as frequently as the public convenience in such district shall require, and shall make all proper regulations for that purpose.

INSTRUCTION No. 12. Special regulations will be made under this section as occasion may require.

SEC. 13. *And be it further enacted*, That the Postmaster General is authorized, when in his judgment the public interest or convenience may require it, to establish one or more branch post offices, and also pillar boxes, or other receiving boxes, for the safe deposit of matter for the mails and for delivery; and in case of such establishment of a branch office, the person in charge thereof shall be appointed, and his salary fixed, as in the case of a letter-carrier, and the like bond required: *Provided*, That the post officer in charge of the branch office may also be a depository for the sale of stamps, to be delivered to him for that purpose by the postmaster of that postal district in sums not at any time to exceed one-half of the penalty of his bond.

INSTRUCTION No. 13. Special regulations will be communicated to each office to which the provisions of this section shall be applied.

SEC. 14. *And be it further enacted*, That all expenses for the letter-carriers, branch offices, and receiving boxes, or incident thereto, shall be entered and reported in a separate account from the ordinary postal expenses of such post office, and shall be shown in comparison with the proceeds of the postages on local mail matter at each office, in order that the Postmaster General may be guided in the expenditures for that branch of the postal service by income derived therefrom; and all such expenses shall be paid out of the income of the post office at the district in which they are incurred.

INSTRUCTION No. 14. Each postmaster, where the letter-carrier system is or shall be established, will keep an account

and make quarterly report of the expenses incident thereto under the following heads:

1. Compensation of carriers.
2. Expense of branch offices.
3. Cost of receiving boxes.
4. Expense of repairs.
5. Cost of local transportation.
6. Miscellaneous expenses.

He shall also exhibit quarterly the income derived from local postage.

**NOTE.**—As this section provides that the expenses of the system of free delivery shall be paid out of the income of the post office of the district in which they are incurred, it is important that the department should be early advised as to the number and compensation of letter-carriers and collectors at all offices where they are now employed. Postmasters will therefore send to the Appointment Office at the earliest practicable moment after the receipt of these instructions a full statement of the number and compensation to each, as well as all other information in their possession relating to this subject, the better to enable the Postmaster General to determine at what offices the system shall be continued, and to fix the amount of salary of carriers.

**SEC. 15.** *And be it further enacted,* That the postmaster of any office where letter-carriers are employed may contract with the publishers of any newspapers or periodicals, and with the publishers of any circulars, for the delivery by postal carriers, within his postal district, of any such publications not coming through the mails, at rates and upon terms to be agreed upon, such arrangement and terms being equally open to all like publishers; but such contract shall have no force or effect until approved by the Postmaster General. The Postmaster General may also provide by regulation for the delivery by such carriers of small packets other than letters or papers, and not exceeding the maximum weight of mailable packages; but such packages must be prepaid by postage stamps at the rate of two cents for each four ounces or fraction thereof.

**INSTRUCTION No. 15.** Postmasters at letter-carrier offices will give special attention to the provisions of this section, and will report, after advising with publishers and news agents, what will be a fair compensation to be paid by publishers for the delivery of their regular issues by postal carriers. They will, as soon as practicable, also report whether the local revenue may not be increased by establishing a package delivery in connexion with the local mail delivery. The greatest diligence must be used by postmasters to perfect the carrier system and secure public attention and patronage to its facilities.

**SEC. 16.** *And be it further enacted,* That no postmaster shall receive, to be conveyed by the mail, any packet or package which shall weigh more than four pounds, except books published or circulated by order of Congress.

**INSTRUCTION No. 16.** This section explains itself.

**SEC. 17.** *And be it further enacted,* That upon the following mailable matter the postage must be prepaid, at the time of mailing, by stamps, unless otherwise expressly provided in this act:

First. Upon all domestic letters, whether passing through the mails or collected or delivered by postal agents or carriers.

Second. On all transient printed matter.

Third. On all seeds, cuttings, bulbs, roots, and scions; all pamphlets, books, book manuscripts, and proof-sheets, maps, prints, engravings, blanks, flexible patterns, samples and sample cards, phonographic paper, letter envelopes, postal

envelopes, paper, and photographic representations of different types.

Fourth. Upon all other things in the mail not otherwise herein provided for.

**INSTRUCTION No. 17.** On and after the 1st July, 1863, postage must be prepaid upon all mail matter, except—

1. Matter lawfully franked.—(See section 42.)
2. Foreign letters which are regulated by special conventions.
3. Printed matter regularly issued and sent to regular subscribers.—(See sections 18, 35, and 36.)
4. The letters mentioned in section 27 of this law.

**SEC. 18.** *And be it further enacted,* That upon the following mailable matter the postage shall be paid before delivery for not less than one quarter nor more than one year; and such payment for a term may be made either at the mailing office or at the office of delivery. If the term commences at any other time than at the beginning of a quarter, such payment must be made to cover such fractional quarter, and also for the next following quarter; otherwise the postage shall be collected thereon as on transient matter:

Upon regular weekly, tri-weekly, semi-weekly, and daily publications, and all other regular publications, issued from a known office of publication at stated periods and sent to regular subscribers.

**INSTRUCTION No. 18.** No newspaper or magazine, not prepaid at the mailing office, can be delivered under this law until the postage has been paid for at least one quarter, unless the party addressed shall pay on each such paper or magazine the rate required on transient matter by section 34 of this law. If the quarterly postage shall be paid at any other time than the beginning of a quarter, that is to say, on the first day of January, April, July, and October, it must be paid to the end of the next following quarter; thus, if the subscription commences from the 1st of August, payment must be made to the 31st of December. Not more than one year's postage can be collected in advance. If postmasters deliver any mail matter without first collecting the postage thereon, they must immediately charge themselves with the amount, and report it as paid in their quarterly account. Any failure to do this will be cause for removal.

**SEC. 19.** *And be it further enacted,* That mailable matter shall be divided into three classes, namely: first, letters; second, regular printed matter; third, miscellaneous matter.

**INSTRUCTION No. 19.** Postmasters will, as far as possible, report the postage accruing at their offices upon each of these classes of mail matter separately.

**SEC. 20.** *And be it further enacted,* That the first class embraces all correspondence, wholly or partly in writing, except that mentioned in the third class. The second class embraces all mailable matter exclusively in print, and regularly issued at stated periods, without addition by writing, mark, or sign. The third class embraces all other matter which is or may hereafter be by law declared mailable; embracing all pamphlets, occasional publications, books, book manuscripts, and proof-sheets, whether corrected or not, maps, prints, engravings, blanks, flexible patterns, samples and sample cards, phonographic paper, letter envelopes, postal envelopes or wrappers, cards, paper, plain or ornamental, photographic representations of different types, seeds, cuttings, bulbs, roots, and scions.

**INSTRUCTION No. 20.** For the rates of postage to be charged upon the respective classes of matter named in this section, see sections 22, 23, 24, and 34 of this law.



SEC. 21. *And be it further enacted,* That the maximum standard weight for the single rate of letter postage is one-half ounce avoirdupois.

INSTRUCTION No. 21. This section explains itself.

SEC. 22. *And be it further enacted,* That the rate of postage on all domestic letters transmitted in the mails of the United States, and not exceeding one-half ounce in weight, shall be uniform at three cents; and for each half ounce, or fraction thereof, of additional weight, there shall be charged an additional rate of three cents, to be in all cases prepaid by postage stamps plainly affixed to such letter.

INSTRUCTION No. 22. On and after July 1, 1863, the single letter rate of postage will be three cents throughout the United States. The Pacific rate of ten cents is abolished.

An additional rate of three cents is required for each additional half ounce or fraction. It must be prepaid in all cases, subject to the exceptions mentioned in section 27.

SEC. 23. *And be it further enacted,* That the rate of postage on all letters not transmitted through the mails of the United States, but delivered through the post office or its carriers, commonly described as local or drop letters, and not exceeding one-half ounce in weight, shall be uniform at two cents, and an additional rate for each half ounce, or fraction thereof, of additional weight, to be in all cases prepaid by postage stamps affixed to the envelope of such letter: but no extra postage or carrier's fee shall hereafter be charged or collected upon letters delivered by carriers, nor upon letters collected by them for mailing or for delivery.

INSTRUCTION No. 23. On and after July 1, 1863, mail letters are collected and delivered without any charge. All local letters, however, are chargeable with two cents postage, to be prepaid by stamps in all cases. But no fee is to be paid to the carrier thereon.

SEC. 24. *And be it further enacted,* That the domestic letter rate of postage is established for all mailable matter which is wholly or partly in writing, or is so marked as to convey any other or further intelligence or information than is conveyed by the original print in case of printed matter, or which is sent in violation of law or regulations of the department touching the enclosure of matter which may be sent at less than letter rates, and for all matter introduced into the mails for which no different rate is provided by law: *Provided,* That book manuscripts and corrected proofs passing between authors and publishers may pass at the rate of printed matter: *And provided, further,* That publishers of newspapers and periodicals may print or write upon their publications sent to regular subscribers the address of subscribers and the date when the subscription expires, and may enclose therewith receipts for payment and bills for subscription thereto.

INSTRUCTION No. 24. Under this section postmasters will charge and collect postage, at the rate of three cents for each half ounce, on any newspaper or periodical so marked or written upon as to give any other information than that contained in the print. The same charge will be made where it is so enclosed that it cannot be examined without destroying the wrapper. The same rule applies to written and printed matter which may be sent at less than letter postage.—(See No. 39.)

SEC. 25. *And be it further enacted,* That on all matter not enumerated as mailable matter, and to which no specific rates of postage are assigned, and which shall nevertheless be mailed, the rate, if the same shall be forwarded, is established at the rate of letter postage.

INSTRUCTION No. 25. The latter rate will therefore be charged on all matter in the mails not mentioned in section 20 of this law.

SEC. 26. *And be it further enacted,* That if any matter on which by law the postage is required to be prepaid at the mailing office shall reach its destination without such prepayment, double the prepaid rates shall be charged and collected on delivery.

INSTRUCTION No. 26. Postmasters will give particular attention to this section. It applies to all letters not duly franked or prepaid, (except soldiers' and naval letters,) and all printed matter except that sent to regular subscribers, and to all miscellaneous mail matter mentioned in third class of section 20.

If postage is partly prepaid, the unpaid postage will be charged at double rates.

SEC. 27. *And be it further enacted,* That the Postmaster General is authorized to provide by uniform regulation for transmitting unpaid and duly certified letters of soldiers, sailors, and marines in the service of the United States to destination; and all other letters which from accident or neglect appear to have been deposited for mailing without prepayment of postage, where, in the latter class, the writer is not known, or cannot be promptly advised of his default; but in all cases of letters not prepaid, except certified soldiers' and naval letters, the same shall be charged with double rates of postage, to be collected on delivery.

INSTRUCTION No. 27. The following regulations are in force from July 1, 1863, under this section:

1. Letters written by commissioned officers in the military or naval service cannot be certified as soldiers' or naval letters.

2. Letters written by non-commissioned officers and privates in the military service, or in the naval service, (embracing the marine corps,) on which the postage is not prepaid by stamps, must be plainly marked on the outside, over the address, soldier's letter or naval letter, (as the case may be,) and this certificate signed with his official designation by a field or staff officer of the regiment to which the soldier belongs, or by the officer in command of his detachment, or of the post, or by a surgeon or chaplain at a hospital. In the navy or marine corps by the officer in command of the vessel, or by a chaplain or surgeon on board, or by the officer commanding a detachment of marines on shore.

3. If any military or naval letters not thus duly certified shall be deposited at any post office for mailing, they shall nevertheless be mailed, but rated up with double postage, to be collected on delivery, as in other cases of unpaid letters.

4. This law requires prepayment of postage on all ordinary letters by stamps, as heretofore; but this section intends, and postmasters are instructed, to use a liberal discretion in forwarding unpaid letters deposited for mailing where there is any reason to believe that such failure to prepay was the result of accident, ignorance, or any other cause than design, charging them with double rates of postage, to be collected on delivery. The former practice of notice to the party addressed is abolished.

In all cases where the failure to prepay postage on the letters of civilians, when the same are deposited for mailing, is evidently *intentional*, such letters should be forwarded with other "*unmailable*" letters to the Dead Letter Office.

SEC. 28. *And be it further enacted,* That when any writer of a letter on which the postage is prepaid shall indorse in writing or in print upon the outside thereof his name and address, with a request that the same be returned to him if not called for or delivered within any number of days, (not to exceed thirty days,) any such letter shall not be advertised nor treated as a dead letter at the office addressed, but shall

be returned as requested, charged with the proper postage at the prepaid rate, to be collected on the return delivery; and if not then delivered, shall be treated as a dead letter.

INSTRUCTION No. 28. Postmasters will observe the provisions of this section. But it applies only to prepaid letters. If a letter bearing such request is deposited without prepayment it will not be forwarded, but the writer will be notified of its detention. They should be returned promptly at the expiration of the time, as requested, charged with the postage at the single rate, to be collected on the return delivery.

If no time is specified, or it exceeds thirty days, such letter must be returned to the writer at the expiration of thirty days.

A business card printed on a letter is not to be regarded unless it embraces a request for the return of the letter if un-called for; but such request specifically made in any form should be observed.

The dates of receiving such letters must be carefully written or stamped upon them, and also the dates of remailing them to the writers; and when remailed, the words "Returned to writer" should be plainly written or stamped across the face of each, and the original address erased.

If such letters are not delivered to the writers within one month after their return, they must be sent to the Dead Letter Office with other unclaimed letters.—(See section 7.)

A regular account must be kept of letters returned to the writers under this law, (section 28,) showing the name and address of the writer, to whom directed, the date of receipt, and date of return. A similar account should be kept of such letters received from other offices. Send copies of these accounts quarterly to the "Third Assistant Postmaster General."

SEC. 29. *And be it further enacted*, That the postage on returned dead letters, not registered as valuable, shall be three cents for the single rate; on returned dead letters, registered as valuable, double rates shall be charged.

INSTRUCTION No. 29. See regulations under section 8.

SEC. 30. *And be it further enacted*, That all letters directed to any person not found at the office addressed may be forwarded to any other office where he may be found, with additional charge of postage therefor.

INSTRUCTION No. 30. In all cases where the party addressed leaves directions for the forwarding of his letters to another office, and in all cases where the postmaster has knowledge that they will reach him if forwarded to another office, (and no contrary directions have been given,) such letters should be immediately forwarded, charged with the additional postage at the prepaid rates.

SEC. 31. *And be it further enacted*, That the Postmaster General shall have authority to pay, or cause to be paid, a sum not exceeding two cents each for all letters conveyed in any vessel or steamboat, not employed in carrying the mail, from one port or place to any other port or place in the United States, or from any foreign port to any port within the United States, subject to such regulations as the Postmaster General may prescribe. But all such letters shall be deposited in the post office at the port of arrival for mailing or delivery; and if for delivery within the United States, shall be rated with double rates of postage, which shall cover the fee paid to the vessel. No fees shall be allowed for letters collected by a carrier on a mail route.

INSTRUCTION No. 31. Under this section the following regulations are prescribed:

1. No fees will be allowed to any vessel or to any person

on board any vessel which carries the mail, nor to any mail carrier on any mail route by land or water.

2. Postmasters are authorized to pay for each letter addressed to the United States by any other sea-going vessel from a foreign port two cents, and for each letter addressed to the United States brought by any other vessel on inland waters, or brought coastwise from one domestic port to another, one cent; but to entitle the carrier to such payment, the letters must be promptly delivered to the post office upon arrival.

3. At the post office where deposited they will be charged with double rates of postage to be collected at the office of delivery, that is to say, six cents for the single weight if mailed and four cents the single weight if delivered at the office; but if such letter has been prepaid by United States stamps at such double rate of postage, no additional charge will be made. If only partly prepaid by stamps, double the unpaid balance will be charged and collected on delivery.

4. If such letter is addressed to any point in a foreign country, no fee will be allowed thereon by the postmaster to the carrier.

SEC. 32. *And be it further enacted*, That, for the greater security of valuable letters posted for transmission in the mails of the United States, the Postmaster General is authorized to establish a uniform plan for the registration of such letters on application of parties posting the same, and to require the payment of the postage, as well as a registration fee not exceeding twenty cents, on every such letter or packet, to be accounted for by postmasters receiving the same in such manner as the Postmaster General shall direct: *Provided, however*, That such registration shall not be compulsory, and it shall not render the Post Office Department or its revenue liable for the loss of such letters or packets, or the contents thereof; and provision shall be made by regulation for a return receipt to the writer, showing to whom and when such registered letter was delivered, which receipt shall be received in the courts as *prima facie* evidence of such delivery.

INSTRUCTION No. 32. Postmasters will observe and call attention to the important provisions of this section. The return receipt is made legal evidence of the delivery of the letter to the party addressed. To entitle a letter to registration the regular postage must be prepaid by stamps; and in addition to this, the registration fee must be paid in money.

The registration fee is twenty cents. It is of the utmost importance that postmasters should exercise the greatest care and diligence in the custody and despatch of registered letters, so that they may be able to make affidavit that a given registered letter was despatched from their respective offices on a certain day and in a designated mail pouch. The receipt delivered to the sender of the letter, and the corresponding marginal entry in the receipt book, should specify his name and residence. The postmaster will at the same time prepare a blank return receipt, which must contain the same items and number as the receipt given the sender, and which is to be forwarded with the registered letter for the signature of the receiver. In addition to the registered number in the upper left hand corner of the letter, the word "Registered" should be plainly written or stamped on the face of the same. The blank return receipt, to be signed by the receiver of the letter, should be enclosed in the same sealed wrapper with the left hand or registered letter-bill accompanying the parcel of letters to which it relates.

In all large offices where letters are received, entered, and

mailed by different persons, it shall be the duty of the postmaster either to keep the receipt book or to designate some one specially for that service, and to see that it is made the duty of the clerk receiving a letter for registry and keeping the account of *registered letters sent*, after making up each package of registered letters for mailing, to enter the same in a book to be kept for the purpose, in which shall be stated the date on which the package is sent away from the office, the name of the office to which the package is sent, and the number of each letter contained therein. Before the hour of mailing arrives, the package shall be passed to the mailing clerk, who will compare the letters in it with the entry on the book; and if found correct, shall SEAL and receipt for the same by signing his name opposite the number of each letter contained therein, and specifying the hour at which the letters are despatched from the office. The mailing clerk will see that the registered letter package is enclosed in the same package with the unregistered letters, sent by the same mail, and in the margin of the ordinary account of mails sent, opposite the entry of the post-bill accompanying said mail, shall be written the word "*Registered*," and the same word, or its initial, "R," written on the post-bill.

On the receipt at an office of a mail containing a package of registered letters, the clerk who opens and distributes the mail will pass the registered package to the clerk keeping the account of registered letters, who will receipt for the same by signing his name to the post-bill; he will then compare the letters found in the package with the accompanying bill, and will indorse it correct if he find it so, or will note the error, if there be one, and then enter the contents in the account of *registered letters received* and deposit the letter or letters in a secure place to be kept, with the blank return receipts, until delivered to the persons addressed.

On receipt at a distributing office of a mail containing a package of registered letters for distribution, the clerk who opens the mail will proceed in same manner as above prescribed for registered letters received for delivery. The letters will then be entered in the account of registered letters received for distribution, and disposed of in same manner as above provided for registered letters originally mailed at the office.

The postmaster at the office of delivery will not deliver a registered letter until the person authorized to receive it shall have first signed the return receipt therefor, and also a second acknowledgment to the same effect, to be filed at such office of delivery. The return receipt, duly filled up and signed, is to be forwarded as soon as practicable to the post office where the letter to which it relates was originally mailed, and it shall be the duty of the postmaster at the latter office to cause the same to be delivered without delay to the sender. In case the postmaster at the mailing office has not received a printed form of blank for the return receipt, he will make use for the purpose of the present printed receipt designed for the sender, with the requisite additions and modifications. And should the postmaster at the office of delivery fail to receive a blank return receipt, he should make out from the data in his possession a receipt of this kind and return the same duly signed by the receiver to the mailing postmaster.

The use of a return receipt is not required for registered letters sent to or received from foreign countries.

From and after July 1, 1863, postmasters will be allowed

a commission of *fifty* per cent. on the amount of registration fees received at their offices.

Such portions of former regulations with regard to registered letters as are not modified by the preceding instructions should be strictly observed.

SEC. 33. *And be it further enacted*, That the maximum standard weight for the single rate of postage on matter classed as printed matter, and also on that classed as miscellaneous matter, is four ounces avoirdupois, subject to the exception in the next following section provided.

INSTRUCTION No. 33. (See instructions under No. 34.)

SEC. 34. *And be it further enacted*, That the rate of postage on transient mailable matter of the second class, and also on all miscellaneous mailable matter of the third class, (except circulars and books,) shall be two cents for each four ounces, or fraction thereof, contained in any one package to one address; and such postage shall in all cases be fully prepaid by stamps, plainly affixed to the wrapper thereof. Double these rates shall be charged for books. Unsealed circulars, not exceeding three in number, shall pass at the single rate of two cents, and in that proportion for a greater number, adding one rate for three circulars, or less number thereof, directed to one address. No extra postage shall be charged for a card printed or impressed upon an envelope or wrapper. These rates must in all cases be prepaid by stamps.

INSTRUCTION No. 34. By sections 33 and 34 of this law the rate of postage on all transient matter and upon all mailable matter, except letters and regular papers and periodicals, is fixed by the weight of the package, (excepting circulars.) This standard weight is fixed at four ounces, and passes at the rate of two cents, an extra rate of two cents being added for each additional weight or fraction of it. Double this rate (that is four, cents) is charged for books by the same standard of weight. Three circulars or any less number, in one unsealed envelope to one address, pass at the same rate of two cents. Seeds, engravings, and the other miscellaneous matter mentioned in the third class of section 20 of this law, are also charged at the same rate of two cents for each four ounces, or fraction of it, sent to one address. These postage charges must in all cases be prepaid by stamps. No extra charge is made, as heretofore, for any business card or address printed on the wrapper.—(See also No. 39, last clause.)

SEC. 35. *And be it further enacted*, That the rate of postage upon mailable matter of the second class, issued once a week or more frequently from a known office of publication, and sent to regular subscribers, shall be as follows: Upon newspapers and other periodical publications, each not exceeding the standard weight of four ounces, and passing through the mails or post offices of the United States between any points therein, the rate for each quarter of the year shall be: for publications issued once a week, five cents; issued twice a week, ten cents; issued three times a week, fifteen cents; issued six times a week, thirty cents; issued seven times a week, thirty-five cents; and in that proportion, adding one rate for each issue more frequent than once a week. For weight exceeding four ounces, and not exceeding eight ounces, an additional rate shall be charged; and on the same scale, an additional rate for each additional weight of four ounces or fraction thereof; and such postage must be prepaid for a term not less than one quarter nor more than one year, at either the office of mailing or of delivery, at the option of the subscriber, of which payments a record shall be made and preserved in the post office where paid; and no such publication shall be delivered from the office until such payment is made; but the publishers of weekly newspapers may send to each actual subscriber within the county where their papers are printed and published one copy thereof free of postage.

**INSTRUCTION No. 35.** This section is applicable to regular papers and periodicals issued *once a week or more frequently* and from a *known* office of publication. Publications issued without disclosing the office of publication, or containing a fictitious statement thereof, will not be forwarded unless prepaid at the mailing office at the rates of transient matter. The provision of the former law authorizing free delivery of newspapers within the county of their publication is retained: but observe, 1st, that the subscriber must reside within the county of publication; and 2d, that it is only a *weekly* newspaper that can be thus delivered without charge of postage. Observe, also, that there is no longer any difference by reason of the circulation in or out of the State where published. Consult the postage table for further information.

**SEC. 36.** *And be it further enacted,* That the rate of postage upon mailable matter of the second class, issued less frequently than once a week from a known office of publication, and sent to regular subscribers, shall be as follows: [Upon newspapers, magazines, and other periodical publications, each not exceeding the standard weight of four ounces, and passing through the mails or post offices of the United States between any points therein, the rate for each such paper or periodical shall be one cent, and an additional rate of one cent for each additional weight of four ounces or fraction thereof: *Provided,* That the Postmaster General may provide by regulation for the transportation of small newspapers in packages at the same rate by the standard weight of the package when sent to one address; and the rates herein provided must be prepaid at either the office of mailing or of delivery, at the option of the subscriber, for a term not less than one quarter nor more than one year, except that newsdealers may pay the postage upon their packages as received at the same rates *pro rata* as yearly or semi-annual subscribers who pay postage quarterly in advance.

**INSTRUCTION No. 36.** This section provides for the other regular publications not embraced in 35, namely, where they are not issued as often as once a week, and includes all monthly and quarterly magazines, Sunday-school papers, &c. As in the other case, they must have a known office of publication, and be regularly sent to subscribers, otherwise they must be prepaid at transient rates at the mailing office. Small newspapers not issued as often as once a week, devoted to the use of Sunday schools, to religion, to education, or to agriculture, may be sent in packages to one address at the rate of one cent for a package not weighing over four ounces, and an additional charge of one cent for each additional four ounces, or fraction thereof. Thus a package of such papers weighing only four ounces, published once a month and regularly sent to a subscriber, would be subject to charge, when paid quarterly in advance, of three cents per quarter, if published twice a month; over four and not exceeding eight ounces, double these sums, and so on. Each copy of a magazine is rated in like manner. In cases of doubt whether such newspapers are entitled to be rated by the package, postmasters will apply to the department for instructions, enclosing a copy of the paper in question. If the postage at least one quarter is not prepaid on such papers and magazines, the postage must be collected on delivery of each package or number at the rate of two cents for each four ounces, or fraction of it.

[Separate accounts to be kept of postages on the several classes]

**SEC. 37.** *And be it further enacted,* That publishers may enclose in their publications sent to regular subscribers the bills for subscription thereto without any additional charge for

postage, and may write or print upon their publications, or upon the wrappers thereof, the name and address of the subscribers thereto, and the date when the subscription will expire; but any other enclosure or addition in writing or in print shall subject the same to letter postage, which shall be collected before delivery thereof.

**INSTRUCTION No. 37.** Any additional writing beyond that mentioned in this section will subject the package to letter postage at double rates.

**SEC. 38.** *And be it further enacted,* That the Postmaster General may from time to time provide by order the rates and terms upon which route agents may receive and deliver at the mail car or steamer packages of newspapers and periodicals delivered to them for that purpose by the publishers, or any news agent in charge thereof, and not received from, nor designed for delivery at, any post office.

**INSTRUCTION No. 38.** Postmasters in cities and large towns will particularly observe the provisions of this section. Large additions to the postal revenue may be made by securing to the mail car the daily transportation of newspapers and periodicals now carried by expressmen. Ample power is conferred by this section to secure that result.

Route agents will receive and deliver such packages with care and promptitude whenever notified that arrangements have been made by the postmaster. Postmasters in cities from which such packages are sent will inquire and report to the department whether publishers and news agents will not transfer such packages to the care of the route agents, and at what rates, reporting the facts, with their recommendation, to the Postmaster General.

Route agents will use every exertion in aid of this purpose.

**SEC. 39.** *And be it further enacted,* That the Postmaster General has authority to prescribe by regulation the manner of wrapping and securing for the mails all matter not charged with letter postage nor lawfully franked, so that the same may be conveniently examined by postmasters; and if not so wrapped and secured, the same shall be subject to letter postage. He may also provide by regulation for ascertaining by furnished lists, by affidavit or otherwise, whether publishers send or have sent their publications unpaid through the mails to other than their regular subscribers.

**INSTRUCTION No. 39.** All mail matter not sent at letter rates of postage, embracing books, book manuscripts, proof-sheets, and other printed matter, and all other mail matter except seeds, must be so wrapped or enveloped with open sides or ends as to enable the postmaster to examine the package without destroying the wrapper, otherwise such packages must be rated with letter postage. No communication, whether in writing or in print, can be sent with any seeds, roots, cuttings, or scions, maps, engravings, or other matter not printed, except upon the separate payment of postage upon such separate matter at the established rates.—(See section 41.)

**SEC. 40.** *And be it further enacted,* That postmasters, at the office of delivery, are authorized, and it shall be their duty, to remove the wrappers and envelopes from printed and other matter not charged with letter postage, nor lawfully franked, for the purpose of ascertaining whether there is upon, or connected with, any such printed matter or in such package any matter or thing which would authorize or require the charge of a higher rate of postage thereon.

**INSTRUCTION No. 40.** If postmasters cannot make this examination without destroying the wrapper, they will rate the package with letter postage, and collect the same on delivery.

SEC. 41. *And be it further enacted*, That the Postmaster General may require an affidavit in form, to be prescribed by general regulation, to be taken by any publisher, or any clerk, agent, or servant of such publisher of any paper or periodical, which, by the terms of this act, may be sent to regular subscribers without prepayment of postage at the mailing office, to the effect that neither he nor any other proprietor, clerk, agent, or employé, within his knowledge, has sent, or caused or permitted to be sent, through the mails, without prepayment by postage stamps, any copies of such paper or periodical, (naming it,) except the same were sent to bona fide and regular subscribers thereto. And if it be ascertained that such papers or periodicals have been thus unlawfully sent, with the knowledge or consent of such proprietors, or of the agent or clerk in charge of that business; or if such affidavit, when required by the Postmaster General, or by a special agent of the Post Office Department, shall be refused, the person guilty of such offence, or refusing such oath, shall be liable to a fine of fifty dollars in each case, to be recovered by suit before any court of competent jurisdiction, one-half of which, when recovered, shall be paid to the informer.

INSTRUCTION No. 41. The Appolntment Office is charged with the preparation of this affidavit and the execution of this provision of the law in all cases requiring such action. Postmasters and special agents will report any case which demands the application of this provision.

SEC. 42. *And be it further enacted*, That authority to frank mail matter is conferred upon and limited to the following persons: First. The President of the United States, by himself or his private secretary. Second. The Vice-President of the United States. Third. The chiefs of the several executive departments. Fourth. Such principal officers, being heads of bureaus or chief clerks of each executive department, to be used only for official communications, as the Postmaster General shall by regulation prescribe. Fifth. Senators and representatives in the Congress of the United States, including delegates from Territories, the Secretary of the Senate and Clerk of the House of Representatives, to cover correspondence to and from them, and all printed matter issued by authority of Congress, and all speeches, proceedings, and debates in Congress, and all printed matter sent to them; their franking privilege to commence with the term for which they are elected, and to expire on the first Monday of December following such term of office. Sixth. All official communications addressed to either of the executive departments of government by an officer responsible to that department: *Provided*, That in all such cases the envelope shall be marked "official," with the signature thereto of the officer writing the communication. Seventh. Postmasters have also the franking privilege for their official communications to other postmasters: *Provided*, That in all such cases the envelope shall be marked "official," with the signature of the writer thereto; and for any and every such indorsement of "official" falsely made, the person making the same shall forfeit and pay three hundred dollars. Eighth. Petitions to either branch of Congress shall pass free in the mails. Ninth. All communications addressed to any of the franking officers above described, and not excepted in the foregoing clauses, must be prepaid by postage stamps. The franking privilege hereinbefore granted shall be limited to packages weighing not exceeding four ounces, except petitions to Congress and congressional or executive documents, and such publications or books as have or may be published, procured, or purchased by order of either house of Congress, or a joint resolution of the two houses, which shall be considered as public documents, and entitled to be franked as such; and except also seeds, cuttings, roots, and scions, the weight of the packages of which may be fixed by regulation of the Postmaster General.

INSTRUCTION No. 42. First. Communications may be franked by the President, (by himself or secretary,) by the Vice-President, and by each member of the cabinet, without being certified to be "official."

Second. The fourth class of franks can only cover official correspondence, and the words "official business" must be upon the envelope and signed by the official franking. For such official correspondence the franking privilege is allowed to the following officers: The First and Second Comptrollers of the Treasury; the Solicitor of the Treasury; the Auditors of the Treasury; the Treasurer of the United States; the Register of the Treasury; the Assistant Secretary of State; the Assistant Secretary of the Treasury; the Assistant Secretary of the War Department; the Assistant Secretary of the Navy; the Commissioner of the General Land Office; the Commissioner of Customs; the Commissioner of Patents; the Commissioner of Indian Affairs; the Commissioner of Pensions; the Assistant Postmaster General; the Adjutant General of the army; the Quartermaster General; the Inspector General; the Commissary General of Subsistence; the Paymaster General; the Chief Engineer; the Surgeon General; the Colonel of Ordnance; the chiefs of bureaus of the Navy Department; and the Superintendent and Assistant Superintendent of the Coast Survey; the Superintendent of the Census; the Commissioner of Agriculture; the Commissioner and Deputy Commissioner of the Internal Revenue; the Provost Marshal General; the chief clerks of the executive departments; senators and representatives in Congress of the United States; delegates from Territories; the Secretary of the Senate, and Clerk of the House of Representatives.

Third. Attention is specially directed to the sixth clause of this section, which changes the former law. All correspondence addressed to any executive department, or any officer in it, must now be prepaid, except official communications written by some officer of the department, or an officer under its control or responsible to it; and in such cases, under the words "official business" on the envelope, the officer must sign his name with his official designation. All other persons, and all officers writing to departments with which they are not connected, must prepay their postage. All communications to the President not written by a public officer, and all to the Vice-President, must be prepaid.

Fourth. The seventh clause of this section prohibits all franking by postmasters, or to them, except upon their official communications to the department, and to each other. In such cases the envelope should bear the certificate "official business," signed by the postmaster writing. Postmasters can no longer receive printed matter free.

Fifth. The weight of packages of seeds, cuttings, roots, and scions, to be franked, is limited to twelve ounces.

SEC. 43. *And be it further enacted*, That all publishers of periodicals, magazines, and newspapers which shall not exceed sixteen ounces in weight shall be allowed to interchange their publications reciprocally free of postage: *Provided*, That such interchange shall be confined to a single copy of each publication.

INSTRUCTION No. 43. The privilege of publishers is limited to one copy of each issue, and it can only be sent free when sent direct from one publisher to another. It can neither be sent to any other person, nor forwarded after one delivery to any other place, without payment of postage thereon.

SEC. 44. *And be it further enacted*, That this act shall be in force and take effect from and after the thirtieth day of June, eighteen hundred and sixty-three.

INSTRUCTION No. 44. From and after the 1st July, 1863, postmasters are expected to conform to the requirements of this law.

SEC. 45. *And be it further enacted*, That all acts and parts of acts inconsistent with the provisions of this act are hereby repealed.

Approved March 3, 1863.

INSTRUCTION No. 45. This section repeals all former postal

laws inconsistent with the provisions of this act. Many of the old regulations are in consequence abolished, but such portion of former instructions as are not in conflict with the new law or regulations will still remain in force.

M. BLAIR, *Postmaster General*.

TRANSIENT MATTER.

SECTION 34.—*Rates of postage to be prepaid by stamps on transient and miscellaneous mailable matter, except unsealed circulars and books.*

	Cents.
One package to one address, not exceeding 4 ounces in weight.....	2
One package to one address, over 4 and not exceeding 8 ounces.....	4
One package to one address, over 8 and not exceeding 12 ounces.....	6
One package to one address, over 12 and not exceeding 16 ounces.....	8

BOOKS.

	Cents.
Books, not exceeding 4 ounces in weight, to one address.....	4
Books, over 4 and not exceeding 8 ounces.....	8
Books, over 8 and not exceeding 12 ounces.....	12
Books, over 12 and not exceeding 16 ounces.....	16

UNSEALED CIRCULARS.

	Cents
Unsealed circulars, not exceeding 3 in number, to one address.....	2
Unsealed circulars, over 3 and not exceeding 6.....	4
Unsealed circulars, over 6 and not exceeding 9.....	6
Unsealed circulars, over 9 and not exceeding 12.....	8

Postmasters must be careful always to collect the postage due on newspapers and printed matter received from foreign countries, when the foreign postage only is prepaid by the senders. For the rates to be collected on such mail matter postmasters will consult sections 146, 147, 149, 150, 151, 152, and 153, of the regulations of 1859.

QUARTERLY RATES OF POSTAGE ON NEWSPAPERS AND PERIODICALS.

SECTION 35.—*Quarterly rates of postage, when paid quarterly or yearly in advance, on newspapers and periodicals issued once a week or more frequently and sent to actual subscribers from a known office of publication.*

	Weekly.	Semi-weekly.	Tri-weekly.	Six times a week.	Daily.
	Cents.	Cents.	Cents.	Cents.	Cents.
Weekly newspapers (one copy only) sent by the publisher to actual subscribers within the county where printed and published.....	Free.				
Newspapers and periodicals each—					
Not exceeding 4 ounces in weight, sent to any part of the United States.....	5	10	15	30	35
Exceeding 4 ounces and not exceeding 8 ounces.....	10	20	30	60	70
Exceeding 8 ounces and not exceeding 12 ounces.....	15	30	45	90	1 05
Exceeding 12 ounces and not exceeding 16 ounces.....	20	40	60	1 20	1 40

SECTION 36.—*Quarterly rates of postage, when paid quarterly or yearly in advance, on newspapers and periodicals issued less frequently than once a week and sent to actual subscribers from a known office of publication.*

	Semi-monthly.	Monthly.	Quarterly.
	Cents.	Cents.	Cents.
Newspapers, magazines, and other periodical publications each—			
Not exceeding 4 ounces in weight, sent to any part of the United States.....	6	3	1
Exceeding 4 ounces and not exceeding 8 ounces.....	12	6	2
Exceeding 8 ounces and not exceeding 12 ounces.....	18	9	3

Religious, educational, and agricultural newspapers of small size, issued less frequently than once a week, may be sent in packages to one address at the rate of one cent for each package not exceeding four ounces in weight, and an additional charge of one cent is made for each additional four ounces or fraction thereof, the postage to be paid quarterly or yearly in advance.

*Newsdealers* may pay the postage on their packages of newspapers and periodicals as received, at the same rates that actual subscribers thereto pay quarterly in advance.

Publications issued without disclosing the office of publication, or containing a fictitious statement thereof, must not be forwarded by postmasters unless prepaid at the mailing office at the rates of transient printed matter.