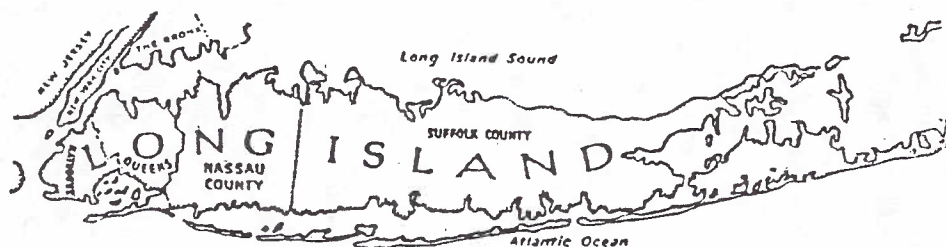




# LONG ISLAND POSTAL HISTORIAN

THE NEWSLETTER AND JOURNAL OF THE LONG ISLAND POSTAL HISTORY SOCIETY



Dedicated to the collection and research of the postal history of  
Brooklyn (Kings Co.), Queens, Nassau and Suffolk Counties.



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Whole Number 36

Summer 1992

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# RECRUIT A NEW MEMBER

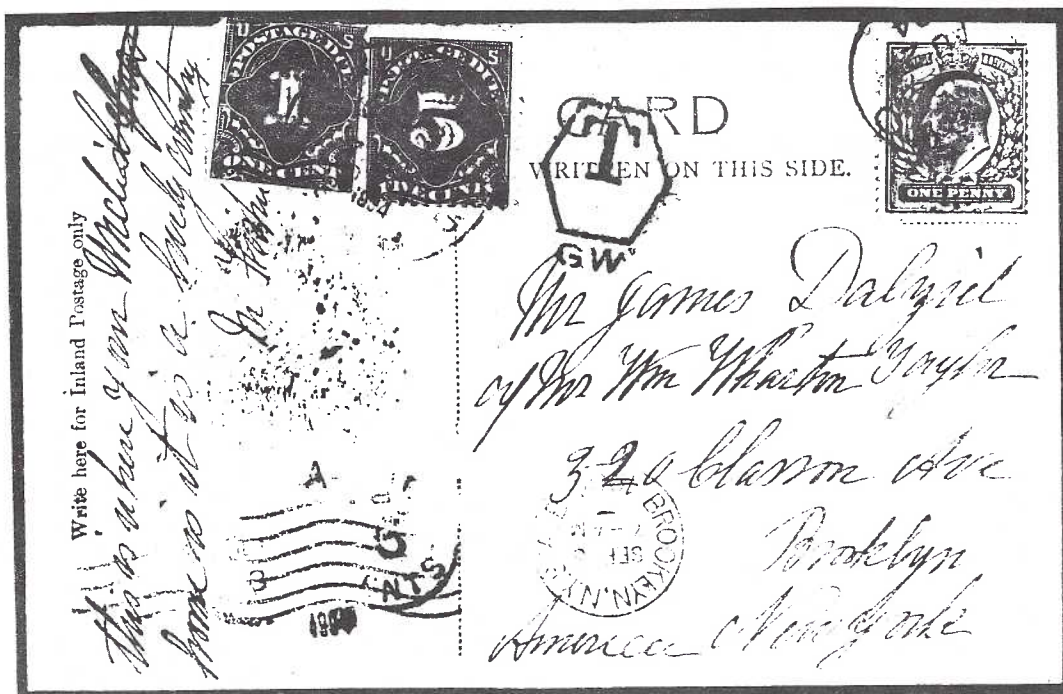


# Postage Due Covers

By: Brad Arch

Turn of the Century incoming foreign mail insufficiently franked, only having been paid at either the domestic postcard rate, or the international postcard rate for printed matter (limited to not more than 5 words - but both with obviously longer messages).

Chargeable at the Letter Rate plus a fine, the total amount to equal double the deficiency, so both were taxed at 6¢ DUE, and show use of the New York 'opera glasses' twin circle marking of the foreign mail section, and each with a 5¢ & 1¢ Postage Due stamp affixed and tied on upon delivery in Brooklyn NY.



From ENGLAND  
1904

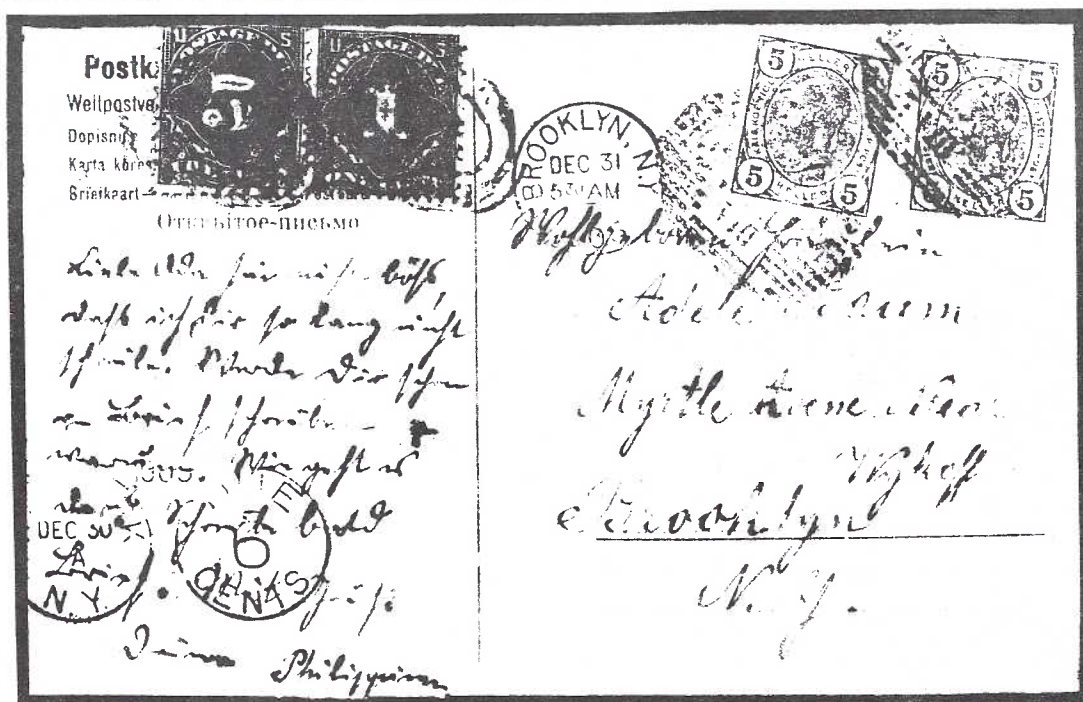
1d. paid

3¢ Due & 3¢ Fine  
= 6¢ to collect

From AUSTRIA  
1905

10 Heller paid

3¢ Due & 3¢ Fine  
= 6¢ to collect

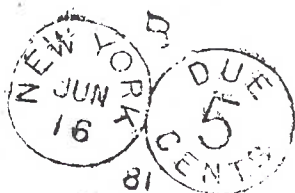




*USS Alaska*



*1881*

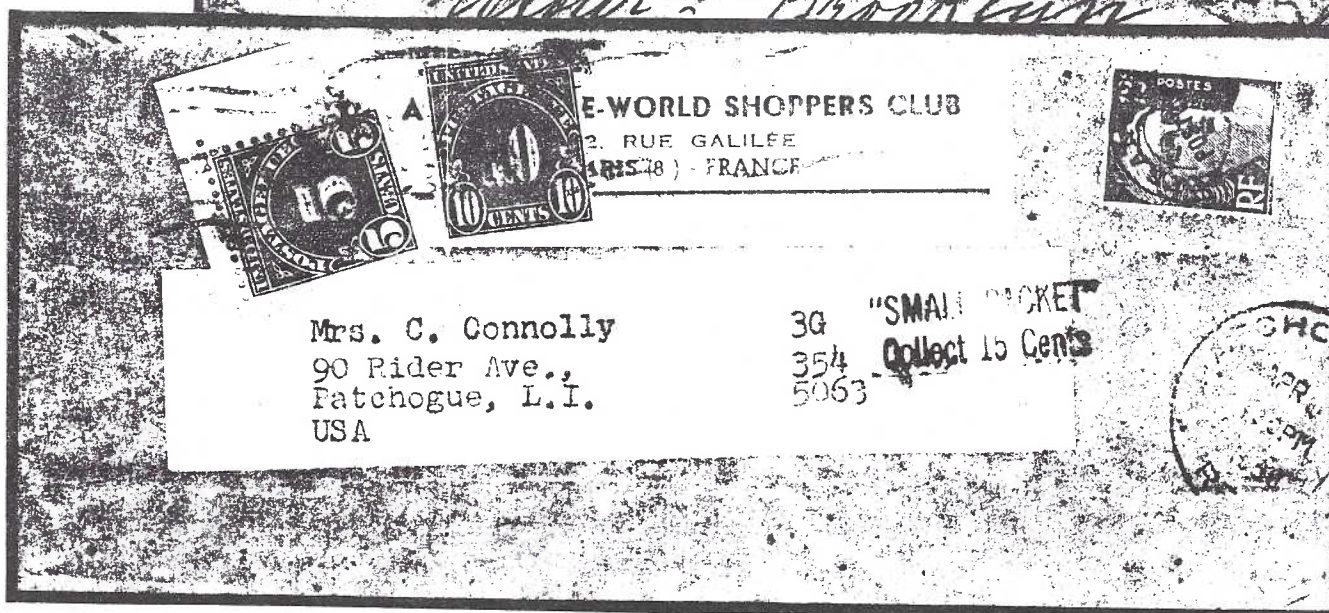
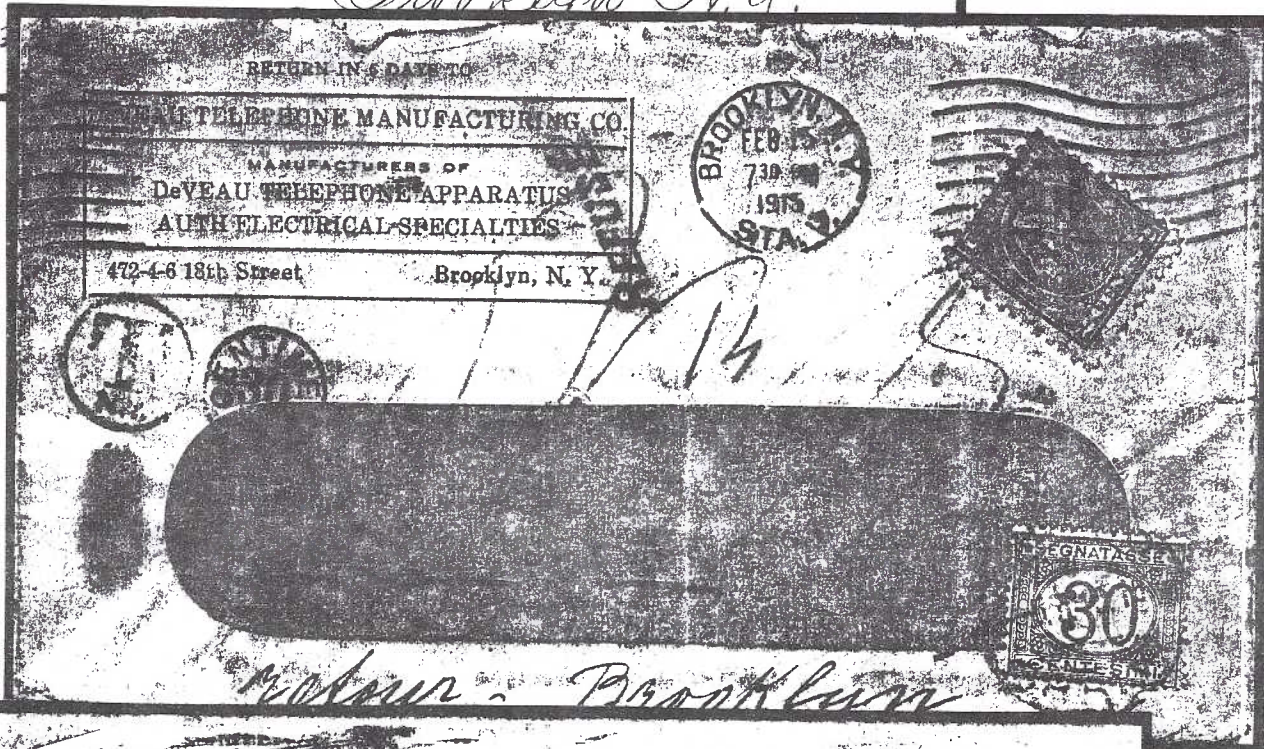


*Mrs. A. C. Malcolm  
#289 South 5th St.  
Brooklyn N.Y.*

Incoming: 1881  
origin unknown  
'SS Alaska'  
5¢ Due Stamp  
Brooklyn NY

Outgoing: 1915  
origin Brooklyn NY  
with 30c Italian  
postage due stamp

*US*



proper  
postage  
origin:  
France  
15¢ due  
for US  
Customs  
Clear-  
ance  
for  
packets  
with  
samples  
of  
merch-  
andise



Due 1

NEW YORK  
JUN 30  
4 30

10c

N. H. Frost Esq.  
202 Henry Street  
Brooklyn  
Long Island.

10c

THE POSTAGE WILL BE PAID BY ADDRESSEE

THE NEW YORK PUBLIC LIBRARY  
ASTOR LENOX TILDEN FOUNDATION  
500 5th Ave. New York

1¢ Due assessed  
for forwarding  
out of town from  
Brooklyn NY

IRA J. HILL, M. D.,  
 PHARMACEUTICALS, N. Y.  
*Free Island.*

*June 24*

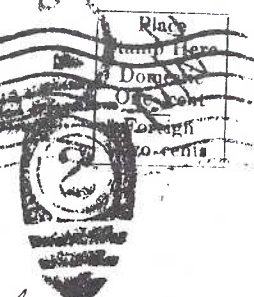
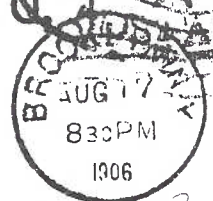
*Miss Lucy T. Rogers*  
*Northport,*  
*(Long Island)* *New York.*

35

Paul C. Koerber & Co., 68 Beaver St. New York (Germany)

Held for Postage and Forwarded on Receipt of Stamp.

Post Card



*Carrie M. Gady*

1906 self-explanatory:  
'Held for Postage and Forwarded on Receipt of Stamps.'

except that the postal clerk must have pocketed the stamp as the mail-piece was released without the stamp affixed!

This side f

Mailed 1958 without postage & charged double the 4¢ rate = 8¢ Due.

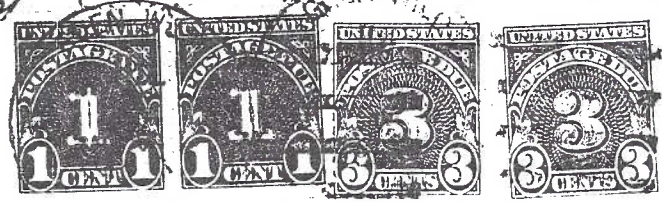
*Phyllis Brody*

POSTAGE DUE 8 CENTS

*c/o Baras Bungalow Colony*

*Glenwild*

*Box 74*



SHELTER ISLAND HOUSE  
SHELTER ISLAND HEIGHTS  
LONG ISLAND, NEW YORK  
LOUIS BEHRINGER, PROPRIETOR

Postage due 3 cents.



*The Luff's Place  
Greenport, N.Y.  
New York*

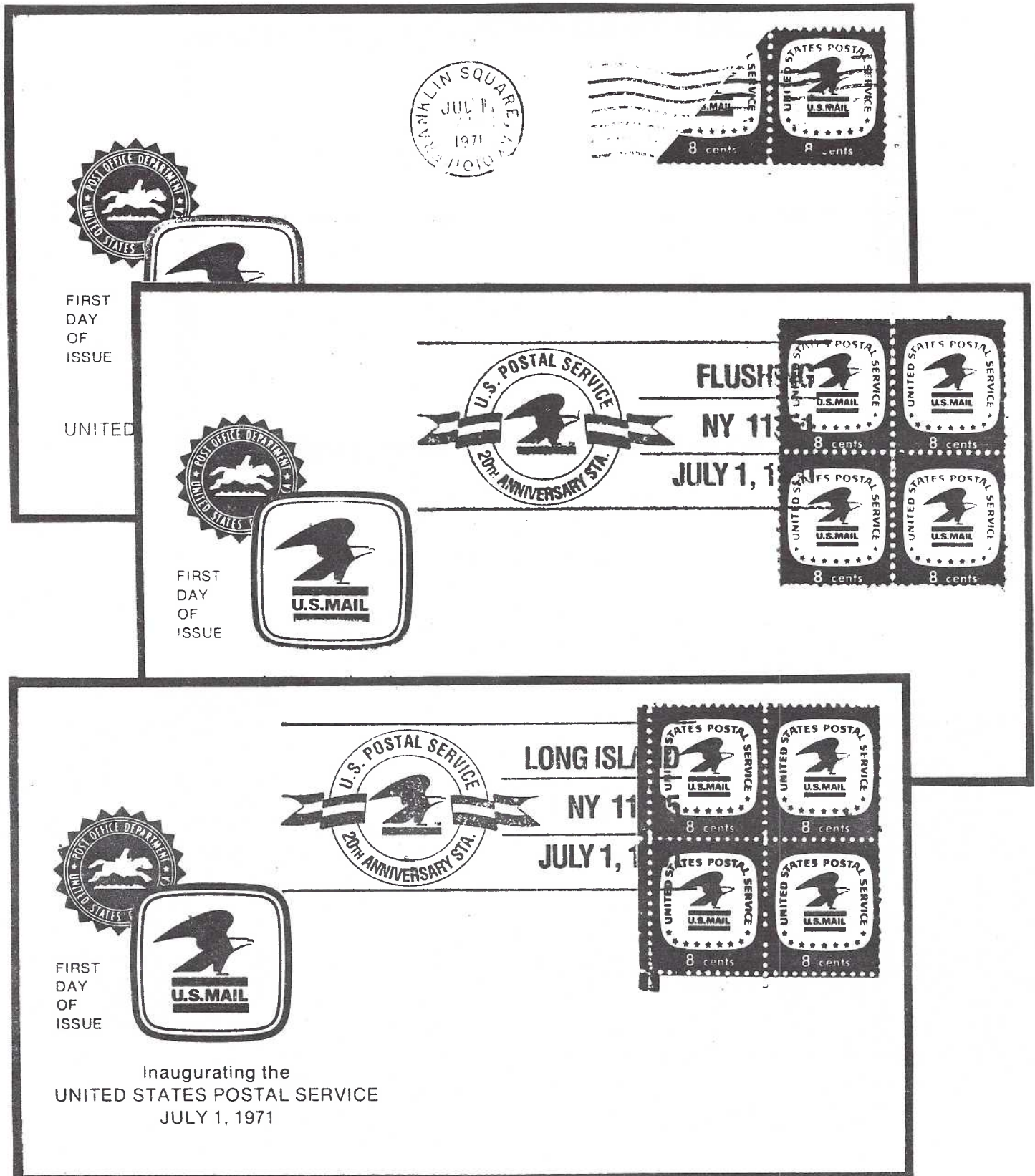
*News*

overweight letter and assessed an additional 3¢ postage due upon delivery at Greenport NY 1934



**JULY 1, 1971 - JULY 1, 1991**  
**20th ANNIVERSARY OF THE UNITED STATES POSTAL SERVICE**

Collector Prepared Oddity - 1971 - FRANKLIN SQUARE NY - Whole plus Bisected Half 8¢ stamp  
 20th Anniversary Pictorial Slogan Hand Cancels - July 1, 1991 - FLUSHING NY & LONG ISLAND NY



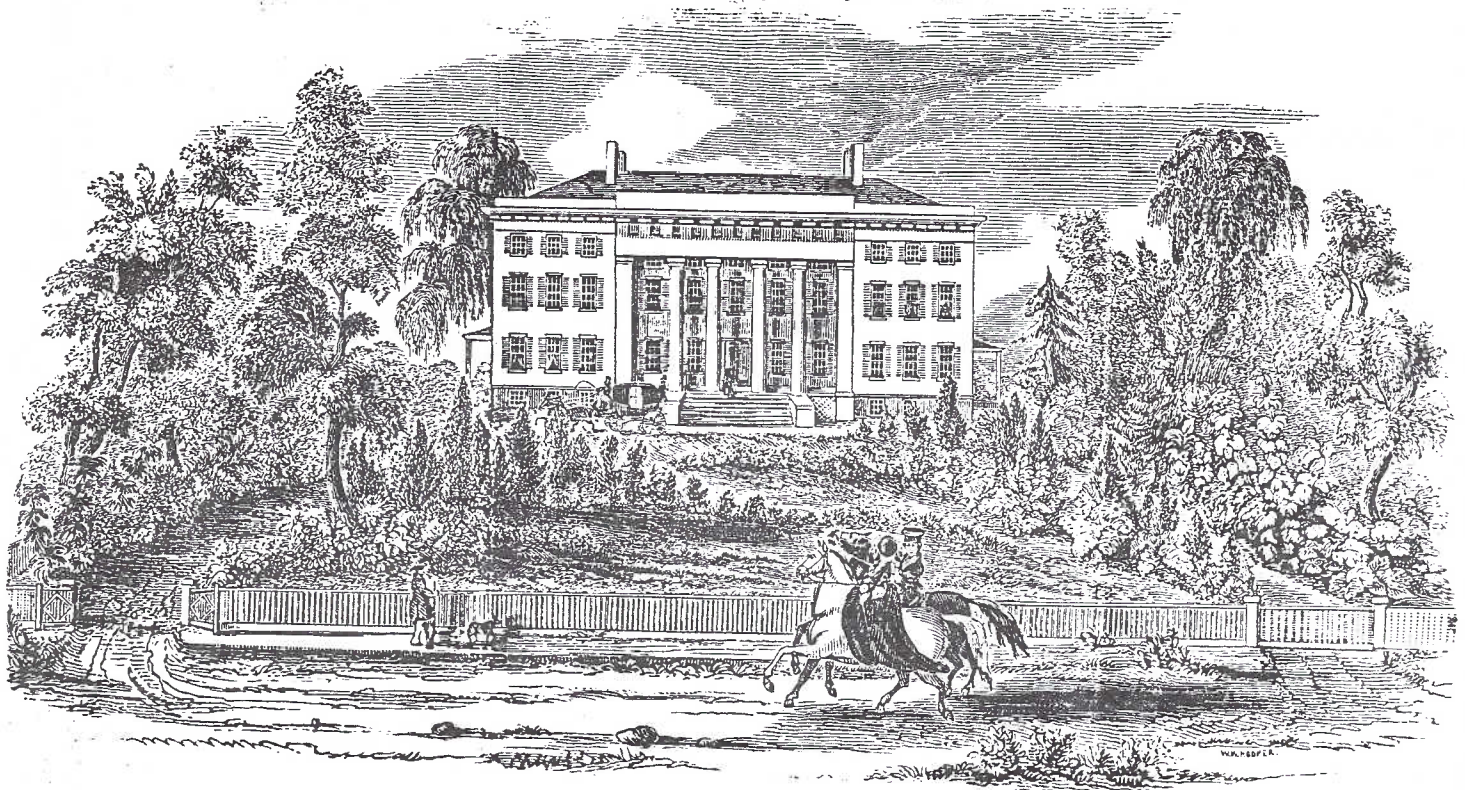
# To FLUSHING by STAGE

*Brooklyn March 23<sup>rd</sup> 1815.*



To  
Miss Sarah Browne  
Flushing L.I.  
Stage?

*I believe me your ever grateful niece  
Sarah B. Payne.*



ST ANN'S HALL, FLUSHING.



# St. Ann's Hall, Flushing, Long Island,

REV. J. F. SCHROEDER, D. D., RECTOR.

THIS Institution is dedicated to the cause of Female Education upon Christian principles. It was founded to afford parents an opportunity to procure for their daughters a thorough discipline, in all the solid and ornamental branches of education; and, at the same time, to *associate sound learning and elegant accomplishments with religious motives*. The members of the Institution form a Christian family, of which the Rev. Dr. Schroeder and Mrs. Schroeder have the general supervision; and every arrangement is adopted by them, that has been tested by the best seminaries and colleges in Europe and our own country, to promote the happiness, as well as the intellectual, bodily, and spiritual welfare of the household.

## BUILDINGS AND GROUNDS.

The spacious buildings and the ample pleasure grounds, comprising six acres of land, are the same that were occupied by the Rev. Dr. Muhlenberg, until the time of his removal to St. Paul's College, two miles distant. They are within the limits of the town of Flushing, seven miles from the city of New-York, and admirably situated on an eminence, commanding a delightful and extensive land and water prospect, and possessing all those advantages which have so justly rendered the neighborhood a favorite place of permanent retirement from the city, or of occasional resort for recreation. The principal building is an attractive edifice, after the best classic models, and is three stories high, with a basement. It presents a front of one hundred and eleven feet; its depth is forty-six feet; and it is supported by a row of lofty columns. The apartments required for all the purposes of the Hall are convenient and airy; the saloon or drawing-room is nearly sixty feet in length, and nearly forty feet in width; all the other apartments are spacious and airy; and the grounds are elegantly ornamented with statuary, a tasteful fountain, and a large and well furnished greenhouse.

## INTELLECTUAL DEPARTMENT.

The course of studies embraces every branch of a thorough English, French, and Classical education. It is conducted by the Rector with the aid of a number of able, experienced and pious resident English, French and other governesses and teachers, and also eminent lecturers and instructors from the city of New-York. Ample provision is made in this department, for carrying pupils through all the gradations of literary and scientific knowledge imparted in schools, seminaries and colleges; so that ladies who desire to qualify themselves as teachers, may here enjoy very favorable opportunities to attain the object of their wishes.

## ACCOMPLISHMENTS.

Music, drawing, painting, needlework of every kind, callisthenics, horsemanship and archery, are taught by able instructors; and, among the callisthenic exercises, dancing, as a recreation and a means of imparting ease and gracefulness. The Rector's views on these subjects may be seen in the Journal of Christian Education, published at the Union Depository, 20 John Street, New-York, which is also the City Office of the Hall.

## PHYSICAL DEPARTMENT.

The mind of no pupil is educated at the expense of the body. A great variety of alluring exercises is introduced, calculated to produce agility and vigor. The saloon, at certain hours, is devoted to innocent and entertaining games and sports, combining corporeal exertion with mental relaxation and amusement. Contiguous to the main building is a well furnished Callisthenium, with a number of contrivances to promote cheerfulness, and afford healthy recreation. In the rear of the Callisthenium and Chapel are very extensive Vegetable and Flower Gardens, comprising an area of more than three acres; and every pupil is encouraged to plant and cultivate flowers, shrubbery and trees, and thus become practically acquainted with botany and horticulture. The greenhouse, fifty-five feet in front, contains a large collection of indigenous and exotic plants, so that every facility is afforded for botanical studies, in the winter as well as in the summer season. Beyond the gardens is a Hippodrome, particularly devoted to equestrian exercises; the circumference of it is nine hundred feet. The Archery Grounds extend the whole distance of the gardens and hippodrome. A fully qualified and experienced Governess, who superintends and conducts the physical department, resides with the family, and requires every member of it to take proper exercise.

## RELIGIOUS DEPARTMENT.

The Rector devotes his personal and particular attention to the spiritual prosperity of all the members of the Institution. The CHAPEL, in a building distinct from the main edifice, but connected with it by a covered way, is furnished with a baptismal font, communion table, reading desk, pulpit and organ, and is open every day for Morning and Evening Prayer, and at least twice for Divine Service on the Lord's day. It is used for religious purposes, and for none other. As a Presbyter of the Church, the Rector is free to avow his ardent attachment to her doctrines and worship; and his purpose is, by the help of God, in every way, to impart the spirit of her devotions to all those who are so happy to be placed under his care, and to render religion attractive and interesting. It is his aim so to educate his own daughters, and every young lady whom he may receive into his family, that they may be enabled not merely to shine as ornaments of society in this world, but to gain admittance to the glorious society of heaven.

## DOMESTIC ARRANGEMENTS.

The suits of apartments occupied as studies and dormitories, consist of well furnished and comfortable rooms. There are no general schoolrooms, and no ordinary school furniture; but all the classes recite in distinct and neatly carpeted and furnished CLASS-ROOMS, so as to preserve the family association and establish habits of refinement. Each study or dormitory is devoted to two, or, at most, three pupils; so that, instead of the usual and very objectionable custom in boarding schools, of dressing, undressing and washing *in common*, a delicacy and neatness are insured, which are believed to be essential to the character of every young lady properly educated. Suitable instruction is afforded, in the arranging and care of wardrobes, and in several branches of household duty.

The Rector and all the resident Governesses and Teachers take their meals with the pupils, in a spacious DINING-HALL; and the table is furnished with the best supplies of every kind. The particular management of the domestic concerns of the family devolves upon a Directress. The whole number of pupils is divided into sections of six or eight; and the members of each section are the proteges of a Curatrix, who aids them in their studies, and is their confidential friend.

## TERMS.

The academical year is divided into two sessions of 21 weeks each, not including the vacations. The Winter Session commences October 1st, and the Spring Session, March 1st. In the Winter Session there is a vacation of a week at Christmas; and in the Spring Session, a vacation of a week at Easter. Suitable measures are taken to accommodate with board, at a moderate price, any of the pupils who may desire to spend the whole or any part of the vacations at the Hall; and parents who reside in cities, especially those in the Southern section of the country, will find it agreeable to be with their children at Flushing, at least during a portion of the summer, and improve the many favorable opportunities which it offers for rural recreation and rational enjoyment.

## EXPENSES.

Board and Tuition in all the English and Classical studies, and instruction in plain and ornamental Needlework, and Callisthenics, with washing, light, fuel and stationery, &c., for the half-year or session of twenty one weeks, payable in advance,.....	\$180	Use of piano and music,.....	5
For use of books, &c., for the half-year,.....	6	French language,.....	do
For English and Classical pupils, there are no other charges whatever.		Russian,.....	do
SEPARATE STUDIES.		German,.....	do
Music, piano, per quarter, or half-session,.....	\$20	Spanish,.....	do
Guitar,.....	15	Use of foreign books,.....	2
Singing,.....	10	Drawing and water color painting, per quarter, or half-session,.....	10
		Use of drawing books and materials,.....	1
		Pupils who prefer it, can furnish their own books and drawing materials.	

At appropriate seasons of the year, horsemanship and archery are taught in classes, at a moderate expense.

Each pupil must be provided with a Bible and Prayer Book, bed and bedding, 12 towels, 5 napkins, ring, fork, and 2 spoons; but all these (when preferred by the parents) may be provided through the agent of the Hall, at a moderate charge.

An abatement is made in the case of the younger pupils, while in their preparatory studies, the charges being \$125 per term, or half-year.

*The arrangements of the Institution require, that no pupil be admitted for a less period than a half-year, and that two months' notice be given, or a charge made for that time, in case of the removal of a pupil.*

For further information, address the Rector or the Secretary.

FLUSHING, L. I., 1812.

The Hall may be visited, several times a day, by means of public conveyances from New-York. Coaches and Omnibuses for Flushing, leave their station, No. 21 Peck Slip, every morning and afternoon; and a Steamer sets out, twice a day, from the foot of Fulton Street, East River. The coaches and omnibuses call for passengers in any part of the city of New-York, and convey them to the Hall, where they again call for them at appointed hours.

! MAILERS PRIVATE POSTMARK / PRECANCEL !

Seen Used in 1991

STAMPS ON THIS ENVELOPES MAY INTEREST A  
STAMP COLLECTOR  
SAVE AND PASS THEM ON

*Miller's Mint Ltd.*

313 EAST MAIN STREET  
PATCHOGUE, NEW YORK 11772-3114

In New York Call 516/475-5353  
Out of State Call Toll Free 800/633-3320  
Fax # 516-475-5031



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ADDRESS CORRECTION REQUESTED

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NEW JERSEY POSTAL AUTHORITY  
114 HAMILTON AVENUE  
CLIFTON, NJ 07011

FRANKLIN D. ROOSEVELT  
U.S. POSTAGE



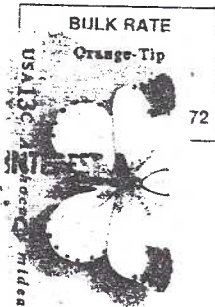
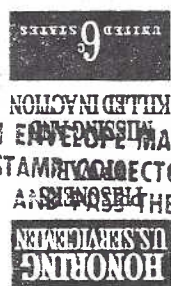
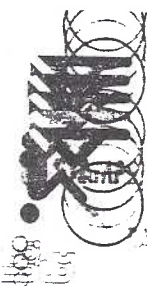
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FORWARDING & RETURN POSTAGE GUARANTEED  
ADDRESS CORRECTION REQUESTED





# LONG AGO ON LONG ISLAND

By J. ERNEST BRIERLY

For years following the construction of the Kings Highway out of Brooklyn in 1704, and its later lengthening to Jamaica, there was no regular mail delivery on Long Island.

Only the most important letters from the outside world were delivered by the King's Deputies. Following the mid-eighteenth century, this condition was temporarily improved, when a Scotchman named Dunbar, voluntarily undertook to supply Long Islanders with their mail. He left Brooklyn on horseback, rode down the south shore, and back on the north, and mail was delivered every week or two.

As the highways improved, stage drivers dropped off letters at various towns, and College Point got its letters from Flushing by stage coach via 14th Avenue, through Whitestone, until the Plank Road was built across the marshes, making more direct deliveries possible. However, in 1854, after Conrad Poppenhusen had established his Enterprise Rubber Works employing

several hundred workers, there was a real need for better mail service.

On May 11, 1857, Herman Zuberbier was appointed first postmaster, in a store on Nichols Avenue, between West Street and Amity Street in Flammersburg (now 116-11 14th Road, College Point). This building was owned by John Tibbs,

who became College Point's 3rd postmaster on June 10, 1864, when Charles Marx the second postmaster, left town to join the Union Army in the Civil War.

College Point's last postmaster was Albert Humm. On June 30, 1906, the Post Office was discontinued, to become a station of the Flushing Post Office.



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## WE NEED ARTICLES NOW !

## Long Island Postal News

Volume 12

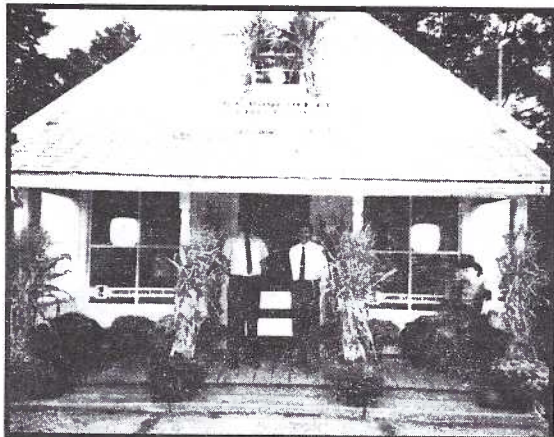
Issue 2

The *Long Island Postal News* is published monthly for Long Island Division postal employees. It is an information source for local and national postal related news and offers recognition to postal employees' accomplishments.

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November 1991

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### Laurel PO Celebrates Halloween!

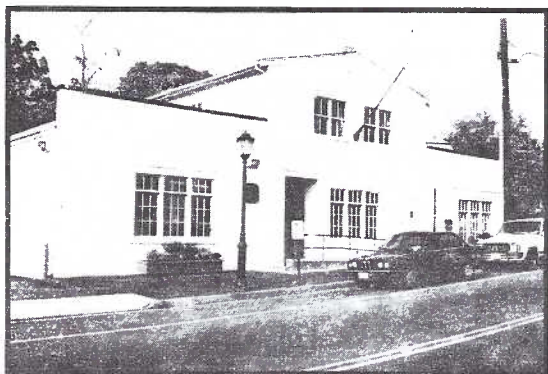
The employees of the Laurel Post Office, on Long Island's beautiful North Fork, are very proud of their post office. They decorated it for Halloween with corn stalks, mums, pumpkins and a straw postal employee.

The lobby was decorated by clerk **Diane Rudder** and rural carrier **Camille Geib** with bats, spiders and

cobwebs. The second graders at the Laurel school added a tree full of owls to the decorations.

All customers agreed that the post office never looked so good and they love it. As a matter of fact, the decorated post office appeared in the local newspaper, thanks to Postmaster **Ed Schaeffer**, seen here on the right with clerk **Glenn Dillinger**.✉

### Roslyn



The Roslyn Post Office got a facelift during October, when renovation work was completed.

The replacement windows are exact replicas of the windows that were originally installed in the 1890's.

This building was occupied by Joshua T. Hicks "Dry Goods and Groceries" from the 1890s into the 20th century.

Pictures of historic Roslyn are on display in the lobby.✉

### Automation

#### POST OFFICE BOX

When a customer rents a post office box (a physical box in the box section of the Post Office), the term PO Box and the number for that PO box is the official address and must be indicated on the delivery address line, which is above the City and State.

Corner

LONG ISLAND POSTAL NEWS  
UNITED STATES POSTAL SERVICE  
PO BOX 8000  
HICKSVILLE NY 11805-9641

OFFICIAL BUSINESS



# POSTAL REGULATIONS.

## Rates of Postage and the Laws Governing the Treatment of Mail Matter.

Domestic mail matter is divided into four classes; summed up briefly the law governing same is as follows:

CLASSES.	Postage.	Limit. Weight.
1ST CLASS.—Letters, Postal Cards and Sealed Packages.....	2 cts. each oz. or fraction.	No limit.
2D CLASS.—Newspapers and Periodical Publications that have been entered as 2d Class Matter, when mailed by persons other than the publisher.....	1 cent four ounces or fraction.	4 lbs.
3D CLASS.—Circulars, Books and matter wholly in print, Engravings, Lithographs, Photographs, Blanks, Checks, Deeds, Insurance Policies, etc., Proof with manuscript accompanying same, matter reproduced by electric pen, hectograph or other like process, not in nature of personal correspondence, Visiting Cards, Business Cards, etc.....	1 cent each two ounces or fraction.	4 lbs.
4TH CLASS.—Merchandise and matter not included in any of above classes.....	1 cent each ounce or fraction.	4 lbs.

### The Classification Explained.

First class matter includes letters, postal cards, sealed packages, all matter wholly or partly in writing (whether manuscript or produced by type-writer or copying press), drawings and paintings produced by hand, manuscript for publication not accompanied by proof sheets, and all personal correspondence whether in writing or in print. (See under heads "third class," "fourth class" below, certain writing permitted in or on articles of those classes.)

The rate of postage on mail matter of the first class (sealed or unsealed) is two cents for each ounce or fraction thereof, excepting postal cards, and excepting also letters for *mail delivery* posted at a postoffice where no letter carriers are employed, in which case the rate is one cent per ounce or fraction thereof.

No cards are "postal cards" except those issued by authority of the Postmaster General (the imitation of which is forbidden and punished by law.) Cards issued by private parties bearing on the face the words "Postal Card," whether the same is an imitation of the genuine postal card, or not, will not be forwarded in the mails. No printing or writing is permitted upon the address side of postal cards, except that imprinted thereon at the manufactory and such as may be necessary for the proper direction for the same.

### Second Class.

The rate of postage on mail matter of the second class, when posted by persons *other* than the publisher or news agent, is one cent for each four ounces or fraction thereof, and any publication fulfilling the requirements of "second-class matter," as given above, may be posted by any person other than its publisher or his agent at the latter rate. As a rule, each of these publications bears the words, "*Entered at the Postoffice at — as Second Class Matter.*" Nearly every newspaper and magazine published in the United States belongs to the second class, and foreign publications which, if issued here, would be admitted to that class, may be mailed at the rate given above.

Mail matter of the second class must be so wrapped or enclosed that it can be readily examined without destroying the wrappers.

The rate of postage on this class of matter, when mailed by publishers or news agents, is one cent for each pound or fraction thereof.

### Third Class.

Mail matter of the third class includes books (printed), printed publications (other than those of the second class), circulars, photographs, lithographs, proof sheets and corrected proof sheets with manuscript copy accompanying the same, blank checks, deeds, insurance policies, and all matter of the same general character as above enumerated.

The rate of postage on mail matter of the third class is one cent for each two ounces or fraction thereof. The limit of weight for any package of mail matter of the third class is four pounds, except *single* books exceeding that weight. On matter of this class, or on its wrapper or envelope, or on a tag or label attached, the sender may either write or print his own name, occupation and residence or business address, preceded by the word "from," 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 placed upon the blank leaves or cover of any book or other matter of this class a simple manuscript dedication or inscription not in the nature of personal correspondence. There may also be placed upon the envelope, wrapper-tag or label of matter of this class any printing that is not in its character unmailable as third class matter, provided there be kept sufficient space for a legible superscription and the necessary postage stamps. Any other writing on third class matter will subject the package to letter rates of postage, and render the sender liable to a fine of ten dollars. The law authorizing the correction of "typographical errors" in circulars sent as third class matter, does not contemplate the changing of figures in price-lists, to cover changed prices; such changes would subject the circulars to letter postage.

Mail matter of the third class must be so wrapped or enclosed that it can be readily examined without destroying the wrapper; otherwise it will be subject to postage at first class rate, as will also articles enclosed in sealed envelopes with clipped ends, sides or corners, or in boxes with covers secured by nails, and all packages the wrappers of which are secured to the enclosure by postage stamps.

### Fourth Class.

Mail matter of the fourth class includes all articles not embraced in the first, second or third class, not by their form or nature liable to destroy, injure or deface other articles in the mail or harm the person of any one in the postal service, which does not apply, however, to certain articles and substances (otherwise unmailable) if prepared for mailing *in strict conformity to conditions prescribed* by the Postoffice Department, information concerning which may be obtained on inquiry at the central or branch postoffices. This class embraces the following articles of *printed* matter: Billheads, letterheads, address tags, paper sacks, wrapping paper and blotting pads with printed advertisements thereon, ornamented paper, packages of envelopes and all other matter of the same general char-



acter. Designs, drawings, plans, &c., executed in pencil, crayon or ink are rated as matter of fourth class.

The rate of postage on mail matter of the fourth class is one cent per ounce or fraction thereof, except seeds, roots, plants, cuttings, samples of grain, &c., the rate on which is one cent for each two ounces or fraction thereof.

The limit for weight of a package of mail matter of the fourth class is *four pounds*, except for certain liquids, oils and liquifiable substances (when packed in the prescribed manner) the contents of packages of which may not exceed four liquid ounces in quantity. With matter of this class, properly prepaid as such, the sender may enclose third class matter; and he may write or print upon the cover, wrapper or label thereof his name, occupation, residence or business address, preceded by the word "from," and any marks, numbers, names or letters for the purpose of description. He may also print upon the same anything that is not unmailable as printed matter, and that is not in the nature of personal correspondence, provided there be left sufficient space for a legible superscription and the necessary postage stamps. Any other writing on fourth class matter will subject the package to letter rates of postage, and render the sender liable to a fine of ten dollars for each offence. Third class matter may be enclosed with fourth class matter, but the whole package will in that case be subject to the rate of one cent per ounce or fraction thereof.

#### How It Should Be Wrapped.

Mail matter of the fourth class must be so wrapped, boxed or enclosed that it can be readily examined without destroying the wrapper; otherwise it will be subject to postage at the first class rate, as will also articles enclosed in sealed envelopes with clipped ends, sides or corners, or in boxes with covers secured by nails, as well as all packages the wrappers of which are secured to the enclosure by postage stamps. But proprietary articles of merchandise (not in themselves unmailable) such as powders, pills, fancy soaps, &c., enclosed in *original packages*, with the original wrappers sealed only to prevent loss of contents, will be allowed to pass at fourth class rates. Seeds or other articles (not prohibited), which are liable, from their form and nature, to loss or damage, unless specially protected, may be put up in sealed envelopes, provided such envelopes are made of material sufficiently transparent to show the contents clearly without opening. Liquids not ardent, vinous, spirituous, or malt, and oils (not exceeding four ounces liquid measure), pastes, salves, ointments, soft soaps, and articles easily liquifiable, and not liable to explosion or ignition by spontaneous combustion, or by shock or jar, and not exhaling a bad odor, may be forwarded in the domestic mails, when packed in conformity with the following conditions: When in glass bottles or vials, such bottles or vials must be of sufficient strength to stand the shock of handling in the mails, and must be encased in a wooden or papier mache block or tube, not less than 3-inches of an inch thick in the thinnest parts. Such block or tube must be lined with a coating of some absorbent material, such as cork-crums, felt, cotton, asbestos or the like, sufficient to protect the glass from shock in handling and impervious to liquids; the block or tube to be closed by a tight-fitting screw lid of wood or metal, with a rubber or cork cushion inside, making the whole absolutely water tight, and to prevent leakage in case of breakage of the glass.

#### Collection of Unpaid Postage

Postmasters are required to collect all postage due on mail matter before making delivery, and to affix to such matter "postage due" stamps to an amount equivalent to that collected. They cannot remit postage charges, nor accept other than *letter* rates on sealed packages, whatever may be their supposed contents. If objection is made to charges on sealed packages, the charges should be paid and the packages returned *unopened*, to the Postmaster, pending the appeal of the addressee to the First Assistant Postmaster General.

### What Cannot be Mailed.

The following are absolutely *unmailable* under any circumstance: Liquids, **ardent**, **vinous**, spiritous or malt, or those liable to explosion or spontaneous ignition or combustion by shock or jar; inflammable oils, poisons, explosives, animals, alive or dead (stuffed natural specimens excepted), explosive or poisonous powders, matches and other articles easily inflammable, fresh fruit and vegetables liable to decomposition, insects (except queen bees and their attendant bees and dried insects when safely secured), substances exhaling an offensive odor, all other articles (not securely wrapped or cased, and then safely packed in hard wood or metal boxes with screw lids or secured by clasp or slide, strictly conforming to methods prescribed by the Post Office Department), which are liable to destroy, deface or damage other mail matter, or to harm the person of any one in the postal service; obscene and indecent books, prints, writings or papers; all letters upon the envelopes of which, or postal cards upon which, indecent, lewd, obscene or lascivious delineations, epithets, terms or language are written or printed; all matter concerning lotteries, so-called gift concerts, or other similar enterprises offering prizes, or concerning schemes devised or intended to defraud the public, or for the purpose of obtaining money under false pretenses, and all mail matter not addressed to a postoffice, or to no particular person, firm, company or publication.

### Treatment of Non-Mailable Matter.

Domestic letters are unmailable. 1.—When wholly unpaid or prepaid *less than one full rate* (except those mailed at and addressed to the city); 2.—When *entirely without address*; 3.—When not addressed to a postoffice; 4.—When bearing fictitious addresses; 5.—When bearing on their envelopes indecent and obscene words, pictures or figures; 6.—When evidently containing matter which from its harmful nature is excluded by law from the mails; 7.—When relating to lotteries or schemes to defraud.

*Letters* and sealed packages when *wholly unpaid or prepaid less than one full rate*, are stamped "*Held for postage*," and if the name and address of the senders appears thereon, are immediately returned to them. If senders are unknown, the persons addressed are notified to remit in postage stamps the amount of deficient postage. They are then retained not more than two weeks (or if directed to remote places, for four weeks), awaiting receipt of deficient postage from the addressees, and if that be not received they are sent to the Dead Letter Office at Washington, marked "Unclaimed."

When *entirely without address*, they are sent without delay to the Dead Letter Office for its action. When *not addressed to a postoffice*, addresses are first inspected by experienced clerks, with a view to ascertain, if possible, their intended destination. If this can be done they are promptly forwarded; otherwise they are recorded, marked "Misdirected" and sent to the Dead Letter Office, (or, if bearing the names and addresses of senders, they are returned to them.) When bearing *fictitious addresses*, they are recorded, stamped "Fictitious," and sent to the Dead Letter Office.

When *bearing on their envelopes obscene and indecent words, pictures, figures, etc.*, they are referred to the U. S. District Attorney for his action under the criminal statute. When *evidently containing matter which by its harmful nature is by law excluded from the mails*, the senders, if known, are notified that other means must be taken for transportation; and if the senders are unknown, the addressees are similarly notified. If not called for by either senders or addressees, they are sent to the Dead Letter Office or destroyed (if their contents are perishable) according to instructions from the Post Office Department in each case. When *relating to lotteries or schemes to defraud* (which is only decided, however, by their subject-matter), they are referred to the U. S. District Attorney for his action.

### Forwarding and Withdrawing Mail.

Prepaid letters, postal cards, and other *first-class* matter will be forwarded free on the written request of the person addressed, from one postoffice to another (and thence to others if it be desired) and will also be returned free to the sender, when their names and



addresses appear thereon, if found undeliverable as addressed, whether accompanied by a request to so return them or not. When in such a request a certain time is named for the return (not less than three nor more than thirty days after arrival) it will be complied with; and if no time is specified the undeliverable matter will be held for thirty days before it is returned.

Matter of the second, third and fourth classes cannot be forwarded to new addresses, or returned to the senders, *free*. If so forwarded or returned, the postage thereon must be either again fully prepaid at regular rates, or charged and collected before delivery at the postoffice to which it is forwarded or returned. There is no provision in the postal regulations for the withdrawal of mail matter of these classes after it has been posted; and as a rule applications for such withdrawal can receive no attention, for the reason that the expenditure of time necessary to a search among the mass of such articles would lead to delay of other mail matter.

*Letters* (only) that have been deposited in the postoffice, but have not yet been dispatched, may be withdrawn if personal application be made within one hour after posting at the office of the superintendent of mails, before 4 P. M. A facsimile of the envelope used, and of the address, in the same handwriting, must be submitted as evidence of the good faith or authority of the applicant. After a letter has been dispatched in the mails, its delivery cannot be prevented, or its return secured, except by telegraphic request *from the postmaster* to the postmaster at the office to which it is addressed. Applications for the withdrawal of such letters may be made only at the office of the superintendent of mails, and a deposit will be required to defray cost of telegraphing, etc.

## FOREIGN.

### Rates and Conditions Applicable to Mail Intended for Countries in the Postal Union.

The following (in mails to Postal Union countries), are subject to treatment as letters:

All matter wholly or partly in writing *except commercial papers, which comprise all instruments or documents written or drawn wholly or partly by hand, which have not the character of an actual and personal correspondence, such as papers of legal procedure, deeds of all kinds drawn up by public functionaries, way-bills or bills of lading, invoices, the various documents of insurance companies, copies or extracts of deeds under private seal, scores or sheets of manuscript music, manuscripts of articles for publication in newspapers, manuscripts of work forwarded separately, etc., and except also United States postal cards, and writing with articles of other classes not in excess of that which is prescribed for each separately.*

Reproductions obtained by processes of chromography, polygraphy, hectography, papyrography, velocigraphy, etc., except in lots of 20 or more precisely similar copies, when mailed at postoffice windows (*not dropped in boxes*), when they may be accepted under rates and conditions applicable to "printed papers."

Copies obtained by the copying press.

Stamps or forms of prepayment, whether obliterated or not, as well as all printed articles constituting the representative sign of a monetary value, which is held to attach to bonds, bank notes, commercial bills of exchange, etc., which have been fully executed by the makers, and such articles are therefore excluded from reduced postage.

Packets or samples of merchandise and commercial papers (when *fully* prepaid at letter rates) exceeding the limits of weight or dimension prescribed.

Cards even though wholly in print bearing the title, "postal card," are not transmissible at the rate applicable to printed matter. They are subject to the postal card rates.

The prepaid postage rate on letters is 5 CENTS FOR EACH 15 GRAMS (1/2 OZ.) OR FRACTION THEREOF.

Prepayment of postage on unregistered articles of this class is optional. If fully pre-

paid there is no additional charge on delivery, but wholly unpaid articles, sent or received, are subject to the collection of double postage; and those insufficiently prepaid to double the amount of deficiency on delivery.

### Postal Cards.

Postal cards must be forwarded without cover.

One of the sides must be reserved for the address alone, and the communication written on the other side.

It is forbidden to join or attach to postal cards any article whatever.

Postal cards (single or double), addressed to any Postal Union country may have the sender's name and address *stamped* on the address side of the card.

Postal cards of foreign origin which are posted in the United States will not be forwarded, except as unpaid letters. Except that the reply halves of double postal cards issued by other Postal Union country will be mailable in this country without charge for postage, when addressed to the country which issued the card.

Letters and postal cards addressed to go around the world are excluded from circulation in the mails.

The prepaid postage rate for single postal cards to Postal Union destinations is 2 cents; for double postal cards, 4 cents.

For this purpose the United States issue a "Universal Postal Union" postal card of the denomination of 2 cents, which may be procured at the various stamp windows of the central postoffice, branch offices and of stamp agents.

Should a United States (1 cent domestic) postal card be used, the additional postage may be prepaid by affixing thereto, near the impressed stamp, but not covering it, an ordinary 1 cent postage stamp. If this be omitted the card will be forwarded subject to collection on delivery of double the deficient postage.

### Commercial Papers.

Comprise all papers or documents written or drawn wholly or partly by hand (*except letters or communications in the nature of letters or other papers or documents having the character of an actual or personal correspondence, which, however, is not ascribed to the signature of the sender or to the designation of his name, of his profession, of his rank, of the place of origin, and of the date of dispatch*); documents of legal procedure, deeds drawn up by public functionaries, copies of or extracts from deeds under private seal, way bills, bills of lading, invoices, and other documents of a mercantile character, documents of insurance and other public companies, all kinds of manuscript music, the manuscript of articles for publication in newspapers, the manuscript of books and other literary works, and other papers of similar description.

If any article of this class cannot be made to conform to the conditions herein prescribed, it may be forwarded if *fully* prepaid at letter rates.

Commercial papers must be forwarded under band, or in an open envelope, or prepared in such a manner as to admit of being easily examined.

The maximum weight of a packet of commercial papers is at 2 kilograms (4 lbs. 6 oz.)

Packets of commercial papers are limited in size to 45 centimetres (18 inches) in any one direction; however, such matter may be put up in rolls not more than 30 inches in length, or 4 inches in diameter.

The rate of postage on commercial papers is 1 CENT FOR EACH 2 OUNCES OR FRACTION THEREOF; and, while full payment is optional, A POSTAGE OF AT LEAST 5 CENTS MUST BE PREPAID, even though the article weighs within 10 ounces.

Insufficiently prepaid articles of all classes are chargeable with double the amount of the deficient postage to be collected on delivery.



### What Constitutes Printed Matter.

"Printed Papers" include newspapers and periodical works, printed circulars, books (stitched or bound), pamphlets, sheets of music (printed), visiting cards, address cards, proofs of printing (with or without the manuscript relating thereto), engravings, photographs (when not on glass or in frames containing glass), drawings, cardboard, drawing models stamped in relief (except for Russia and Sweden), papers with raised characters for the use of the blind, plans, maps, catalogues, prospectuses, announcements and notices of various kinds, whether printed, engraved or lithographed, and in general all impressions or copies obtained upon paper-parchment or cardboard by means of printing, lithographing, or any other mechanical process easy to recognize, except the copying press and type writer.

The mechanical processes called chromography, polygraphy, hectography, papyrography, velocigraphy, etc., are considered as "easy to recognize," and copies of papers produced by such processes are therefore required to be treated as "printed matter," provided they are presented for mailing at postoffice windows (not dropped in boxes) in lots of not less than 20 precisely similar copies.

The following articles are excluded as "Printed Papers": From mails to Russia—Newspapers and other political publications, unless addressed to members of the reigning Imperial family, ministers of the Empire, or members of the diplomatic corps, or subscribed for at Russian postoffices; non-political publications, except those subscribed for at Russian postoffices, or addressed to the Public Imperial Library, the Academy of Sciences, the higher educational establishments, or established book stores, and books in the Russian language, published elsewhere than in Russia. From mails to Spain—Missals, breviaries, and other liturgical books pertaining to the Catholic religion; works of Spanish authors reproduced abroad in contravention of the law respecting intellectual property, and reproductions of the hydrographic maps published by the Spanish Ministry of Marine.

Foreign reprints of English copyright works sent to Great Britain and Ireland may be forfeited under the laws of that country at the instance of Her Majesty's subjects who possess such copyright property.

Cards bearing the title "Postal Card" are not transmissible at the rate applicable to printed matter.

If any packet of printed papers cannot be made to conform to the conditions above prescribed, it may only be forwarded if fully prepaid at letter rates.

### Permissible Writing.

Packets of printed matter must not contain any letter or manuscript note having the character of an actual and personal correspondence. The following, however, may be written in or on such packets without subjecting them to letter rates of postage: 1. The signature of the sender or the designation of his name, of his profession, of his rank, of the place of origin, and of the date of dispatch. 2. A dedication or mark of respect offered by the author. 3. The figures or signs merely intended to mark the passages of a text in order to call attention to them. 4. Prices added upon the quotations or prices current of exchange or markets. 5th and lastly, Annotations or corrections made upon proofs of printing or musical compositions, and relating to the text or to the execution of the work. Printed offers of or orders for books may have the offers or orders indicated thereon in writing by crossing out or underscoring; printed matter may bear manuscript corrections of typographical errors, and brevets of title may be enclosed in the same packet with printed matter to which they relate—without subjecting the packages to a higher rate of postage than would apply if they contained matter exclusively in print.

Printed matter must be made up in such a manner as to admit of being easily exam-

ined, and must be either placed under band, upon a roller, between boards, in a case open at one side or at both ends or in an unclosed envelope, or simply folded in such a manner as not to conceal the nature of the packet : or, lastly, tied by a string easy to unfasten. Address cards, and all printed matter presenting the form and consistency of an unfolded card, may be forwarded without band, envelope, fastening or hold.

### Samples of Merchandise and Patterns.

Packets of patterns or samples of merchandise for dispatch in the mails to foreign countries are restricted to *bona fide* trade samples or specimens having no saleable or commercial value in excess of that actually necessary as samples or specimens. Goods sent for sale, in execution of an order or as gifts, however small the quantity may be, are not admissible at sample rates and conditions. One article of a pair, such as one shoe, one glove, etc., may be sent as a sample. Any packet containing articles liable to customs duty, and all articles of a nature likely to soil or injure the contents of the mail-bag or employees of the postoffice, are forbidden to be sent by mail. The following are also specially PROHIBITED :

In mails to Roumania—Plants, such as trees, shrubs, bulbs, roots, etc. (Medicinal roots which are entirely dead, and seeds, may be sent as samples).

In mails to Italy—Living plants, or any living portion of a vegetable, such as branches, bulbs or roots ; samples of tobacco ; samples of raw or spun silk in excess of 100 grams ( $3\frac{1}{2}$  ozs.) weight. Precious articles and those subject there to customs duties, if sent in the mails to Italy will be confiscated.

If any article of this class cannot be made to conform to the conditions herein prescribed, it may only be forwarded if fully prepaid at letter rates.

Samples of merchandise must not bear any manuscript other than the name or profession of the sender, the address of the addressee, a manufacturers' or trade mark, numbers and prices, and marks to indicate the weight or quantity to be disposed of.

Samples of merchandise must be placed in bags, boxes or removable envelopes, in such a manner as to admit of easy inspection.

Packets of samples of merchandise must not exceed 250 grams in weight ( $8\frac{3}{4}$  ozs.), except that, by special agreement between the United States and France, Great Britain, Belgium, Switzerland, Italy, Hawaiian Kingdom, Austria-Hungary, and the Argentine Republic, packets of samples of merchandise are admissible in the mails between the two countries, up to 350 grams (12 ozs.) in weight.

The twelve ounce limit applies also to the following British Colonies : In America, Bahamas, Barbados, Bermuda, British Guiana, British Honduras, Falkland Islands, Jamaica (including Turks Islands), Leeward Islands, (Antigua, Dominica, Montserrat, Nevis, St. Kitts and Tortola), Newfoundland, Trinidad, including Tobago, Windward Islands, (Grenada, St. Lucia and St. Vincent). In Europe, Gibraltar, Malta. In Asia, British North Borneo, Ceylon, Cyprus, Hong Kong, Labuan, Straits Settlements. In Africa, Cape Colony, Gambia, Gold Coast, Lagos, Mauritius, Natal, St. Helena, Seychelles, Sierra Leone.

Samples of merchandise must not exceed the following dimensions : 30 centimetres (12 inches) in length, 20 centimetres (8 inches) in width, and 10 centimetres (4 inches) in depth. Samples in the form of rolls must not exceed 12 inches in length or 6 inches in diameter.

### Samples of Liquids, Fatty Substances and Powders.

Samples of liquids, fatty substances and powders (except such as are dangerous, inflammable, explosive or malodorous) will be admitted to the mails for the following countries, provided they are packed in the requirements of the law :

Canada, Costa Rica, Germany, German office at Apia, Samoan Islands, Argentine



Republic, Austria, Hungary, Belgium, Bolivia, Brazil, Bulgaria, Cameroons (Territory of), Chili, Congo (State of), Curacao and other Netherlands Colonies, Denmark and Danish Colonies, Dutch Guiana, Egypt, Spain and the Spanish Colonies, France and the French Colonies, Greece, the Hawaiian Kingdom, Hayti, Republic of Honduras, British India, Italy, Japan, Luxemburg, Montenegro, Nicaragua, Norway, the Netherlands, Netherlands East Indies, Peru, Portugal and the Portugese Colonies, Roumania, Salvador, Servia, Siam, Sweden, Switzerland, the Transvaal Republic, Tanis (Regency of), Turkey.

Liquids and fatty substances must be enclosed in bottles hermetically sealed. Each bottle must be placed in a wooden box containing absorbent matter of sufficient quantity to absorb the liquid in case of breakage. The box must be enclosed in a metallic or wooden box with a screw top, or in a case of strong leather.

Powders must be placed in pasteboard boxes or stout paper envelopes; and the pasteboard boxes or stout paper envelopes must be enclosed in a linen or parchment bag.

The postal rate on samples of merchandise is 1 CENT FOR EACH TWO OUNCES OR FRACTION THEREOF, and, while full prepayment is optional, A POSTAGE OF AT LEAST 2 CENTS MUST BE PREPAID, even though the article weighs within four ounces.

Insufficiently prepaid correspondence of all kinds is chargeable with double the amount of deficient postage, to be collected on delivery.

#### **Treatment of Dutiable Articles.**

All *unsealed* packages containing dutiable articles are seized by customs inspectors; and when letters, *sealed* packages, or packages the wrappers of which cannot be removed without destroying them, are received in the United States from a foreign country, and there is reason to believe they contain articles liable to customs duties, the customs officers are notified of the receipt of such letters or packages, and their several addresses; and if any letter or package of this character be addressed to a person residing within the delivery of this office, the addressee thereof is notified that such letter or package has been received, and is believed to contain articles liable to customs duties, and that he must appear at the office of the customs examiners within a time not exceeding twenty days from date of said notice, and receive and open said letter or package in their presence.

All books received here from foreign countries addressed for delivery at any point within the United States are, under instructions of the Treasury and Post Office Departments, placed in the custody of customs officers for examination and appraisement, and are forwarded by them by mail, charged with duties (when found to be dutiable) to be collected by the postmaster at the office of delivery. Books are decided by the Secretary "to include such as are bound in stiff covers, and also such as are usually so bound." Printed matter in small quantities for personal use, and not for sale as merchandise (embracing magazines, periodicals, etc., in pamphlet form, and newspapers, photographs, lithographs, engravings and nones), is free of duty when received by mail. Complaints of supposed overcharges or of any other irregularity in connection with customs duties, should be addressed to the Secretary of the Treasury, Washington, D. C., AND NOT TO THE POSTMASTER, who has no authority to review or amend the action of the custom officers. All books, when returned to this office by the customs examiners, are promptly forwarded to their respective destinations. The packages will be found to bear two postmarks, one indicating the date of original receipt here, and the other the date on which they were returned by the custom officers for mailing.

### Countries Comprising the Union.

The following are the countries, colonies and places which, with the United States, comprise the Postal Union:

Argentine Republic, including eastern parts of Patagonia and Terra del Fuego and Staten Island. Austria-Hungary, including the principality of Lichtenstein. Bahamas. Barbadoes, W. I. Belgium. Bermudas. Bolivia. Bosnia-Herzegovina. Brazil. British Colonies on west coast of Africa (Gold Coast, Senegambia and Sierra Leone). British Colonies in West Indies, viz.: Antigua, Dominica, Montserrat, Nevis, St. Christopher, the Virgin Isles, Grenada, St. Lucia, Tobago and Turk's Island. British Colonies of Natal, New South Wales, (including Lord Howe and Norfolk Islands,) Victoria, Queensland, West Australia, South Australia, Tasmania, New Zealand (including Chatham Islands), British New Guinea, and the Fiji Islands. British Guiana. British Honduras. British India: Hindostan and British Burmah (Aracan, Pegu and Tenasserim), and the Indian Postal Establishments of Aden, Muscat, Persian Gulf Quader, and Mandalay. Bulgaria, Principality of. Canada. Ceylon. Chili, including western parts of Patagonia and Terra del Fuego. Colombia, U. S. of. Congo. Costa Rica. Cyprus. Danish Colonies of St. Thomas, St. Croix and St. John. Denmark, including Iceland and the Faroe Islands. Dominica, Republic of. Ecuador. Egypt. Falkland Islands. Far Islands. France, including Algeria, the Principality of Monaco, and French post-office establishments at Tunis (Tunis), Tangier, (Morocco), and at Shanghai (China), Cambodia and Tonquin.

### Rates to Countries Not in the Union.

The principal foreign countries which are not in the Universal Postal Union are given below:

The postage rates of 10 cents per one-half ounce or fraction of one-half ounce for letters, and 2 cents for each two ounces or fraction of two ounces for printed matter of all kinds, commercial papers and samples of merchandise are applicable to these countries.

Payment of at least one full rate of postage shall be compulsory; the conditions relative to size, weight and wrapping, applicable to similar articles in mails exchanged between countries of the Postal Union shall apply likewise to printed matter, commercial papers and samples for the Non-Union destinations named herein; and the minimum charge for packages commercial papers shall be 5 cents.

Ascension Island, Bechuanaland, Cape Colony (including Basutoland, Caffraria and Griqualand), Orange Free State, St. Helena Island, Morocco, (except the French P. O. at Tangier and the Spanish possessions on the west coast, which are in the Universal Postal Union) Madagascar (except Ambositra, Antevorante, Fenerive, Fiaranantsoa, Foulpointe, Ikondro, Maevatanana, Mahambo, Mahanoro, Mahela, Malunga, Maintirano, Mananjary, Morondava, Morondrangana, Nosy-Ve, St. Marie, Tamatave, Tananarive, Vatomanjry, Yokomo), which are in the Universal Postal Union, and China (except China via France and Russia, and French offices as can be supplied via Hong Kong and Shanghai, to which Postal Union rates apply for merchandise, mailable to Shanghai at the rate of one cent per ounce).

## FOREIGN PARCELS POST.

### Arrangements for Mailing Merchandise to Foreign Points.

Parcels Post Conventions having been concluded between the United States and Jamaica, British Honduras, British Guiana, Bahama Islands, Barbadoes, Danish West Indies, (St. Croix, St. John's and St. Thomas), Costa Rica, Mexico, Republic of Colombia, Hawaiian Kingdom, Leeward Islands, Newfoundland and the Republic of Salvador, Windward Islands (Grenada, St. Lucia, St. Vincent and the Gredadines), the attention of the public is called to the following provisions thereof, which apply in the United States to parcels of merchandise—other than samples—and all other articles not prohibited.

#### POSTAGE.

For a parcel not exceeding 1 pound in weight - - - - - 12 cts.  
For every additional pound or fraction of a pound - - - - - 12 cts.

The postage must in all cases be prepaid, and by means of postage stamps which must be affixed by the sender; and no parcel will be accepted for transmission which is not sufficiently prepaid.

#### DIMENSION AND WEIGHT.

The dimensions allowed are:

Greatest length - - - - - 3 feet 6 inches.  
Greatest length and girth combined - - - - - 6 feet.  
The maximum weight - - - - - 11 pounds.

(Except that the greatest length permissible to Costa Rica, Mexico and Republic of Colombia is two feet, and the greatest girth four feet.)

Parcels must be securely and substantially packed, so they can be safely transmitted in the open mail of the country of destination, but must be so wrapped or enclosed as to permit their contents to be easily examined by postmasters and customs officers.

Any articles admitted to the domestic mails of the United States may be sent, except those mentioned in the next paragraph.

A letter of communication of the nature of a 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 package will be rejected. If, however, any such should inadvertently be forwarded, the country of destination will collect double rates of postage according to the Universal Postal Union Convention.

No parcel may contain parcels intended for delivery at any address other than that borne by the parcel itself. If such enclosed parcels be detected, they must be sent forward singly, charged with new and distinct parcel postage rates.

#### PROHIBITED ARTICLES.

The following articles are prohibited from transmission under this arrangement: Publications which violate the copyright laws of the country of destination; poisons and explosive or inflammable substances; liquids and those which easily liquify; confections and pastes; live or dead animals, except dead insects and reptiles when thoroughly dried; fruits and vegetables, and substances which exhale a bad odor; lottery tickets, lottery advertisements or lottery circulars; all obscene or immoral articles; articles which in any way damage or destroy the mails or injure the persons handling them.



#### ADDRESS AND MODE OF POSTING.

Each parcel must be plainly directed, giving the name and full address of the person for whom the parcel is intended. It must bear the words "Parcel Post" in the upper left hand corner, and the name and address of the sender.

All parcels *may* be liable to Customs duties, and the sender of such parcel will therefore be required to make a *Customs Declaration* giving general description of the parcel, an accurate statement of the contents and value, date of mailing, and the sender's signature and address, and the place of address. This declaration must be pasted upon or attached to every parcel, upon a special form which can be obtained at the mailing office.

As many articles of domestic manufacture are free from duty when mailed by parcel post to the Hawaiian Kingdom, statement to that effect should be made on Customs Declaration.

A parcel must not be posted in the letter-box, but must be taken into the postoffice, and presented at the counter to the clerk in charge.

The sender will, at the time of mailing the parcel, receive a certificate of mailing from the postoffice.

#### Mexico and Canada.

Matter mailed in the United States, addressed to Mexico, is subject to the same postage rates and conditions as it would be if it were addressed for delivery in the United States, except that articles of miscellaneous merchandise (fourth class matter), not sent as bona fide trade samples, are required to be sent by "Parcel Post," and that the following articles are absolutely excluded from the mails without regard to amount of postage prepaid, or the manner in which they are wrapped, viz :

All sealed packages other than letters in their usual and ordinary form ; all packages (including packages of second class matter which weigh more than 4 pounds 6 ounces), except such as are sent by parcel post ; liquids, pastes, confections and fatty substances ; publications which violate any copyright law of Mexico.

Samples of merchandise : Packets not in excess of four ounces, two cents. Packets in excess of four ounces, for each two ounces or fraction thereof, one cent.

Matter mailed in the United States, addressed to Canada, is subject to the same postage rates and conditions as it would be if it were addressed for delivery in the United States, except that the following articles are absolutely excluded from the mails without regard to the amount of postage prepaid, or the manner in which they are wrapped, viz :

All sealed packages other than letters in their usual and ordinary form ; all packages except single volumes of printed books and packages of second class matter, which weigh more than four pounds six ounces, publications which violate any copyright law of Canada.

Unsealed packages of "commercial papers" shall be admitted to the mails despatched from this country to Mexico and Canada, at the same rate of postage and subject to the same conditions as to weight and dimensions as apply to commercial papers in the mails despatched to other countries of the Universal Postal Union.

# TABLE OF DISTANCES

— AND —

## Time of Mail Transit between Brooklyn and other Cities in the United States.

The time computed is between Depot and Depot, and upon the basis of connection being made.

CITY.	DIST. IN MILES FROM N. Y.	TIME OF MAIL TRANSIT.		CITY.	DIST. IN MILES FROM N. Y.	TIME OF MAIL TRANSIT.	
		HOURS.	MIN.			HOURS.	MIN.
Albany, N. Y.	142	4	35	Los Angeles, Cal.	3,107	126	..
Atchison, Kan.	1,330	44	..	Louisville, Ky.	554	34	..
Atlanta, Ga.	852	34	20	Lynchburg, Va.	407	14	20
Augusta, Ga.	866	36	20	Macon, Ga.	931	40	20
Augusta, Me.	388	22	..	Memphis, Tenn.	1,163	40	..
Austin, Tex.	1,787	17	50	Milwaukee, Wis.	985	25	20
Baltimore, Md.	180	6	..	Minneapolis, Minn.	1,312	42	50
Bismarck, No. Dak.	1,738	60	30	Mobile, Ala.	1,237	40	30
Boise City, Idaho.	2,736	120	30	Montgomery, Ala.	1,057	36	30
Boston, Mass.	217	7	..	Montpelier, Vt.	327	10	15
Buffalo, N. Y.	410	14	30	Nashville, Tenn.	1,004	34	40
Burlington, Iowa	1,080	30	30	New Haven, Conn.	76	2	..
Cairo, Ill.	1,083	42	..	New Orleans, La.	1,344	46	..
Carson City, Nev.	3,030	115	15	Newport, R. I.	186	8	30
Cedar Keys, Fla.	1,185	48	50	Norfolk, Va.	345	15	20
Charleston, S. C.	801	25	20	Ogden, Utah.	2,416	80	30
Charlotte, N. C.	615	22	20	Omaha, Neb.	1,383	42	55
Chattanooga, Tenn.	853	31	10	Philadelphia, Pa.	90	3	..
Chicago, Ill.	900	28	..	Pittsburg, Pa.	431	13	..
Cincinnati, O.	714	23	35	Portland, Me.	325	10	..
Cleveland, O.	568	16	30	Portland, Ore.	3,181	121	30
Columbus, O.	624	10	50	Prescott, Ariz.	2,724	136	..
Concord, N. H.	208	13	3	Providence, R. I.	180	6	..
Deadwood, So. Dak.	1,077	60	30	Raleigh, N. C.	525	22	50
Denver, Col.	1,000	60	30	Richmond, Va.	344	11	10
Des Moines, Iowa	1,237	40	3	Rock Island, Ill.	1,081	35	15
Detroit, Mich.	711	20	..	Sacramento, Cal.	3,100	115	30
Dover, Del.	102	5	..	St. Paul, Minn.	1,300	40	30
Dubuque, Iowa	1,000	37	..	St. Louis, Mo.	1,048	32	..
Duluth, Minn.	1,418	..	..	Salt Lake City, Utah	2,452	80	30
Ft. Smith, Ark.	1,493	58	..	San Antonio, Tex.	1,867	73	..
Ft. Wayne, Ind.	781	25	..	San Francisco, Cal.	3,250	110	30
Frankfort, Ky.	833	30	..	Santa Fe, N. M.	2,173	89	..
Galveston, Tex.	1,780	76	30	Savannah, Ga.	905	26	12
Harrisburgh, Pa.	182	6	..	Springfield, Ill.	1,000	35	..
Hartford, Ct.	112	4	..	Springfield, Mass.	138	4	..
Helena, Mont.	2,421	81	..	Tacoma, Wash.	3,209	124	55
Indianapolis, Ind.	808	24	..	Tallahassee, Fla.	1,167	48	50
Jackson, Miss.	1,411	14	20	Tampa, Fla.	1,316	42	10
Jacksonville, Fla.	1,077	41	50	Toledo, O.	680	20	35
Jefferson City, Mo.	1,170	34	..	Topeka, Kan.	1,370	46	..
Key West, Fla.	1,468	60	40	Trenton, N. J.	57	2	..
Knoxville, Tenn.	712	27	..	Vicksburg, Miss.	1,288	57	..
Lansing, Mich.	709	20	10	Washington, D. C.	228	6	30
Leavenworth, Kan.	1,428	44	..	Wheeling, W. Va.	400	16	15
Lincoln, Neb.	1,122	41	20	Wilmington, Del.	117	5	..
Little Rock, Ark.	1,290	..	..	Wilmington, N. C.	503	17	50

Approximate Time of Mail Transit From Brooklyn, N. Y., to Some  
of the More Important Places of the World.

	DAYS.	HOURS.		DAYS.	HOURS.
Amsterdam .....	10	..	London .....	8	..
Antwerp .....	10	..	Lyons .....	10	..
Bahamas .....	3	..	Madeira .....	14	..
Barbados .....	8	..	Madras .....	29	..
Belfast .....	8	..	Madrid .....	13	..
Belize .....	4	..	Malta .....	18	..
Berlin .....	10	..	Manchester .....	8	..
Berne .....	10	..	Martinique .....	9	..
Bermada .....	2	..	Marseilles .....	10	..
Birmingham .....	8	..	Matritius .....	38	..
Bordeaux .....	10	..	Melbourne via San Fran-		
Bremen .....	10	..	cisco .....	32	..
Brisbane via San Francisco .....	34	..	Mexico, City of .....	7	..
British Columbia .....	8	..	Milan .....	10	..
Brussels .....	10	..	Monrovia .....	28	..
Buda Pesth .....	10	..	Montevideo .....	28	..
Cadiz .....	12	..	Moscow .....	12	..
Cairo .....	15	..	Mozambique via Brindisi .....	35	..
Calcutta .....	30	..	Munich .....	10	..
Callao .....	22	..	Nassau .....	4	..
Cape Town .....	30	..	Natal .....	35	11
Carthage .....	12	..	Odessa .....	13	..
Ciudad Bolivar .....	11	..	Panama .....	7	..
Colon .....	6	..	Para .....	12	..
Congo .....	52	..	Pointe de Galla (Ceylon) .....	29	..
Constantinople .....	14	..	Paris .....	8	..
Copenhagen .....	11	..	Pernambuco .....	16	..
Cork .....	7	..	Porto Rica .....	8	..
Curacao .....	6	..	Puerta Cabello .....	12	..
Demarara .....	11	..	Rio de Janeiro .....	25	..
Dominica .....	9	..	Rome .....	11	..
Dublin .....	8	10	Rotterdam .....	10	..
Dresden .....	10	..	Saigon (Cochin China) .....		
Edinburgh .....	6	..	via San Francisco .....	44	..
Falkland Islands .....	38	..	St. Domingo .....	15	..
Florence .....	11	..	St. Helena .....	27	..
Frankfort-on-Main .....	10	..	St. John .....	5	..
Geneva .....	10	..	St. Kitts .....	8	..
Genoa .....	10	..	St. Thomas .....	6	..
Glasgow .....	10	..	St. Petersburg .....	12	..
Grenada .....	13	..	St. Vincent (Cape de Verde) .....	14	..
Greytown .....	7	..	Samoa .....	22	14
Guadaloupe .....	9	..	San Salvador .....	10	..
Guatemala .....	7	..	Shanghai, via San Fran-		
Guayaquil .....	15	..	cisco .....	25	..
Hamburg .....	10	..	Sierra Leone .....	20	..
Havana .....	3	..	Singapore .....	37	..
Havre .....	8	..	Southampton .....	8	..
Hayti .....	9	..	Stockholm .....	12	..
Hong Kong via San Fran-			Sydney, via San Francisco .....	34	..
cisco .....	25	..	Tokio .....	24	6
Honolulu .....	14	..	Trieste .....	12	..
Iceland .....	19	..	Trinidad .....	6	..
Jamaica .....	7	..	Turk's Island .....	7	..
Leipzig .....	10	..	Valparaiso .....	37	..
Lima .....	19	..	Vera Cruz .....	10	..
Limon .....	10	..	Vienna .....	12	..
Liverpool .....	12	..	Warsaw .....	12	..
	3	..	Yokohama .....	29	..



## FOURTH DIVISION==REGISTRY.

Rooms 9 and 10. Open 8 A. M. to 6 P. M.

### REGISTERED MAIL.

Any article of the first, third or fourth class of mail matter may be registered at any postoffice in the United States.

The fee on registered matter, domestic or foreign, is EIGHT CENTS for each letter or parcel, to be affixed in stamps, in addition to the postage. Full prepayment of postage and fee is required. Two or more letters or parcels addressed to, or intended for, the same person cannot be tied or otherwise fastened together and registered as one.

Every letter presented for registration must first be fully and legibly addressed and securely sealed by the sender, and all letters and other articles must also have the name and address of the sender indorsed thereon in writing or print before they can be registered.

Postmasters and their employees are forbidden to address a registered letter or package for the sender, to place contents therein, or to seal it, or to affix the stamps thereto; this must in all cases be done by the sender.

The name and address in full of the sender must be indorsed on or written across the end of the letter or other article before it can be registered.

Registered mail matter can only be delivered to the addressee in person or on their written order. All persons calling for registered matter should be prepared to furnish reasonable proof of their identity, as it is impossible otherwise, at large postoffices to guard against fraud.

Safety is considered before celerity in the transmission of registered mail; and delays are sometimes necessary to secure proper receipts at points of transfers, and due allowance must be made by those mailing such matter, and those to whom it is addressed, as registered mails cannot be handled with the same dispatch as ordinary mail matter.

A returned receipt signed by the addressee and showing delivery, is returned to the sender of each domestic registered letter or parcel, for which service there is no extra charge.

The sender of a registered letter or parcel addressed to any country in the Universal Postal Union may, by writing on the face of letter or parcel, "Return Receipt Demanded," have a written receipt sent back from Post Office on delivery.

Letters and packages containing money or articles of value should be registered, and never be deposited for transmission in ordinary mail.

Mail matter can be registered at the General Post Office and all Stations and Substations between the hours of 8.00 A. M. and 6.00 P. M. daily, except Sundays and Legal Holidays.

Registered matter can only be delivered to the party addressed in person or upon his written order. The fact that one person has been in the habit of receiving the ordinary mail addressed to another cannot justify him in claiming registered mail without such an order, no matter what may be the degree of relationship between the parties involved. These orders may be for the delivery of a specific letter or parcel, or for all registered matter addressed to the person giving the order. When a registered letter is delivered, the addressee is required to give two receipts—one for the postmaster delivering, and one to be returned to the sender. When the letter is delivered to other than the addressee, the name of both the addressee and the recipient must be signed by the latter.

### MONEY ORDER SYSTEM.

The money order system is intended to promote public convenience, and to secure safety in the transfer through the mails of small sums of money. An advice or notification, containing full particulars of the order is transmitted without delay by the issuing postmaster to the postmaster at the office of pay-

ment. The latter is thus furnished, before the order itself is presented, with information which will enable him to prevent its payment to any person not entitled thereto, provided the remitter complies with the regulations of the Department, which prohibit him from sending the same information in a letter inclosed with the order.

**Particulars Required.** The applicant must, in all cases, write his own given name and surname in full; and when the given name of the payee is known, it should be stated, otherwise the initial letters of the given name may be used. The given name of married women must be stated, and not those of their husbands.

**Domestic Money Orders** may be procured at any Money Order office, payable at any other Money Order Office in the United States by filling out and presenting the proper application form, accompanied by the amount required and the lawful fees, which are as follows:

For Orders for sums not exceeding \$	2.50	.....	3 cents.
Over \$ 2.50 and not exceeding	5.00	.....	5 "
" 5.00 "	10.00	.....	8 "
" 10.00 "	20.00	.....	10 "
" 20.00 "	30.00	.....	12 "
" 30.00 "	40.00	.....	15 "
" 40.00 "	50.00	.....	18 "
" 50.00 "	60.00	.....	20 "
" 60.00 "	75.00	.....	25 "
" 75.00 "	100.00	.....	30 "

**NOTE.**—The maximum amount for which a single Money Order may be issued at an office designated as a "Money Order Office" is \$100, and at an office designated as a "Limited Money Order Office," \$5. When a larger sum is to be sent, additional Orders must be obtained. But Postmasters are instructed to refuse to issue in one day to the same Remitter, and in favor of the same Payee, on any one Post Office of the fourth class, Money Orders amounting in the aggregate to more than \$300, as such office might not have the funds sufficient for immediate payment of any large amount. Fractions of a cent are not to be introduced.

In case a money order is lost or destroyed, or becomes invalid, as all money orders do after the expiration of one year, a duplicate will be issued by the department at Washington, on application therefore from either the remitter, payee, or indorsee of the original, at the office of issue of payment, and proper blanks will be furnished for that purpose at any Money Order Post Office.

**Payment of Orders.—Identification.**—Every person who applies for payment of a money order is required to prove his identity unless the applicant is known to be the rightful owner of the order. If the payee be unable to write, he must sign the receipt by making his mark, to be witnessed in writing by a second party, other than the Postmaster or postal employee. When the payee of the money order is a Bank, Railway Company, Insurance Company, Municipality, College, Newspaper, Society or Corporation of any kind, the President, Cashier, Manager, Secretary, Treasurer, Agent or the person who has written authority to receive payment of moneys due such Bank, Railway Company, etc., should sign the receipt on the money order in his *official capacity*. The payee of a money order may, by his written indorsement thereon, direct it to be paid to any person, and the Postmaster on whom it is drawn will pay the same to the person so designated, provided he shall furnish proof that the indorsement is genuine, and that he is the person empowered to do so; payment *not more than one indorsement and under an order invalid and not payable*, and the holder, to obtain payment, must apply for a new order in lieu thereof, returning the original.

**How Identification may be Waived.**—The remitter who desires to relieve the

# POST OFFICE GUIDE.

payee of a domestic money order, or his indorsee or attorney from the inconvenience of producing at the Post Office of payment proof of his identity by the testimony of another person present, may do so by writing across the face of his application for a money order the words, "Identification of payee, indorsee or attorney waived," and by signing his name.

**Payment Upon Power of Attorney.**—Persons signing money orders by power of attorney are required to file a certified copy of such power of attorney, or a written order, with the paying Postmaster, before payment can be effected.

**Repayment of Money Orders.**—Repayment of a money order can be made to the person who originally obtained it at the issuing office and by the return of the order; but the fee cannot be returned.

**International Money Orders,** payable in the countries named below, can be procured at the Brooklyn General Post Office, and at Stations B, E, G, S, V, W, A, C, and Flatbush:

Great Britain and Ireland,	Luxemburg,	Cape Colony,	Straits Settlements
Canada,	Austro-Hungary,	Egypt,	(Singapore, Penang and Malacca.)
Germany,	New South Wales,	Constantinople,	
France,	Queensland,	Hong Kong,	Gambia,
Italy,	Victoria,	Bermuda,	Mauritius,
Belgium,	New Zealand,	Gibraltar,	St. Helena,
Switzerland,	South Australia,	Iceland,	Trinidad,
Sweden,	West Australia,	Natal,	Malta,
Norway,	Tasmania,	Windward Islands,	Tangier,
Denmark,	British India,	Leeward Islands,	Beyrout,
Portugal,	Japan,	Ceylon,	Salonica,
Netherlands,	Hawaii,	Falkland Islands,	Azores and Madeira Islands,
	Jamaica,		

**Fees.**—The following fees are charged for money orders issued on any of the countries named above:

On orders not exceeding \$10.	10 cents.
Over \$10 and not exceeding \$20.	20 "
" 20 " "	30 "
" 30 " "	40 "
" 40 " "	50 "
" 50 " "	60 "
" 60 " "	70 "
" 70 " "	80 "
" 80 " "	90 "
" 90 " "	1 dollar.

The payment of International Money Orders must be within twelve months after the month of issue, and is governed by the same rules as regards identification, signature, etc., that apply to domestic orders.

The orders issued on Canada, Cape Colony, Constantinople, France and Algiers, Great Britain and Ireland, Hawaii, Windward and Leeward Islands, New Zealand, New South Wales, Queensland, Tasmania, Victoria, Trinidad and Tobago should be sent to the *payee by the remitters.*

The International Money Orders issued in *this* country, payable in Austro-Hungary, Belgium, British India, Denmark, Germany, Hong Kong, Italy, Japan, Shanghai (China), Luxemburg, Netherlands, Norway, Portugal (including the Azores and Madeira Islands), Switzerland and Sweden, *should be returned* by the remitter as a *receipt*, and *not* sent to the payee, to whom a new order in the currency of the country of payment will be issued and sent by the Post Office of that country.



# FOREIGN MAILS.

Approximate Time Occupied in course of Post from Brooklyn, N. Y., to some of the more Important Places of the World, with the Distance in Statute Miles Prepared in the Office of Foreign Mails.

NAME OF PLACE.	DAYS.	STATUTE MILES.	NAME OF PLACE.	DAYS.	STATUTE MILES.
<i>via</i>			<i>via</i>		
Accra (Africa).....London	35	8,075	Cape Coast Castle (Africa).....London	33	8,010
Addah (Africa).....London	36	8,130	Cape Haytica (Hayti).....London	7	1,460
Adelaide (South Australia).....London	50	15,315	Cape Palmas (Africa).....London	30	7,570
Adelaide (South Australia).....San Francisco	31	12,845	Cape Town (South Africa).....London	30	11,245
Aden (Arabia).....London	20	7,875	Carri (Spain).....London	12	5,545
Akyab (British Burmah).....London	23	11,675	Carthagena (U. S. of Colombia).....Panama	12	2,445
Alexandria (Egypt).....London	15	6,150	Cherbourg (France).....London	10	3,780
Algiers (Africa).....London	13	5,630	Christiania (Norway).....London	12	4,650
Ambriz (Africa).....London	54	9,755	Cindad Bolivar (Venezuela).....Panama	11	2,715
Amsterdam (Netherlands).....London	10	3,955	Cobija (Bolivia).....Panama	37	5,135
Antigua (Leeward Islands).....London	9	1,790	Cologne (Germany).....London	10	4,115
Antwerp (Belgium).....London	10	4,000	Colon (Colombia).....Panama	6	2,231
Apia (Samoan Islands).....San Francisco	28	9,200	Congo (Africa).....London	52	9,605
Arica (Peru).....Panama	27	4,835	Constantinople (Turkey).....London	14	5,810
Aspinwall see "Colon".....Panama	14	5,655	Copenhagen (Denmark).....London	11	4,575
Athens (Greece).....London	14	5,655	Coquimbo (Chili).....Panama	32	5,685
Auckland (New Zealand).....San Francisco	20	10,120	Crete (Turkey).....London	16	5,835
Bahia (Brazil).....London	27	5,570	Curacao (West Indies).....London	6	2,030
Bale (Switzerland).....London	10	4,420	Cyprus (British).....London	17	6,345
Bangkok (Siam).....London	41	13,125	Delagoa Bay (Africa).....London	45	11,520
Bangkok (Siam).....San Francisco	43	12,590	Demerara (British Guiana).....London	11	2,605
Barbadoes (Windward Islands).....London	8	2,145	Dominica (Leeward Islands).....London	9	1,920
Barcelona (Spain).....London	12	4,790	Dresden (Germany).....London	10	4,555
Batavia (Java).....London	41	12,800	Falkland Islands.....London	38	9,120
Bathurst (Africa).....London	23	6,705	Faroe Islands.....London	14	4,740
Bayonne (France).....London	10	4,510	Fernando Po (Africa).....London	45	8,745
Belize (British Honduras).....New Orleans	9	2,360	Fiji Islands.....San Francisco	24	8,555
Berlin (Germany).....London	10	4,355	Florence (Italy).....London	17	4,800
Berne (Switzerland).....London	10	4,490	Frankfort-on-Main (Germany).....London	10	4,250
Beyrout (Syria).....London	15	6,175	Gaboon (Africa).....London	47	9,055
Bombay (British India).....London	27	9,705	Geneva (Switzerland).....London	10	4,410
Bonny (Africa).....London	12	8,390	Genoa (Italy).....London	10	4,615
Bordeaux (France).....London	10	4,485	Gibraltar.....London	13	5,155
Bremen (Germany).....London	10	4,245	Glasgow (Scotland).....London	10	3,375
Brienza (Italy).....London	11	5,205	Gothenburg (Sweden).....London	12	4,755
Brisbane (Queensland, Australia).....San Francisco	20	12,110	Greece (Africa).....London	23	6,605
Brussels (Belgium).....London	10	3,755	Granada (Spain).....London	13	5,350
Buda Pesth (Hungary).....London	11	4,410	Grand Bassam (Africa).....London	20	7,795
Buenos Ayres (Argentine Republic).....New Orleans	21	3,954	Grand Canary Island.....London	10	5,095
Bunder Abbas (Persian Gulf).....London	34	9,500	Grenada (Windward Islands).....London	6	2,325
Bushire (Persian Gulf).....London	30	9,050	Grey town (Nicaragua).....New Orleans	7	2,810
Busrah (Persian Gulf).....London	35	10,160	Gundeloupe (Leeward Islands).....New Orleans	9	1,860
Cadiz (Spain).....London	12	5,375	Guatemala City (Guatemala).....New Orleans	7	2,645
Cairo (Egypt).....London	10	6,050	Guayaquil (Ecuador).....Panama	15	3,295
Calcutta (British India).....London	30	11,120	Guaymas (Mexico).....R. R.	6	3,025
Caldera (Chili).....Panama	31	5,435	Hague (The) (Netherlands).....London	10	3,954
Callao (Peru).....Panama	22	4,145	Half Jack (Africa).....London	31	7,670
Cameroon (Africa).....London	41	12,605	Halifax (Nova Scotia).....London	2	645
			Hamburg (Germany).....London	12	4,820

# FOREIGN MAILS.—Continued.

NAME OF PLACE.	DAYS	STATUTE MILES.	NAME OF PLACE.	DAYS	STATUTE MILES.
<i>via</i>			<i>via</i>		
Hamburg (Germany).....London	10	4,340	Natal (Africa).....London	35	12,662
Hamilton (Bermuda).....	2	780	Nice (France).....London	11	4,700
Havana (Cuba).....	3	1,413	Nuremberg (Bavaria).....London	11	4,395
Havre (France).....	8	3,940	Odessa (Russia).....London	13	5,455
Hong Kong (China), San Francisco	25	10,500	Old Calabar (Africa).....London	47	8,675
Honolulu (Hawaii), San Francisco	13	5,645	Oporto (Portugal).....London	13	5,405
Iceland.....London	19	5,350	Panama (Columbia).....	7	2,355
Inhambane (Africa).....London	44	11,240	Para (Brazil).....	12	3,460
Interlaken (Switzerland).....London	10	4,525	Paris (France).....	8	4,020
Iquique (Peru).....Panama	28	4,965	Payta (Peru).....Panama	16	3,545
Isles de Los (Africa).....London	25	7,050	Penang (Straits Settlements).....	35	11,735
Jacmel (Hayti).....	7	1,910	Pernambuco (Brazil).....	10	5,125
Jeddah (Arabia).....London	21	7,090	Perth (West Australia).....	32	14,415
King George's Sound (West Australia).....San Francisco	43	14,915	Point de Galle (Ceylon).....London	29	10,340
Kingston (Jamaica).....	7	1,820	Port au Prince (Hayti).....	7	1,600
Kurrachee (British India), London	30	10,130	Port Limon (Costa Rica).....	9	2,505
Lagos (Africa).....London	40	8,110	Puerto Cabello (Venezuela).....	12	2,100
La Guayra (Venezuela).....	10	2,255	Puerto Plata (San Domingo).....	7	1,570
Lisbon (Portugal).....London	12	3,075	Quebec (Canada).....	2	555
Little Popo (Africa).....London	38	3,840	Queenstown (Ireland).....	8	3,250
Liverpool (England).....	8	2,145	Quilimane (Africa).....London	58	10,840
Livingston (Gautemala).....	10	6,855	Quitta (Africa).....London	37	8,150
London (Africa).....London	50	3,740	Rangoon (British India), London	34	11,000
London (England).....Queenstown	8	3,700	Riga (Russia).....London	11	5,190
London (England).....Southampton	8	4,450	Rio de Janeiro (Brazil).....	25	6,204
Lucerne (Switzerland).....London	10	4,340	Rome (Italy).....London	11	5,030
Lyons (France).....London	10	3,555	Rotterdam (Netherlands).....London	10	3,935
Maceio (Brazil).....	17	5,315	Saigon (Cochin China).....London	44	12,920
Maleira Island.....London	14	10,745	Saigon (Cochin China).....	30	12,240
Melras (British India).....London	20	4,025	St. Helena Island.....London	27	1,250
Madrid (Spain).....London	11	4,375	St. John's (Newfoundland).....	4	1,245
Magdalena Bay (Mexico).....	10	8,125	St. Kitts (Leeward Islands).....	8	1,550
Malaga (Spain).....London	12	5,280	St. John Windward Islands).....	8	2,025
Malta Island.....London	11	2,280	St. Petersburg (Russia).....London	12	5,170
Maracaibo (Venezuela).....	11	3,085	St. Thomas (West Indies).....	6	1,050
Maranham (Brazil).....	15	4,510	St. Vincent (Cape de Verde Islds).....	10	6,625
Marseilles (France).....London	10	1,750	St. Vincent (Windward Islands).....	8	2,245
Martinique (Windward Islands).....	10	1,750	Salt Pond (Antigua).....London	34	1,050
Mauritius Island.....London	18	12,350	Samana (San Domingo).....	8	1,700
Mayaguez (Porto Rico).....	7	1,730	San Domingo City (San Domingo).....	9	1,920
Mazatlan (Mexico), San Francisco	18	4,795	San Juan (Porto Rico).....	7	1,730
Melbourne (Victoria, Australia).....	32	12,265	Santa Martha (U. S. of Colombia).....	13	2,315
Mexico City (Mexico).....R. R.	7	3,750	Santander (Spain).....London	12	4,870
Milan (Italy).....London	10	4,015	Santiago (Chili).....Panama	38	6,010
Mollendo (Peru).....Panama	25	7,115	Santos (Brazil).....	25	6,980
Monrovia (Liberia, Africa), London	25	5,535	Savannah (U. S. of Colombia).....	13	2,380
Montevideo (Uruguay).....	28	12,120	Senegal (Africa).....London	27	6,505
Moscow (Russia).....London	12	10,470	Seychelles Islands (Indian Ocean).....	33	9,485
Moulmein (British Burmah).....	36	10,470	Shanghai (China).....London	51	14,745
Mozambique (Africa).....	35	10,470	Shanghai (China).....San Francisco	31	9,920
Munich (Bavaria).....London	10	9,230	Sierra Leone (Africa).....London	26	7,125
Muscat (Muscat).....London	37	5,195	Singapore (Straits Settlements).....	37	12,175
Naples (Italy).....London	12	4,105			
Nassau (Bahamas).....	4				

FOREIGN MAILS.—Continued.

NAME OF PLACE.	DAYS	STATUTE MILES.	NAME OF PLACE	DAYS	STATUTE MILES.
<i>via</i>			<i>via</i>		
Singapore (Straits Settlements)...			Turks Island (Bahamas).....	7	1,325
San Francisco.....	12	12,240	Valparaiso (Chili).....Panama	37	5,910
Southampton (England).....	5	3,680	Venice (Italy).....London	12	4,780
Stockholm (Sweden).....London	12	4,075	Vera Cruz (Mexico).....R. R.	10	4,010
Strasburg (Germany).....London	10	4,335	Vera Cruz (Mexico).....Steamer	13	2,500
Stuttgart (Germany).....London	11	4,460	Vienna (Austria).....London	12	4,740
Suez (Egypt).....London	10	6,370	Vigo (Spain).....London	12	5,510
Sydney (New South Wales).....			Wellington (New Zealand).....		
San Francisco.....	31	11,570	San Francisco.....	27	10,490
Tampico (Mexico).....New Orleans	7	2,250	Whydah (Africa).....London	39	8,225
Teneriffe (Canary Islands).....London	18	5,915	Winnebah (Africa).....London	34	8,055
Tiflis (Caucasus).....London	9	6,630	Yarmouth (Nova Scotia).....	1	515
Tours (France).....London	10	4,195	Yokohama (Japan).....San Francisco	16	7,343
Trieste (Austria).....London	12	4,910	Zanzibar (Africa).....London	30	9,825
Trinidad (Windward Islands).....	6	2,370	Zurich (Switzerland).....London	11	4,470
Turin (Italy).....London	17	4,520			

Instructions to Applicants for the Classified Postal Service.

APPLICANTS.

Applicants for examination must be citizens of the United States, and, if not native-born, must, at the time of filing their applications, produce their final naturalization papers, or, in the case of minors, the final naturalization papers of the parents under whom they claim citizenship.

Applicants cannot be examined for carrier if under twenty-one or over forty years of age, or for any other position if under eighteen years of age.

No person who is an applicant for examination, or who is an eligible in any other branch of the classified service—departmental, customs, internal revenue, railway mail, Indian or Government printing, can at the same time be an applicant for examination in the postal service; and no person who is an applicant for examination for one classified post-office, or who is eligible for appointment to one classified post-office, can at the same time be an applicant for examination for another classified post-office.

No person serving in the Army or Navy can be examined for admission to the classified civil service until the written consent of the head of the Department under which he is enlisted shall have been communicated to the Commission.

The Commission may refuse to examine an applicant who would be physically unable to perform the duties of the service.

No person habitually using intoxicating beverages to excess can be appointed. No discrimination is made on account of color or on account of political or religious opinion.

Very few females are appointed in any grade, and none are appointed as carriers.



## POST OFFICE GUIDE.

### EXAMINATIONS.

Examinations for the classified postal service will be held for the positions of clerk and carrier. Under the title "clerk" are included all classified positions except that of carrier. Special delivery messengers, stamp agents at drug and other stores, and laborers who perform no postal duties, are unclassified and not subject to examination. Applicants are examined as to their relative capacity and fitness. There is but one grade of examination, which is designated the clerk-carrier examination, the subjects of which are orthography, penmanship, copying, letter-writing, arithmetic (fundamental rules, fractions, and percentage), geography of the United States and local delivery, and reading addresses.

Notice of the standing obtained in the examination will be mailed to each person examined after the papers have been marked.

Special examinations will be held at such times as may be required by the needs of the service in any classified post office. These examinations will not be given on the dates fixed for the other examinations, and applications should not be made for them unless they are advertised.

Applicants who were honorably discharged from the military or the naval service *by reason of disability resulting from wounds or sickness incurred in the line of duty*, and who, by reason of such fact, have been allowed preference in appointment under section 1754 of the Revised Statutes by the Civil Service Commission, are required to attain a grade of only 65 per cent. in the examination in order to become eligible for certification, and, having attained that per cent., their names are placed on the register ahead of and are certified before all others who are not entitled to such preference. All other persons must attain a grade of 70 per cent. in order to become eligible for certification. The age limitations above referred to do not apply to persons whose claims of preference have been allowed by the Commission.

Due notice of the time and place of examination will be given to each applicant, and those who receive such notice should appear for examination at least fifteen minutes before the hour set for the commencement of the examination, and they should provide themselves with pen, penholder, pencil, eraser, ink, and memorandum paper. Regular semi-annual examinations will be held in each post office which was classified prior to January 5, 1903, on the first Tuesday of February and August in each year; at all other offices the examination will be held on the first Saturday in June and December, and applications for these examinations must be filed with the Secretary of the Board of Examiners at least twenty days before the examination. All unused applications will be cancelled after they have been filed six months. No person who has failed on an examination can, within six months, be admitted to another examination of the same grade without the consent of the Board of Examiners, approved by the United States Civil Service Commission. Consent to re-examination will be given only where sickness or other disabling cause occurring after the commencement of the examination occasioned the failure. If a re-examination is not allowed within six months from the date of failure, an applicant can not be again examined without making, in due form, a new application. No person dismissed from the public service for misconduct, and no person not absolutely appointed or employed after probation, can be examined within one year after such dismissal or failure to receive absolute appointment.

For further information or applications apply to the Secretary of the local Board of Examiners for the Brooklyn post office, Room No. 8, Post office Building.

# LONG ISLAND POSTAL HISTORY SOCIETY

APS Affiliate # 154

Annual Membership Subscription \$ 15.00

## OFFICERS:

**President** - vacant

**Vice-President** - Martin Margulis, 1368 Metropolitan Avenue, Bronx NY 10462

**Secretary** - vacant

**Treasurer** - John M. Price Jr., 16 Southland Drive, Glen Cove NY 11542

**Director** - vacant

Brendan McCann, 65-39 182nd Street, Flushing NY 11365

**Editor** - Brad Arch, 144 Hamilton Avenue, Clifton NJ 07011

## MEMBERSHIP REPORT

### Change of Address:

J. 'Fred' Rodriguez, 970 SW 93rd Avenue, Plantation FL 33324

### Deseased:

William Duncan - March 14, 1991

### Resignation:

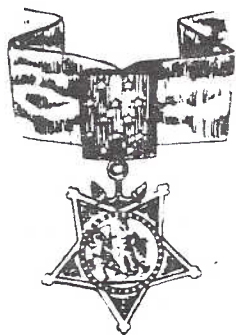
David Snow

Mail Returned - Forwarding Time Expired - We Need Your Help !

Harriet G. Valentine

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## AWARD WINNERS !



Following several discussions between the administration of the LIPHS and the staff of the Journal, it was determined that LIPHS should create an award for the best article submitted and published in our Journal each year, to recognize and honor those who have submitted articles, and to encourage others to do so. The award selected and agreed upon will be one year free dues, or equivalent subscription for non-members.

To avoid any conflict of interest, a set of the Journals has been submitted to an outside authority for evaluation and selection of a winner for each of 1990 and 1991, and we will continue this procedure for 1992, etc. The outside authority chosen was Mr. Gerard Neufeld, the associate editor of the national Postal History Society Journal. He is the person who does reviews of U.S. Postal History articles for the Postal History Journal.

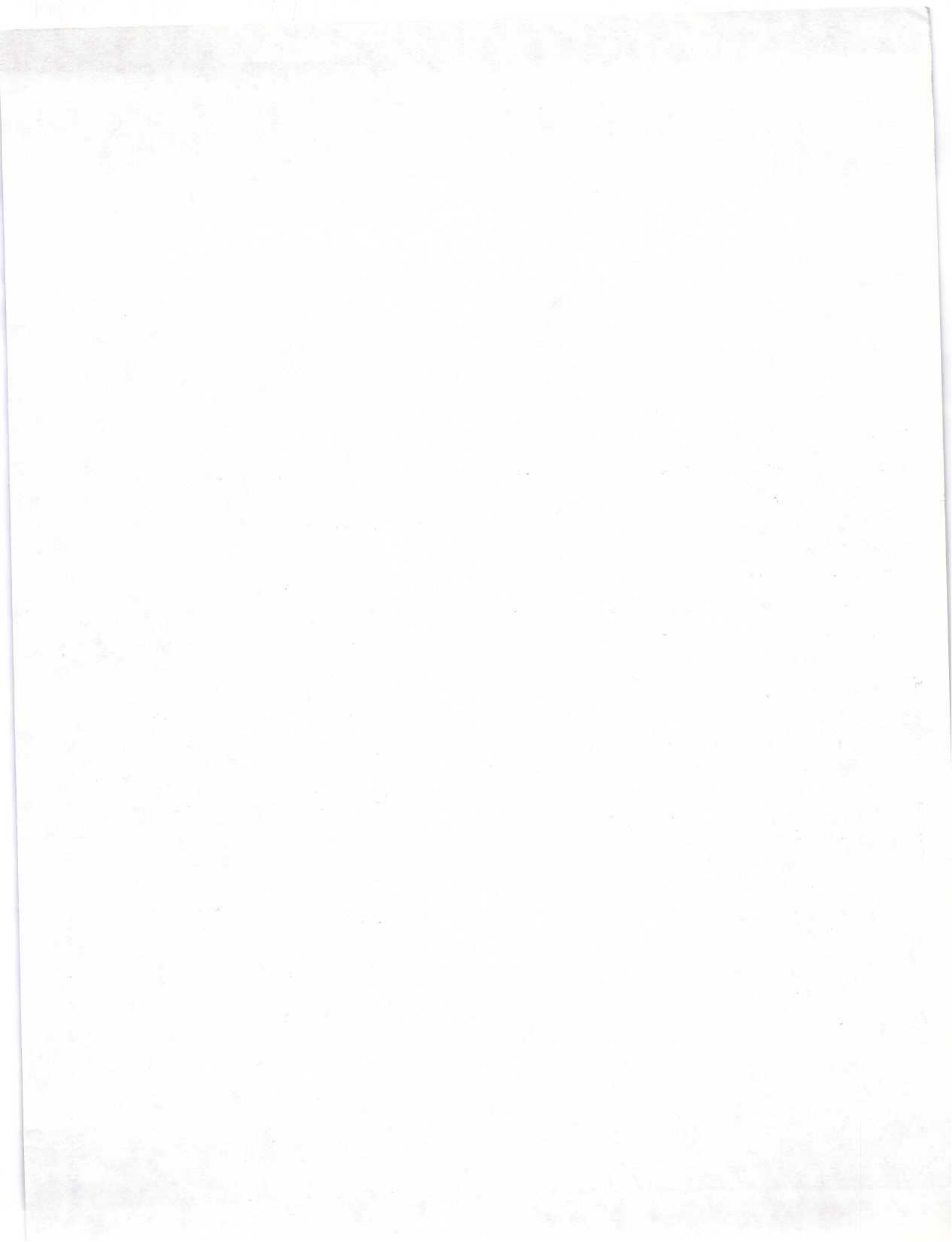
His selection of the winners for the **Best Articles** are as follows:

for: 1990 - Carl Baker - 'Long Island Advertising Covers, Early Garden Centers'

1991 - Brad Arch - 'Modern Postal History'

Since the selection process could not be completed in time for the 1992 Dues Notices, these two award winners will be entitled to their year free dues for the 1993 calendar year, and we hope to be able to select the 1992 etc. winners in a more timely manner.

This competition is open to all - You cannot win if you do not submit an article for publication - So **NOW** is the time for all the rest of you to submit an article to become eligible to win this annual award.





Long Island Postal Historian  
Brad Arch, Editor  
144 Hamilton Avenue  
Clifton NJ 07011



# FIRST CLASS

## Sample Journals:

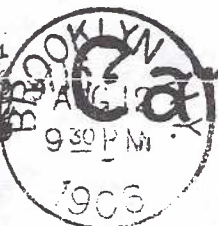
Sample Copies of this Journal are available at \$4.00, postpaid, from the above address

## Membership Information:

Membership Information and Applications are also available from the above address

Paul C. Koeber & Co., 68 Beaver St. New York (Germany)

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*Carrie M. Gady*  
*Bellows Falls*  
*Vermont*

This side for the address