

JAMAICA

POST  
OFFICE  
GUIDE

1977

ISSUED BY  
THE POSTMASTER GENERAL

THE SERVICES AND CHARGES SET OUT IN THIS  
VOLUME ARE LIABLE TO CHANGE  
UP-TO-DATE INFORMATION CAN BE OBTAINED  
AT ANY POST OFFICE

# CONTENTS

	PAGE
<b>THE POST OFFICE:—</b>	
Departments .. .. .	v
Post Offices (Corporate Area)—numbers and addresses ..	vi
Postal Agencies (Corporate Area)—addresses ..	vii
Regional Headquarters—District Post Offices ..	viii
Post Offices and Postal Agencies in Jamaica ..	3—18
Hours of Business at Post Offices and Postal Agencies ..	19
 <b>SUMMARY OF PRINCIPAL SERVICES AND RATES OF POSTAGE:—</b>	
<i>Inland</i>	
Letters, postcards, printed papers, literature, for the blind newspapers, registration, parcels, express delivery, business reply .. .. .	23—24
Telegraphs .. .. .	25
 <i>Overseas</i>	
Surface and Airmail charges .. .. .	25, 74, 75
Other Postal Charges of General Interest .. .. .	27
Postage Stamps and Stamped Stationery; philatelic bureau; reply coupons .. .. .	28—30
 <i>Inland Post</i>	
Letters and postcards .. .. .	33
Printed papers, literature for the blind, newspapers ..	34—38
Registration, compensation .. .. .	39—40
Express Delivery .. .. .	41
Business Reply Service .. .. .	42
Franking Machines .. .. .	44
Parcels .. .. .	45
 <b>GENERAL INFORMATION:—</b>	
Preparing Correspondence for Posting .. .. .	49
Packing and make-up .. .. .	51
Prohibitions, dangerous articles, embarrassing packets ..	57, 59—60
Import-Prohibitions (Special) .. .. .	62
Delivery of Correspondence, redirection .. .. .	63—66
Official Correspondence .. .. .	67
Miscellaneous .. .. .	68
 <b>OVERSEAS POST:—</b>	
Surface Rates .. .. .	74—75
Airmail Rates .. .. .	74—75
Letters, Postcards .. .. .	77—79
Small Packets, printed papers, literature for the blind ..	79—84
Parcels—Cash on Delivery Service .. .. .	85—88
Registration, insurance, compensation .. .. .	89—95
Summary of services (Foreign Countries) .. .. .	96—256
 <b>TELECOMMUNICATIONS:—</b>	
Telegrams (Inland) .. .. .	259—260
Telegrams (Overseas) .. .. .	260—265
Telex Service .. .. .	261
Licences (Radio and Telegraph) .. .. .	265—270
Money Orders and Postal Orders .. .. .	273—289
Workers Savings and Loan Bank .. .. .	293—300
Index .. .. .	303—308

# INDEX

## INDEX

Page	Page
<b>A</b>	
Address, Method of, (See under letter post, Parcel post Telegrams &c).	
Box holders ..	64
Change of ..	66
Correspondence ..	49-51
Parcels ..	45-46
Postcards ..	33-34
Sender's address ..	49
Addresses, Telegraphic-	
Code address ..	260
Method of addressing ..	262
Sender's Address ..	262
A.D.P. Cards ..	37,80,82
Advice of delivery of registered or insured article ..	26,40-88,90
Advice of Payment—Money Orders ..	273A
Agencies and Offices, List of iv-v; ..	3-18
Air Letter Forms ..	26,75
Air Mail Services ..	26,74
Air Mail articles insufficiently prepaid ..	76
Arms by post ..	58
Articles bearing fictitious stamps ..	58
Articles for use of the Blind ..	22,37,82
Articles liable to Custom Duty prohibited in letter post ..	76,78
Attendance:—	
At public counters ..	19
Holidays ..	19,259-260
Week-days and Sundays ..	19,259-260
<b>B</b>	
Bags-locked for posting and delivery ..	27,65
Bank notes, posting of ..	40,96-256
Bank—workers Savings and loan ..	29
Bees ..	56
Biological Substances ..	53-55
Literature for the Blind ..	23,37,84
Books (printed papers) ..	-37,82,81
Boxes—private letter ..	27,64
British Commonwealth Countries (See summary Overseas Services) ..	96-256
British postal orders ..	277-280
Bullion ..	52,57
Business Reply Service ..	24,42-44
<b>C</b>	
Cash on delivery Service ..	88
Certificate of Posting—	
Insured article ..	89-94
Parcel ..	39,45
Registered article ..	39,89
Change of address ..	66
Charges—	
Presentation to Customs ..	27
Money Orders ..	28
Parcels ..	24-96-256
Postal Orders ..	
China-ware-packing ..	53
Christmas cards by Printed Papers Post ..	36,83
Cinematograph films ..	82
Circulars ..	36,82
Code address telegraphic ..	260
Coins, posting of ..	52,57,92
Commonwealth Reply Coupons ..	28,30
Compensation—	
Cases where not payable ..	40
Insured articles ..	94-95
Parcels ..	46,94-95,96-256
Registered articles ..	24,40
Crockery ..	53
Customs—	
Presentation to fee ..	27
Declarations ..	80
Individual countries, conditions as to Payment of duty by sender (F.D.D.) ..	-96-256 86
<b>D</b>	
Dangerous articles—	
Categories of ..	53,55,59
Prohibition by post ..	57-58
Dead Letter Office ..	69
Declarations—Customs ..	80,84,85
Delayed Payments of Money Orders ..	275
Delivery—	
Correspondence ..	19,61-65
Parcels ..	19,59,87
Telegrams ..	25,257
Demand, Withdrawals—	
Savings Bank ..	293-294
Deposits—Savings Bank ..	293-294
Despatch Notes ..	85
Dimensions—	
Envelopes ..	60
Letters ..	22,33,78
Parcels ..	23,45,85
Postcards ..	22,33,76
Literature for the Blind ..	22,37-38,82



INDEX, *contd.*

L	Page	M, <i>contd.</i>	Page
<b>Letters—</b>		<b>M, <i>contd.</i></b>	
Addressing of ..	49	Members of Parliament—pre- payment of postage on letters to ..	68
Dimensions ..	23,33,73,78	Metal casting, packing ..	56
Dutiable articles enclosed in ..	78	Modes of payment of Post- age ..	44
Green Label System applied to ..	78	Money by post ..	28,40,69
Insufficiently prepaid ..	33,78	Money Order ..	273-276
Insurance of ..	91,96-256	Limits of amount ..	274
Postage Rates ..	23,33,74,75-76	Payment ..	274
Unpaid ..	33,67,78	Period of validity ..	274
Recall from Post ..	68	Rates of commission ..	27,273
Registration of ..	28,39,89,90	Telegraphic Money	
Return to sender ..	68	Orders ..	275-276
Weights, limits of ..	23,33,73,78	Money, posting of—	69
Liability of Post Office ..	69	Need for registration or Insurance ..	28,40,90-93
Licences—Business Reply Service ..	43-44	Money posting of—	
Aeronautical Ground Station ..	..	Restrictions on export or import ..	273,277
Amateur ..	..	(See also bank-notes and coins) ..	57
Dealers ..	265	Morphine ..	57
Coastal Vessels Radio Telephone ..	to	Musical Instruments—Pack- ing ..	56
Private Radio Station ..	..	Music sheets by Printed Papers Post ..	35,36
Radio Operator ..	269		
Radio Technician ..	..	<b>N</b>	
Ship Station (See also under "Per- mits") ..	..	Newspapers—	24,38,74,81
Liquors, intoxicating ..	58,63,94-254	Postage Rates, &c Wrappers ..	29
Liquids, packing ..	55	Non-standardised items ..	61
Literature for the Blind ..	23,37,84	Nuts, packing ..	56
Living Creatures—			
Packing ..	55	<b>O</b>	
Prohibition as to ex- ports and imports ..	57	Offensive markings on Postal articles ..	57
Prohibitions, gen- eral ..	57-58,96-247	Offensive articles, posting of ..	57
Locked bags ..	27,65	Offices and Agencies list of ..	iii-v,3-18
Loss—		Official Free Correspondence ..	67
Insured articles ..	92-93	On demand withdrawals from Saving Bank ..	291
Parcels ..	91,94-256	Opium ..	57
Registered articles ..	40,89	Overseas Services onwards ..	..
<b>M</b>		(See also under particular Service required) ..	74-75,96-256
Machine parts, packing ..	56		
Make-up and packing of postal Articles ..	51		
(See also printed papers, packets, etc.)			
Manuscripts by Post ..	35-36,82-84		
Maps, drawing, etc. ..	55		
Matches ..	57		
Meat, packing ..	53		

INDEX, *contd.*

	Page		Page
<b>P</b>		<b>P, contd.</b>	
Packing for posting (See also Printed Paper, Parcels, etc.)	50-57	Parcels—Foreign	
Paint, packing	56	Inland	24-25, 74-76
Paper Money by Post (Compulsory Registration)	40, 90	Postcards	23-26, 33, 76-78
Panel Envelopes	60-62	Printed Papers	23-26, 34, 74-76, 80
Parcels—		Small packets	23-26, 74, 76, 80
Addressing Method	45-46, 49	Postage Stamps—	
Air Mail Services	26, 74	Affixing of	49
Cash on delivery	27, 88	Cut from letters, cards, etc.	58, 62
Compensation for loss or damage	40, 46, 89	Defaced	58, 62
Customs charges	84, 86	Postal District Nos. (Corporate Area)	vi
Customs declaration	78, 86-87	Postal Orders, British	276-280
Delivery	66, 87	Postal Orders, Jamaica	276
Despatch notes	84, 96-256	Postcards—	
Dimensions permissible	23, 45, 74, 83	Inland postage, etc.	23, 33-34
Delivery Free of charge (F.D.D.)	86	Limits of size	24, 34
Inland postage on	24, 45	Overseas postage etc.	74, 76-78-79
Insurance	90-94	By Printed Papers Post	35, 82
Make-up and Packing	51-58	Postmaster General—letters to	68
Non-delivery	87	Post Office—Hours of Business	19, 259
Parcels—		Poste Restante	64
Prohibited articles	57-58	Postal Union, Universal	77
Overseas—general	73, 74, 76, 94	Poultry, Packing	53
Overseas—individual countries	256 96-256	Prepayment of postage in cash	44
Redirection	87	Presentation to Customs charge	27
Registration	24, 39	Press Telegrams	257, 260
Surface Mail services	25, 85, 87	Principal Services and rates of postage	23-29, 74-76
Pathological Specimens by Post	58-59	Printed papers—	
Perishables	51, 53	Cards as printed papers	35, 82
Perishable Biological Sub- stances	53-55	Enclosures Prohibitions	37
Permits—		Inland postage, etc.	23-26, 34
Money Orders	273, 277	Overseas postage	73A-74, 79
Parcels—incoming	62	Priority Telegrams	25, 259
Parcels—outgoing	96-256	Private Boxes	27, 64-65
Philatelic Bureau	29	Private letter bags	27, 65
Pictures (framed) packing	56	Prohibitions or restrictions— Postal:	
Plants by post	53	Exports	
Poisons	59	General	57-58, 62, 96-256
Postage—		Imports	
Evasion of	68	Prohibitions, telegraphs	263
Payable in Cash	44	Public holiday	19, 257
Franking Meter Machines	44-45	QSL Cards	80, 84
Methods of prepayment	69	<b>R</b>	
On Official letters	67	Racquets (Tennis, etc.) (Packing)	57
Principal rates of	22-29	Radioactive substances	55, 59
Underpaid or unpaid	33, 67, 78	(See Summary of Over- seas Services)	96-256
Postage rates—			
Business reply	24, 42-44		
Literature for the Blind			
Newspapers	23, 38, 74		

INDEX, *contd.*

	Page		Page
<i>R, contd.</i>		<i>S, contd.</i>	
Radio and Telegraph Licences	265-270	and Foreign Mail Service	96,264
Reclamation Fees	27	Surcharge, postal	33,34,67,68,81
Redirection—		<b>T</b>	
Postal articles	66	Telegrams, inland—	
Telegrams	262	Charges, principal	..
Refusal to pay postage due	64	Code Address	..
Regional Inspectors	64	Copy of Telegram	..
Registered Letters Advice		Counting of Words, signs, etc.	..
List	65	Delivery	..
Registered Letters—insuffi- ciently prepaid	40	Multiple Address tele- grams	..
Registration of postal articles	87,88	Payment	..
Registered Letter Envelopes	29,39	Press telegrams	..
Reply coupons	29-30	Priority Service	..
Restrictions, postal—see pro- hibitions	57-58 96-256	Telegrams, Inland—	259-
Return of postal articles to sender	66	Prohibited telegrams	260
Rods, as parcels (fishing)	57	Punctuation	..
<b>S</b>		Rates, principal	..
Secrecy of the Post	68	Redirection	..
Sender's liability for postage	63-68	Repetition	..
Sender's name and address—		Reply—paid telegrams	..
Postal article	50	Telex Service	..
Telegram	263	Words, counting of	..
Sharp Instrument	57	Writing, mode of	..
Ships—		Telegrams—Overseas—	
Radio Telephone	..	Addresses	..
Licence	269-	Code addresses	..
Telegrams to	270	Commonwealth social telegram	260- 265
Wireless Licence	..	Copy of telegram	..
Slips, Impressed	28	Counting of words, signs etc.	..
Size, limits of—		Delivery of inward tele- grams	..
Blind literature	23,37,84	Delivery of outward telegrams	..
Letters	23,33, 74,78	Language	..
Newspapers	24,38, 76,81	Money-order telegrams	..
Parcels	..	Multiple Address tele- grams	..
Postcards	33-34,45, 74,78	Press telegrams	260-
Printed Papers	34,35, 74,81	Rates, principal	265
Small Packets	79,80	Refunds	..
Stamps—		Repetition	..
Affixed to Postal Orders	277	Reply-paid telegrams	..
Impressed Slips	28	Service Indications	..
Denominations sold	28	Ships at sea, telegram	..
Fictitious	57	To follow Addressee (reforwarding)	..
Stamped Stationery	27-28	Urgent telegrams	..
Stationery, postal	27-28	Words, counting of	..
Standardised items—		Writing, mode of	..
Summary of Commonwealth			

INDEX, *contd.*

	Page		Page
<b>T, <i>contd.</i></b>		<b>W</b>	
Telegraph Money Orders ..	275	Weights, limits of—	
Telegraph Services ..	259	Literature for the	
T. legraph Licences	265	Blind ..	23,34,74,84
Telex Licence ..	262	Letters ..	23-26,33,74,78
Tiles, packing ..	55-56	Newspapers ..	24-26,38,74
Tracer Free ..	27	Parcels ..	24-26,45,74,85,96-256
Trade Charges—Cash on		Postcards ..	23-26,33,74,78
delivery Service ..	88	Printed papers ..	23-26,34,74,80
Trap packets ..	62	Small packets ..	23-26,74,78
<b>U</b>		Window envelopes ..	61
Undeliverable—		Withdrawals, and Workers	
Cash-on-delivery par-		Savings and Loan Bank ..	294
cels ..	88	Workers Savings and Loan	
Parcels ..	87	Bank ..	
Correspondence ..	95	Acknowledgments of	
Universal Postal Union ..	77	deposits ..	
Unpaid or Insufficiently pre-		Classification of	
paid—		accounts ..	
Air Mail correspondence	78	Deposits ..	
Handling Fee on: ..	67	General regulations ..	
Letters ..	33,78,81	Interest ..	
Newspapers ..	78	Loss of Pass Book ..	293-
Postcards ..	33,78,79	Payment on demand ..	300
Printed Papers ..	34,78,81	Workers Savings and Loan	
<b>V</b>		Bank ..	
Value, limits of—		Opening of account ..	
Registered letters ..	39,89	Pass-books ..	
Insured letters ..	26,91	Person acting for de-	
(See Summary Overseas		positor ..	
Services) ..	96-256	Postage, exemptions from	
Insured parcels		Stamp savings cards ..	
(See Summary Overseas		Transfer of account ..	
Services) ..	96-256	Withdrawals ..	68
Valuables, posting of ..	40,69	Wrappers, impressed with	
Vegetables ..	51	stamps ..	28