

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

**SUMMARY**  
**OF**  
**PRINCIPAL SERVICES**  
**AND**  
**RATES OF POSTAGE**

1. INLAND POST
2. OVERSEAS POST
3. OTHER POSTAL CHARGES  
OF GENERAL INTEREST

**SUMMARY  
OF  
PRINCIPAL SERVICES AND RATES OF POSTAGE  
INLAND POST**

**Letters****Charges:**

1st 4 oz ..	..	10c
Over 4 oz to 8 oz ..	..	15c
Over 8 oz to 12 oz ..	..	20c
Over 12 oz to 1 lb ..	..	30c
Over 1 lb to 2 lb ..	..	60c
Over 2 lb to 4 lb ..	..	90c

**Limit of Weight:** 4 lb**Limits of Size:**

2 feet in length, 18 inches in breadth or depth.

**In form of roll:**

3 feet 3 inches for the length and twice the diameter combined (greatest dimension not to exceed 2 feet 8 inches). See also page 33

**Postcards****Charges**

Single ..	..	5c
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**Limits of Size:****Maximum:**

5½ inches in length, 4¼ inches in width.

**Minimum:**

5½ inches in length and 3½ inches in width.

Large cards which exceed the post card size limits are charged at letter rate. See also pages 33—34

**Small Packets***No Service.***Printed Papers****Charges: ..**

1st 4 oz ..	..	9c
Over 4 oz to 8 oz ..	..	10c
Over 8 oz to 12 oz ..	..	15c
Over 12 oz to 1 lb ..	..	30c
Over 1 lb to 2 lb ..	..	60c
Over 2 lb to 4 lb ..	..	85c

**Limit of Weight:** 4 lb**Limits of Size:**

2 feet in length 1 foot in breadth or depth.

**In form of roll:**

3 feet 3 inches for length and twice diameter combined (greatest dimension not to exceed 2 feet 8 inches). See also pages 34—35

**Literature for the Blind***(Braille)***Postage Free**

... (Special rate by Air Mail—  
2c for every 2 oz or  
fraction thereof).

**Limit of Weight:**

15 lb

**Limits of Size:**Same as for "Printed Papers" above.  
See also page 37

Summary: Principal Services, etc. Inland, *contd.*

**Newspapers or Magazines**  
*(Printed and published in Jamaica at intervals of not more than 31 days or registered at the General Post Office, London)*

Limits of Size:  
 Same as for "Printed Papers".  
 See also page 38

Limit of Weight: 1½ lb

**Charges:**

5c per copy irrespective of weight. Maximum weight: 1½ lb

**Registration**

**Charges:**  
 (Additional to normal postage)

To cover compensation up to \$20 . . . . . 40c  
 For each additional \$20 up to maximum \$800 . . . . . 2c

The registration service covers letters, letter packets and parcels. Articles intended for registration must be handed to an officer of the Post Office. A certificate of posting must be obtained. See also pages 39—40

**Parcels**

**Charges:**  
 12c per lb

Limit of Weight: 20 lb  
 Limits of Size  
 3 feet 6 inches, in length, 6 feet in length breadth and depth combined.  
 See also page 45

Advice of Delivery Fee . . . . . 4c

See also page 40

**Express Delivery Service**

Limit of Weight: Letters . . . . . 4 lb  
 Parcels . . . . . 7 lb  
 Other articles . . . . . normal limits

**Charges:**  
 Normal Postage plus . . . . . 20c

Delivery by special messenger immediately after receipt at office of destination—Service extends to all Post Offices in the Corporate Area of Kingston and St. Andrew and to District Post Offices listed at page 41

**Business Reply Service**

**Charges:**  
 On each item normal postage plus a fee of 2c

This service enables a person or firm to receive cards or letters from clients without prepayment of postage, with the fee of 2c on each item being paid by the addressee. The service is available only for articles posted and delivered within Jamaica. A licence to use this service must be obtained from the Postmaster General.  
 See also pages 43—45

Summary: Principal Services, etc. Inland and Overseas

Telegraph Services

Telegrams:

- i. Ordinary telegrams—
  - First 12 words .. 35c
  - Each additional word 3c
- ii. Priority telegrams—
  - First 12 words .. 45c
  - Each additional word 3c

Telegrams will be delivered from the Terminal Office by messenger without charge if the addressee resides within one mile of such office, or if in Kingston within the postal delivery. Portage payable beyond these limits. For further particulars see pages 257—258

For further details see pages

Registration of Telegraphic Address (per annum) \$8.00

OVERSEAS POST  
SURFACE MAIL

Letters	Postcards	Small Packets	Printed Papers and Newspapers
All countries up to			
1 oz ..	18c Single	12c Up to 4 oz ..	20c Up to 1 oz ..
Over 1 oz to 2 oz	30c	Over 4 oz to 8 oz	36c
Over 2 oz to 4 oz	40c	Over 8 oz to 1 lb	65c
Over 4 oz to 8 oz	90c	Over 1 lb to 2 lb	\$1.08
Over 8 oz to 1 lb	\$1.70		
Over 1 lb to 2 lb	\$2.90		
Over 2 lb to 4 lb	\$4.60		
			Over 1 oz to 2 oz
			Over 2 oz to 4 oz
			Over 4 oz to 8 oz
			Over 8 oz to 1 lb
			Over 1 lb to 2 lb
			Over 2 lb to 4 lb
			Over 4 lb to 5 lb
			Over 5 lb to 7 lb
			Over 7 lb to 9 lb
			Over 9 lb to 11 lb

PARCELS	Up to 2 lb	Up to 7 lb	Up to 11 lb	Up to 22 lb
United Kingdom .. ..	\$4.90	\$6.50	\$8.50	\$11.30
Barbados, Bermuda, Trinidad and Tobago	\$1.70	\$2.40	\$3.40	\$5.00
Antigua, Belize, Dominica, Grenada, Montserrat, St. Kitts, St. Lucia, St. Vincent, Nevis .. ..	\$1.70	\$2.40	\$3.20	\$4.70
Guyana .. ..	\$2.20	\$3.15	\$4.35	\$6.30
Canada .. ..		65c per lb (limit 22 lb)		
United States of America .. ..		70c per lb (limit 22 lb)		

For other Countries see rate sheet R3 and fuller details see pages 94—254

Summary of Principal Services Overseas, *contd.*

## AIR MAIL

	Letters per $\frac{1}{2}$ oz	Air Letter Forms	Post- cards	Second- Class per $\frac{1}{2}$ oz	News- papers per $\frac{1}{2}$ oz	Parcels per $\frac{1}{2}$ lb
United Kingdom ..	25c	18c	12c	12c	6c	\$2.50
Europe (except Cyprus and U.S.S.R.) ..	25c	18c	12c	12c	6c	Enquire at P.O. 80c
U.S.A. ..	20c	18c	10c	10c	5c	80c
Canada ..	20c	18c	10c	10c	5c	80c
Antigua, Barbados, Belize, Bermuda, Cayman Islands, Dominica, Guyana, Grenada, Montser- rat, Nevis, St. Kitts, St. Lucia, St. Vin- cent, Trinidad and Tobago ..	20c	18c	10c	10c	5c	70c*
Turks and Caicos Islands ..	20c	18c	10c	10c	5c	\$1.10
Bahamas ..	20c	18c	10c	10c	5c	\$1.00
Central and South America, and other Caribbean Islands (except those above)	20c	18c	10c	10c	5c	Enquire at P.O.
Africa, Asia, Austra- lia, Cyprus, Far East, New Zealand, U.S.S.R. ..	30c	18c	18c	18c	10c	Enquire at P.O.

\*Air parcel rate to Cayman Islands: 60c per  $\frac{1}{2}$  lb

## Definition of Second Class Mail:

*Greeting Cards* (unsealed)

*Small Packets* (maximum weight: 2 lb)

*Printed Matter* } All Countries .. .. . 4 lb  
 } Exceptionally, printed volumes sent  
 } singly and pamphlets will be  
 } accepted up to .. .. . 11 lb

Mail intended for transmission by Second Class Air Mail with the exception of Small Packets must *not* be sealed.

**Summary: Principal Services Overseas, Other Postal Charges**

A blue air mail label must be affixed to each article and in the case of second class mail each article must be clearly and appropriately superscribed on the address side of the cover to show the particular service for which it is intended namely: "Printed Papers", "Small Packet" or "Literature for the Blind", as the case may be.

**Air Letters**

These must be written on special Air Letter forms weighing not more than one-tenth of an ounce.

These forms, bearing an 18c stamp, are obtainable at all Post Offices, price 18c each.

Enclosures are not permitted.

Air mail correspondence to all destinations may be registered. Insured articles may be forwarded by air to most countries to which the insurance service extends.

**OTHER POSTAL CHARGES OF GENERAL INTEREST**

Advice of Delivery Fee	..	INLAND	..	..	..	4c
Advice of Delivery Fee	..	OVERSEA	..	..	..	20c
Reclamation Fee	..	..	..	..	..	6c
Presentation to Customs Charge	..	On each incoming parcel on which duty is payable	..	..	..	50c
Cash-on-Delivery Fee	..	On each incoming C.O.D parcel in addition to the Customs Clearance Fee	..	..	..	10c
Insurance Fee	..	..	..	..	..	..
INLAND	..	..	..	..	..	No Service. See Registration
OTHER COUNTRIES:						
Letters	..	..	..	..	..	For every \$36 of insured value .. 10c
Parcels	..	..	..	..	..	See pages 89, 91

The insurance service does not extend to all countries.

**Private Letter Bags**

(conveyed by an employee of the holder of the bag) \$8 per annum payable in advance.

**Private Letter Bags**

(conveyed under arrangement with the Post and Telegraphs Department) .. \$10 per annum payable in advance.

Private Letter Boxes .. \$8 per annum payable in advance.

Other Postal Charges—Postage Stamps and Stamped Stationery, *contd.*

## Money Order Commission

On orders drawn on—			
Antigua, Bahamas, Barbados,	}	For first \$4 ..	5c
Bermuda, Belize, Cayman		For each additional \$2 or part	2c
Islands, Dominica, Grenada,		thereof ..	2c
Guyana, Montserrat, Nevis,			
St. Kitts, St. Lucia, St. Vin-			
cent, Tortola Trinidad and			
Tobago and Turks Islands			
ALL OTHER COUNTRIES ..		For first \$2 ..	5c
		For each additional \$2 or part	2c
		thereof ..	2c

All Money Orders for countries to which there is no direct service—an additional commission is deducted from the value of the order by the forwarding country.

## Registration Fees

INLAND ..	..	To cover compensation up to \$20 ..	40c
		For each additional \$20 (maximum	2c
		compensation \$800) ..	
OTHER COUNTRIES ..	..	40c per article.	
		(maximum compensation \$14.33)	

		Sale Price	Surrender Value in Jamaica
International Reply Coupons ..	..	36c	18c

For other charges and more detailed information see the relative sections of the Guide

## POSTAGE STAMPS AND STAMPED STATIONERY

Postage stamps of the following denominations are on sale:—  
1c, 2c, 3c, 4c, 5c, 8c, 10c, 15c, 20c, 30c, 50c, \$1 and \$2.

The following is a brief description of the stamps together with the dates of issue.

Denominations	Description	Dates of Issue
1c	Pimento, well known for its quality as a spice	} 5.6.72
2c	Red Ginger ( <i>Guillainia Purpurata</i> )	
3c	Bauxite Industry	
4c	Kingston Harbour and Causeway linking Kingston with the South St. Catherine plains	
5c	Oil Refinery	} 17.4.72
6c	Senate Building, University of the West Indies	
8c	National Stadium	
9c	Devon House—National Monument	
10c	Air Jamaica—the National Airline ..	

Other Postal Charges—Postage Stamp and Stamped Stationery Sale of Stamps to Philatelists—International Reply Coupons

Denominations	Description	Dates of Issue
15c	Old Iron Bridge in Spanish Town	2.10.72
20c	College of Arts, Science and Technology	
30c	Dunn's River Falls	
50c	Rafting, a popular sport on the Rio Grande and Martha Brae Rivers	5.6.72
\$1	Jamaica House, official residence of the Prime Minister	2.10.72
\$2	Kings House, official residence of the Governor-General	

The following stamped stationery is on sale:—

Postcards impressed with a 5c stamp for use in the inland service only	..	Single	5c
Newspaper Paper wrappers impressed with 5c stamp	..	Each	5c
Light air letter forms impressed with a 18c stamp	..	Each	18c

Registered letter envelopes embossed with a stamp to cover

40c registration and 10c postage:—

Size—5½ inches by 3½ inches	..	..	Each	52c
Size—8 inches by 4½ inches	..	..	Each	53c

Judicial stamps of the value of 5c, 10c, 20c, 40c, 50c, 65c, 85c, \$1 and \$2 are sold at all offices where there is a demand for them.

### SALE OF STAMPS TO PHILATELISTS

A Philatelic Bureau is operated for the convenience of Stamp Collectors. Orders by post should be addressed to the Philatelic Bureau, General Post Office, Kingston, Jamaica, and should be accompanied by a remittance sufficient to cover the cost of the stamps plus return postage and registration fee. The remittance should be in the form of a bank draft, money order, postal order or certified cheque made payable to the Postmaster General.

### INTERNATIONAL REPLY COUPONS

International Reply Coupons are on sale at the Stamp Counters, Kingston, and the following Post Offices:—

Black River, Boscobel, Brown's Town, Cross Roads, Constant Spring, Hagley Park, Halfway Tree, Liguanea, Mandeville 2, May Pen, Mona, Montego Bay I, Morant Bay, Ocho Rios, Port Antonio, Port Maria, St. Ann's Bay, Savanna-la-Mar, Spanish Town and Tower Isle.

They are intended to provide a means of prepayment of replies by post.

International Reply Coupons, price 36c, may be exchanged at any Post Office in any country of the Universal Postal Union for stamps to cover the minimum postage on an unregistered letter to be sent abroad by surface mail. They may also be exchanged for postal stationery.

**Other Postal Charges—International Reply Coupons, *contd.***

When a sufficient number of these coupons are presented, they may be exchanged for postage stamps to cover the minimum postage on an unregistered letter to be sent abroad by air-mail.

The Postmaster General reserves the right to require that the item to be sent abroad be presented along with the coupons to be exchanged.

There is no limit to the period of exchange for international reply coupons.

International Reply Coupons presented at any Post Office in Jamaica will be exchanged for stamps of the following value:— .. .. 18c each