REPORTING OFFICE POSTMARK

United States Postal Service

Registry Irregularity Report

1.**TO:**

Instructions to Reporting Post Office

Enter in the address space the name of the post office at fault. Complete description of article and indicate irregularities below. Use Item 23 for describing an irregularity not printed on this form and cite governing instructions. Mail report directly to the postmaster. **(Use window envelope.)**

Instructions to Postmaster of Office at Fault

Please instruct employee at fault. If firm mailer is involved, request cooperation to prevent recurrence.
If the article was short paid and the required stamps were affixed at the time of mailing, file this form. If there is reason to believe stamps were not affixed, attach to this form serviceable postage stamps or meter stamp in the amount of the deficiency, cancel them, and file this form.

DESCRIPTION OF ARTICLE

2.Name and Address of Sender	3.Registration Number	4.Date of Mailing

5.Name and Address of Addressee	6.Station at Fault *(If mailed at station)*

IRREGULARITIES *(Check applicable items)*

✔	Preparation
	7. Improperly wrapped or enveloped
	8. Improperly sealed *(Show details in Item 23)*
	9. Sealing device affixed in such manner as to interfere with proper postmarking
	10. Two or more articles registered as one
	11. Return address lacking or incomplete *(Indicate which)*

✔	Acceptance
	12. Fourth-class matter not prepaid at First-Class rate erroneously registered
	13. Not marked "Registered"
	14. Not numbered *(See Item 3 for registration number assigned)*
	15.Illegible endorsing or numbering
	16. Not postmarked on back or not postmarked at and over intersection of sealing flaps
	17. Not legibly postmarked
	18. Not accompanied by return receipt

✔	Short Paid	
	19 Total amount required on article at time of mailing	$
	20. Amount of postage attached when received	$
	21. Short paid *(See breakdown)*	$

22.**Breakdown of Short Payment**

	Actually Paid	Amount Required	Short Paid
Postage	$	$	$
Registry Fee	$	$	$
Return Receipt	$	$	$
Restricted Delivery	$	$	$
Handling Charge	$	$	$
Special Delivery	$	$	$

23. Other Irregularity