

‘Registered Letter Book’ Customers Must Note...

As part of modernisation efforts the Jamaican Postal Administration has introduced **barcoded labels** to facilitate the tracking and tracing of registered items.

Many customers operate a registered letter book service in which a member of the customer’s staff enters the company’s letters in a book with pre-designated numbers. These letters from the company are then taken to the Post Office for mailing. This saves processing time

BARCODE, NOT BOOK NO

With the advent of the barcoded label for registered letters, the records from the company’s registered letter book **will no longer be utilised by the Post Office**. Why? When you bring in the letters for processing, the Post Office’s customer service representative will place one of three identical barcoded labels in the company’s book next to the respective letter. One of the other two labels is placed on the customer’s

receipt and the third kept at the Post Office as a permanent record.

Note therefore that the original number in the book is covered with the label. This label forms the reference, not the number printed in the book.

OVERSEAS FOR NOW

For now, this revised procedure will be applied to registered items intended for **overseas destinations only**. All customers who utilise the registered letter book service will be notified when the change is made in applying this procedure for local delivery as well.

MINIMUM ENVELOPE SIZE

These changes now require envelopes intended for registered mail to be no smaller than 9½ " x 4" (240m x 100mm). Since the barcoded labels are to be affixed at the front left hand side of the envelopes below the sender’s name and address, we recommend the smallest size envelope to be used for registered mail should be 9½ " x 4" (240m x 100mm) as the labels measure 4¼ " x 1½" (110mm x 38mm). The sender’s name and address can be placed at the back

of the envelope if necessary.

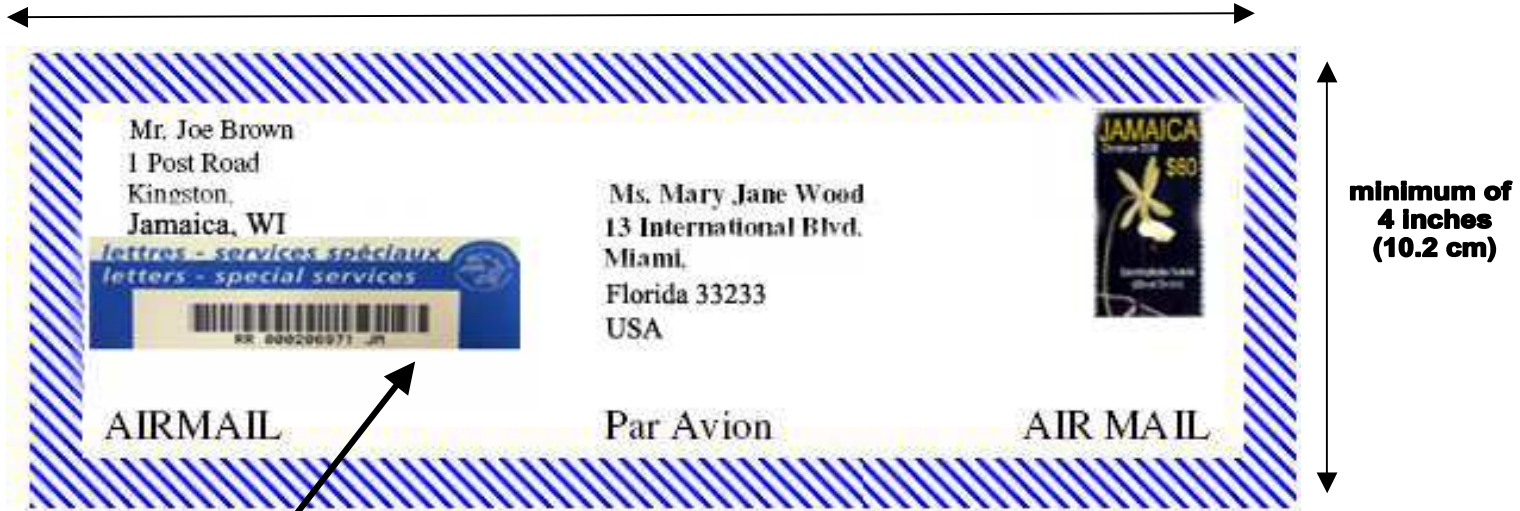
Businesses that often need to send registered mail items are encouraged to take advantage of this value-added service. Any organisation that requires a signature to verify receipt of a particular item will benefit from utilising registered mail.

If further details or clarifications are necessary, please contact:

- Head Postmaster; Tel: 922-1587
- Senior Regional Inspector; Tel: 924-9383

REQUIRED ENVELOPE SIZE FOR REGISTERED MAIL

**minimum of
9 inches
(23 cm)**



The new barcoded label introduced for use on registered mail