

CERTIFICATE OF POST OFFICE REGISTRATION.

No. 524

Registered this day a *fully prepaid* Letter addressed to



*The Passport Office*  
-----  
*Ottawa*  
-----  
*[Signature]*  
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Postmaster.

N. B.—A certificate is to be given for every letter accepted for registration, whether the party posting the letter applies or one or not. A Postmaster failing to give a certificate for every such letter incurs a serious responsibility.

Postmasters will please to notice that the above receipt purports to be for a **fully prepaid** letter. They should therefore see that the letter is fully prepaid before accepting it.

[over]

*Points to be noted in connection with Registered Letters or other registered articles.*

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1. The letter should be fully and precisely addressed in a distinct hand-writing. In like manner the receipt given therefor by the Postmaster should be distinctly written and carefully stamped and numbered.

2. A person posting a Registered letter should not leave the Post Office till he has obtained his receipt

3. The letter should bear stamps to the full amount of the postage and registration fee. The sender should attend to the due pre-payment of his letter himself. A Postmaster is only **responsible** for doing that which it is his **duty** to do, and it is not his duty to place stamps on letters for other people.

4. The letter should be in good order when handed to the Postmaster that is it should be enclosed in a suitable envelope carefully sealed with wax or gum.

5. Letters for registration should be brought to the Post Office some time before the mail closes.

6. Persons receiving registered letters that call for acknowledgment would frequently save trouble for themselves, to their correspondents and to the Post Office by **acknowledging** them promptly.