

(1.25 c. Cont'd)

of time, varying according to the nature of the emergency but never extending beyond one year, the items may be handed over to the local authorities for disposition; if it should be possible to send them to the owner or agent, this should be done through normal channels and not by diplomatic bag.

1.26 a. Mail sent to private individuals in care of a post should be stamped with the date on which it was received at the post. If sent by registered mail, a receipt should be obtained from the addressee when he picks up the mail and the receipt placed on file. If the mail is not called for within a reasonable period, say six months, it should be returned to the sender. If the address of the sender is not on the outside of the envelope or parcel, nor among the records of a post, the mail may be opened in the presence of a witness. In the case of an opened letter, it should be returned to the sender if the address is found. If the letter does not contain the address of the sender, it should be placed on a file kept for the purpose. In the case of an opened parcel, or letter containing enclosures, if the address of the sender is found, the sender should be asked what disposition he wishes made of the contents (if the contents appear to have considerable value), or alternatively the contents may be returned immediately to the sender by registered mail. If the address of the sender is not available, the Department should be sent a list of the contents of the parcel or envelope and any information that the post may possess about the identity or whereabouts of the sender or addressee. The Department will then attempt to locate the interested parties, failing which it will instruct the post as to disposition of the opened mail.

Disposition of
Private Mail

b. The opening by a consular officer of any parcel or envelope belonging to a private individual should always take place in the presence of a witness. If the opened letter contains no enclosures, a statement to that effect should be signed by the consular officer, witnessed, dated, and placed on file. In the case of an opened parcel or letter with enclosures, a complete list and description of the contents should be prepared in duplicate, witnessed and dated; a copy should be transmitted to the sender if the mail is returned to him, and a copy placed on file.

1.27 a. Since a post should not perform a service for a private individual that would result in circumventing local or Canadian customs regulations, it should not accept envelopes or parcels from a private individual for transmission to another private individual by the diplomatic bag.

Use of Diplomatic
Bag for Private
Mail