

Certified Mail

Certified mail should be used when proof of mailing is required. This service is available only when sending an item 1st class within the United States. Examples of use would include sending legal papers or materials that are deemed important but have no intrinsic value in and of themselves.

Certified mail is handled much like 1st class mail and it is best to personally take the shipment to any of the mail centers for processing and assessment of fees. A return receipt indicating the date of delivery and signature can be requested for an additional fee. A receipt of the mailing that is detached from the label and has the official postal postmark is your record of the mailing and should be retained by the sender.

Incoming certified mail is handled as ordinary mail. The Mail Services Department is required to sign the return request green card at the point of receipt. A departmental signature is required at the time of delivery.