

## **Registered Mail**

Registered mail is the most secure method of delivery the postal service offers. When sending articles of value (up to \$25,000.00) and insurance is required, this service should be used. Your materials are transported in a locked bag and signed receipts are recorded at the point of entry as well as from the consignee. For an additional fee, you can request to have a "return receipt", which includes date of delivery and signature. You may also designate a certain individual to receive and sign for the mailing. This is called a "restricted delivery".

In order to request this service, it is required that you personally take your letter or package to the US Postal Service. This service is no longer available on campus.

It is important to note that, when preparing a package to be sent registered, paper tape be used and all seams be covered. Use of any shiny tape such as cellophane, plastic or masking tape is not acceptable and will cause the package to be returned by the Federal Post Office.

Since the University does not have a special mail courier, incoming registered mail arrives with routine departmental deliveries. A departmental signature is required at the time of delivery.