Certified Mail™

Certified Mail® provides the following service:

- Provides the sender with a mailing receipt (see PS Form 3800 / Receipt for Certified Mail)
- Upon request, provides electronic verification that an article was delivered or that a delivery attempt was made
- Maintains a proof of delivery record (copy of the recipient's signature) that is kept at the Post Office™ two years from the date of mailing

**NOTE:** The proof of delivery record is not automatically mailed back to the sender with this service, however:
- Signature proof can be requested at the time of mailing by purchasing the Return Receipt service. Customers have the option of receiving the return receipt by mail or electronically
- Signature proof can also be requested after the mailing by purchasing the Return Receipt After Mailing service

**Other Notes about the Certified Mail® service:**

- Only First-Class Mail®, First-Class Package Service, or Priority Mail® (excluding Critical Mail) service items that are mailable may be certified
- **Certified Mail** items travel at the speed of the mail class with which they are purchased
- It is not a trackable service (delivery information can be accessed, but the item cannot be tracked)
- Delivery information is not available for items destined to APO and FPO locations
- **Certified Mail** items may be sent to U.S. possessions and territories
- Insurance or Collect on Delivery (COD) may not be purchased with the Certified Mail service
- This service may be combined with the restricted delivery or return receipt options
- Adult Signature Required and Adult Signature Restricted Delivery may be combined with this service with qualifying online label purchases
The sender must go to a Post Office™, station or give the mailpiece to a rural carrier to obtain a validated receipt.

A mailpiece sent with **Certified Mail** It may be sent from home or office, dropped in a Collection Box® receptacle or given to a postal employee. However, please note that:

1. Postage attached to the envelope must cover both the **certified** mailing fee and the postage.
2. A validated receipt confirming payment of the service is not available unless mailed from a Post Office facility.

**Certified Mail** will be held at the Post Office for 15 days, before being returned to sender, if the **Certified Mail** item is returned to the sender, the sender will need to sign for the returned item (since it is still signature **mail**).

**Certified Mail** is not available with International **mail** but may be mailed to APO (Army Post Office) and FPO (Fleet Post Office) locations. (A very similar service, Recorded Delivery, is available for International **mail**.)

**Fee**

For information on fees, go to https://www.usps.com/ship/insurance-and-extra-services.htm?