

Overview	Extra services are enhancements that, for a fee in addition to postage, provide greater security and accountability for mail, convenience to the sender, or improved handling. Extra services are not available with Periodicals. Not all extra services are available for all classes of mail and only certain services may be combined for the same mailpiece.
Certificate of Mailing (503.5.0)	<p>Provides evidence of mailing only. Certificate of mailing does not provide a record of delivery.</p> <p>Available for: First-Class Mail, Priority Mail, Standard Mail, Package Services.</p> <p>May be combined with: parcel airlift (PAL), special handling.</p> <p>Use PS Form 3817 for single pieces. Fee is affixed to form or paid with permit imprint.</p> <p>Use PS Form 3606 for bulk mailings of identical weight pieces. This certificate states only the total number of pieces mailed and must not be used as an itemized list or with permit imprint mailings. Fee is affixed to form.</p> <p>Use PS Form 3877 (or facsimile) when mailing three or more pieces. PS Form 3877 is a customer-generated itemized list.</p> <p>Deposit: may not be placed in a Post Office maildrop or in a street letterbox.</p>
Certified Mail (503.3.0)	<p>Provides sender with mailing receipt. Delivery record is maintained by USPS. No insurance provided.</p> <p>Available for: First-Class Mail and Priority Mail.</p> <p>May be combined with: restricted delivery, return receipt.</p> <p>Use PS Form 3800.</p>
Collect on Delivery (COD) (503.11.0)	<p>USPS collects from recipient the postage and price of an item that was not prepaid and provides the amount collected to the mailer. Amount collected from recipient may not exceed \$1,000. Delivery record is maintained by USPS. A record of mailing is maintained at the mailing post office.</p> <p>Available for: Express Mail (except Express Mail Military Service), First-Class Mail, Priority Mail, Package Services, or Parcel Select.</p> <p>Registered COD Mail is available for items sent as First-Class Mail (including Priority Mail).</p> <p>May be combined with: Delivery Confirmation, Registered Mail, restricted delivery, return receipt, Signature Confirmation, special handling. Delivery Confirmation and restricted delivery are not available with Express Mail COD.</p> <p>Deposit: may not be placed in a Post Office maildrop or in a street letterbox.</p> <p>Use PS Form 3816.</p>
Delivery Confirmation (503.9.0)	<p>Provides the date and time of delivery or attempted delivery. Delivery Confirmation may be purchased at the time of mailing only. This service may be obtained in two forms: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery status on the Internet at www.usps.com or by calling 1-800-222-1811. No record is kept at the office of mailing.</p> <p>Available for: First-Class Mail parcels, Priority Mail, Standard Mail machinable and irregular parcels (electronic option only), Package Services parcels, and Parcel Select.</p> <p>Not available for: restricted APO/FPO destinations, U.S. territories, possessions, and freely associated states in 608.2.0 (except for Puerto Rico, U.S. Virgin Islands, and ZIP Codes listed in 503.9.2.4), and mail paid with precanceled stamps.</p> <p>May be combined with: COD, insured mail, Registered Mail, return receipt for merchandise (PS Form 3804), and special handling. Restricted delivery and return receipt is available if purchased with insurance for over \$200, COD, or Registered Mail.</p> <p>Use PS Form 152 (retail) or Label 314 (electronic).</p>
Express Mail Insurance (503.1.0)	<p>Provides automatic indemnity coverage of Express Mail up to \$100 at no extra charge for items that are lost, rifled, or damaged. Additional insurance may be purchased up to a maximum liability of \$5,000. For negotiable items, currency, or bullion, the maximum liability is \$15.</p> <p>May be combined with: return receipt, COD (except Express Mail Military Service).</p>

Insured Mail
(503.4.0)

Provides indemnity coverage of up to \$5,000 for a lost, rifled, or damaged article. A mailing receipt is provided with all pieces. For mail insured for \$200 or less, the USPS maintains delivery information (not including a signature). For mail insured for more than \$200, the USPS maintains a delivery record (including recipient's signature).

Available for: Standard Mail machinable and irregular parcels (bulk insurance only), Package Services, merchandise sent at First-Class Mail or Priority Mail prices, or Parcel Select.

May be combined with: Delivery Confirmation, merchandise return service, parcel airlift (PAL), Signature Confirmation, and special handling.

Return receipt and restricted delivery available for items insured for more than \$200. Return receipt for merchandise available for items insured for \$200 or less.

Insurance may be purchased online for indemnity coverage up to \$500.

Use PS Form 3813 for items insured for \$200 or less, use PS Form 3813-P for items insured for more than \$200.

Registered Mail
(503.2.0)

Provides the most secure service offered by USPS. Provides sender with mailing receipt and a delivery record is maintained by the USPS. A record of mailing is maintained at the mailing Post Office.

Available for: First-Class Mail, Priority Mail.

Insurance is not available for items with no value. Insurance is provided and included in the Registered Mail fee for items valued up to a maximum liability of \$25,000. Handling charges apply for articles valued over \$25,000.

May be combined with: COD, Delivery Confirmation, restricted delivery, return receipt, Signature Confirmation.

Deposit: must be presented to a retail employee at a Post Office or a rural carrier.

Use PS Form 3806 and Label 200.

**Restricted
Delivery**
(503.7.0)

Directs delivery only to addressee or addressee's authorized agent.

Available for: First-Class Mail, Priority Mail, when purchased at the time of mailing with Certified Mail, COD, insured mail for more than \$200, or Registered Mail service. Standard Mail machinable or irregular parcels with bulk insurance for more than \$200. Package Services or Parcel Select when purchased at the time of mailing with COD or insured mail for more than \$200.

May be combined with: Delivery Confirmation, parcel airlift (PAL), return receipt, Signature Confirmation, special handling.

Use PS Form 3811.

Return Receipt
(503.6.0)

Provides sender with evidence of delivery (to whom the mail was delivered and date of delivery). May be requested at the time of mailing or after mailing. A return receipt requested at the time of mailing also supplies the recipient's actual delivery address if different from the address used by sender. When purchased at the time of mailing, the mailer may choose to receive the return receipt by mail and/or electronically.

Available for:

- Express Mail (receive by mail (Form 3811) option only).
- First-Class Mail or Priority Mail when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200.00), or Registered Mail service.
- Standard Mail prepared as parcels when bulk insurance (for more than \$200.00) is purchased at the time of mailing.
- Package Services when purchased at the time of mailing with COD or insured mail (for more than \$200.00).

Return receipt may be combined with: Delivery Confirmation, parcel airlift (PAL), restricted delivery, Signature Confirmation, special handling.

Use PS Form 3811 at the time of mailing, PS Form 3811-A after mailing.

**Return Receipt
for Merchandise**
(503.8.0)

Provides sender with a mailing receipt and a return receipt. Return receipt supplies the recipient's actual address if different from the address used by the sender. Delivery record is maintained by the USPS.

Available for: merchandise sent as Priority Mail, Standard Mail machinable and irregular parcels, Package Services, or Parcel Select.

May be combined with: Delivery Confirmation, insurance (for up to \$200), parcel airlift, special handling.

Use [PS Form 3804](#) and PS Form 3811.

**Signature
Confirmation**
(503.10.0)

Provides the date and time of delivery or attempted delivery. May be purchased at the time of mailing only.

This service may be obtained in two ways: (1) an electronic option for mailers who apply identifying barcodes to each piece, provide an electronic file, and retrieve delivery status information electronically; and (2) a retail option for mailers who retrieve delivery information on the Internet at www.usps.com or by calling 1-800-222-1811. A delivery record, including the recipient's signature is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing.

Available for: First-Class Mail parcels, Priority Mail, Package Services parcels, and Parcel Select. Not available for: APO/FPO/DPO destinations, U.S. territories, possessions, and freely associated states in 608.2.0 (except for Puerto Rico and U.S. Virgin Islands, to which service is available), mail paid with precanceled stamps.

May be combined with: COD, insured mail, Registered Mail, or special handling. May also be combined with return receipt (PS Form 3811), if purchased with COD, Registered Mail service, or insurance for more than \$200.00. Restricted delivery may be combined if purchased with COD, Registered Mail, or insurance for more than \$200.

Use [PS Form 153](#) (retail) or Label 315 (electronic).

**Special
Handling**
(503.12.0)

Provides preferential handling, but not preferential delivery, to extent practicable in dispatch and transportation.

Available for: First-Class Mail, Priority Mail, Package Services and Parcel Select. Must be used for honeybees and day-old poultry sent as Parcel Post.

May be combined with: COD, Delivery Confirmation, insured mail, parcel airlift (PAL) (Package Services only), return receipt for merchandise, Signature Confirmation.

This page intentionally left blank.