

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.
Adult Signature Services (503.8.0)	<p>Adult Signature service provides a method for customers to obtain a signature at delivery from an adult recipient who is 21 years of age or older.</p> <p>Available for commercial and online customers who send via: Priority Mail Express, Priority Mail, First-Class Mail Parcels, First-Class Package Service — Commercial, and Parcel Select.</p> <p>Return receipt (hardcopy PS Form 3811) may be used with Adult Signature shipments paid for as Priority Mail Express and Priority Mail. Adult Signature service may also be combined with: Insured Mail and Hold For Pickup (only for commercial Priority Mail Express, and Priority Mail).</p> <p>Two options available:</p> <ul style="list-style-type: none"> ■ Adult Signature Required—requires the signature of someone who is 21 years of age or older at the recipient’s address. ■ Adult Signature Restricted Delivery—requires the signature of a specific addressee (or authorized agent), who must be 21 years of age or older.
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: Priority Mail, First-Class Mail, USPS Marketing Mail, or Package Services mailpiece.</p> <p>May be combined with: parcel airlift (PAL).</p> <p>Use PS Form 3817 for single pieces. Fee is affixed to form or paid with permit imprint (when presenting three or more pieces at one time using PS Form 3877).</p> <p>Use PS Form 3665-Firm (or facsimile) when mailing three or more pieces. PS Form 3665-Firm facsimile is a USPS-approved, customer-generated itemized list and must contain the same information as the USPS form.</p> <p>Use PS Form 3606-D 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. Fee is affixed to form or, for mailers using Form 3606 with a permit imprint mailing, also may pay certificate of mailing fees, at the time of mailing, by the same permit imprint.</p> <p>PS Form 3606-D is available for mailings of identical weight pieces of: First-Class Mail, Priority Mail, Package Services, USPS Marketing Mail (except Marketing Parcels and Customized MarketMail), and Parcel Select.</p> <p>Electronic option available for domestic Certificate of Mailing presented at the BMEU using forms 3606-D Certificate of Bulk Mailing; 3665 Certificate of Mailing; or 3877 Firm Mailing Book for Accountable Mail when electronically uploaded to PostalOne! and payment via EPS (Enterprise Payment System).</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, First-Class Package Service — Commercial and Priority Mail.</p> <p>May be combined with: restricted delivery, return receipt, and Adult Signature services (only for Priority Mail).</p> <p>Use PS Form 3800 or Label 890 (electronic).</p>
Collect on Delivery (COD) (503.9.0)	<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: Priority Mail Express (except Priority Mail Express Military Service), USPS Ground Advantage — Commercial, Priority Mail, Package Services, or Parcel Select.</p> <p>Registered COD Mail is available for items sent as First-Class Mail and Priority Mail.</p> <p>May be combined with: return receipt, and Signature Confirmation.</p> <p>Deposit: may not be placed in a Post Office maildrop or in a street letterbox.</p> <p>Use PS Form 3816 at manual retail offices.</p>
USPS Tracking (503.7.0)	<p>Provides the date and time of delivery or attempted delivery. USPS Tracking 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>

Available for: First-Class Mail parcels, USPS Ground Advantage — Commercial parcels (electronic option only), Priority Mail, USPS Marketing Mail parcels (electronic option only), Package Services parcels, and Parcel Select. USPS Tracking is provided at no additional charge for all products except Periodicals and USPS Marketing Mail Parcels.

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](#)), and mail paid with precanceled stamps.

May be combined with: Insured mail. Return receipt is available if purchased with insurance for over \$200. Present at a USPS Retail service counter or use Label 888 (electronic).

**Priority Mail
Express
Insurance**
(503.4.1)

Provides automatic indemnity coverage of Priority Mail Express 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.

May be combined with: Return receipt, COD (except Priority Mail Express Military Service).

Insured Mail
(503.4.0)

Provides indemnity coverage of up to \$5,000 for lost, damaged, or missing contents. A mailing receipt is provided with all pieces. For mail insured for \$500 or less, USPS maintains delivery information (not including a signature). For mail insured for more than \$500, USPS maintains a delivery record (including recipient's signature). Insurance may only be purchased at one source for each mailpiece. Combining postal insurance from multiple sources is not permitted.

Available for: USPS Marketing Mail parcels (bulk insurance only), Package Services, Parcel Select, and for First-Class Mail, USPS Ground Advantage - Retail, USPS Ground Advantage - Commercial, or Priority Mail if it contains matter that is eligible to be mailed at USPS Marketing Mail or Package Services prices.

Not Available for: Priority Mail pieces mailed as Priority Mail Open and Distribute, or Premium Forwarding Service.

May be combined with: USPS Tracking, Parcel Airlift service (PAL), Signature Confirmation, and USPS Returns service, and with Adult Signature services with Insured Priority Mail Express and Priority Mail.

Return receipt and restricted delivery is available for items insured for more than \$500.

At Retail Systems Software (RSS) sites, a label and a receipt will be provided at the retail counter. At non-RSS sites, use [PS Form 3813](#) for items insured for \$500 or less, or use [PS Form 3813-P](#) for items insured for more than \$500.

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 USPS. A record of mailing is maintained at the mailing Post Office.

Available for: First-Class Mail, USPS Ground Advantage — Retail, USPS Ground Advantage — Commercial, and 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 \$50,000. A handling charge applies for articles valued over \$50,000.

May be combined with: COD (Registered COD), USPS Tracking (included), 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 the addressee or the addressee's authorized agent.

Restricted Delivery is a component of each eligible extra service (e.g., Registered Mail Restricted Delivery, Certified Mail Restricted Delivery).

Available For: USPS Marketing Mail parcels when bulk insurance for more than \$200 is purchased at the time of mailing.

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:

- Priority Mail Express (receive by mail [PS Form 3811] option only).

- First-Class Mail, USPS Ground Advantage — Commercial, and Priority Mail when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200.00), or Registered Mail service.
- USPS Marketing Mail 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: USPS Tracking (First-Class Mail parcels, Priority Mail, USPS Retail Ground, Package Services, and Parcel Select parcels), parcel airlift (PAL) (Priority Mail, USPS Retail Ground and Package Services), restricted delivery, and Signature Confirmation (Priority Mail, USPS Retail Ground, Package Services, and Parcel Select parcels).

Return receipt may be used with Adult Signature shipments paid for as Priority Mail Express and Priority Mail.

Use PS Form 3811 or request electronic Return Receipt at the time of mailing. Use PS Form 3811-A after mailing.

Signature Confirmation
(503.8.0)

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: USPS Ground Advantage – Commercial, USPS Ground Advantage – Retail, 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, and Registered Mail. May also be combined with return receipt (PS Form 3811) or restricted delivery, if purchased with COD, Registered Mail service, or insurance for more than \$200.00.

At Retail Systems Software (RSS) sites, a label and a receipt will be provided at the retail counter. At non-RSS sites, use [PS Form 153](#). Label 889 electronic Signature Confirmation is available to electronic option mailers.

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