UHM Campus Mail Services mails out official, university-related materials for departments only. Mailings must list a UHM building address in the return address area and have a department’s mailing barcode attached to the exterior to utilize our services. Personal mail is not permitted.

**CERTIFIED MAIL**

**HOW TO FILL OUT A CERTIFIED MAIL RECEIPT**

**WHAT IS A CERTIFIED MAIL RECEIPT?**
The Certified Mail service assigns a mail piece a unique serial number, or Article Number, which allows the sender to track its progress from post office to post office. To track the status of a mailing, visit [www.hawaii.edu/mailroom](http://www.hawaii.edu/mailroom), click on USPS Services, click on Tracking, and enter the Article Number into the tracking field. Alternatively, visit [usps.com](http://usps.com) and enter the Article Number.

*Please note:* The Certified Mail service is not available for international mailings. It can only be appended to the following domestic services for an additional fee: First-Class Mail, First-Class Package, Priority Mail, and Priority Mail Express.

**RETURN RECEIPTS**

**WHAT IS A RETURN RECEIPT?**
A mail piece with the Return Receipt service attached to it will require a signature upon acceptance. After delivery, the signed card will be mailed back to the address designated by the sender. Return Receipt service is only available when used with the following domestic services: First-Class Mail, First-Class Packages, Priority Mail, and Priority Mail Express. International Return Receipt service is unavailable at this time.

*Please note:* The Return Receipt service cannot be purchased as a standalone. It is only available when used in conjunction with the Certified Mail service for an additional fee.

**HOW TO FILL OUT A RETURN RECEIPT**

1. **Enter the DOMESTIC address** (international service not available)
2. **Place department’s mailing barcode on back of Certified Mail Receipt with department name**
3. **If requesting a return receipt, check the “Return Receipt (hardcopy)” box**

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**TIPS from the MAILROOM**

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