Insured Mail provides coverage against loss or damage up to $5000. Items may not be insured for more than their value. First-Class Mail, First-Class Package Service, and Priority Mail may be insured.

A fee (in addition to the postage) for merchandise insurance liability, per piece will be added at the time of processing. For current cost, contact our Mail Clerk at 4525. (Supplies available at Distribution & Property Control Services)

Please fill out the Insured Mail Receipt that corresponds with the amount of insurance coverage you require. You may type or print clearly in blue or black ink. Be sure to write your name and or department on the form so that we can return the slip back to you. Keep this for your records.