

the article and the completed receipt to the Postal Service employee. If asked to do so, the Postal Service employee must show on the receipt the time the article was accepted for mailing. If given to a rural carrier, the carrier returns the postmarked receipt to the sender.

- e. If a postmarked receipt is not requested, the sender must attach the Certified Mail sticker to the address side of the article, detach the receipt, and mail the article. The sender must mark the receipt to show the date.
- f. If the sender wants to restrict delivery of Certified Mail to the addressee or someone named by the addressee in writing, the sender must endorse the mail "Restricted Delivery." This service is available only for articles addressed to individuals by name.

813.2 **Delivery**

813.21 **Procedure**

Certified mail for delivery by carriers must be taken out on the first trip after received, unless the addressee requests that the postmaster hold the addressee's mail at the Post Office. Certified mail not restricted in delivery is delivered to the addressee or addressee's authorized representative. Restricted delivery may be obtained by payment of the additional fees listed in DMM R900.21.0. For cases when restricted delivery may be to a person other than the addressee, see 823.1. Delivery rules are the same as for Registered Mail (see 812.4).

813.22 **Rural Delivery**

For delivery by rural carriers or at personnel and nonpersonnel rural units, see 65.

813.23 **Highway Contract Route Delivery**

Highway contract route carriers deliver Certified Mail if required by the contract, but delivery is made only at the customer's box or along the route.

813.24 **Delivery Records**

Certified mail delivery records are maintained for 2 years. After that period, the records are destroyed or deleted from the electronic record management system.

813.25 **Notice of Arrival**

The carrier must leave a notice of arrival on PS Form 3849 if the carrier cannot deliver the certified article for any reason. The article is brought back to the Post Office and held for the addressee. If the article is not called for within 5 calendar days, a final notice is issued. If the article is not called for or redelivery of the article is not requested, it must be returned after 15 calendar days, unless the sender specifies a fewer number of days on the mailpiece. In all instances, electronic record management sites must scan/enter the mailpiece barcode and enter the appropriate event code in the handheld scanner.