



New York State Teachers' Retirement System

10 Corporate Woods Drive

Albany, New York 12211-2395

(800) 348-7298 or (518) 447-2900

NYSTRS.org

Mailing and Delivery Services Approved by the System

Documents and correspondence may be mailed to NYSTRS at the address above. Documents mailed via first-class U.S. Postal Service mail (i.e., USPS regular mail) will be deemed filed the day received by NYSTRS.

In order for a document to be considered filed on the day it was mailed, it should be sent by registered or certified mail via the USPS, or by an equivalent delivery service that provides mail tracking and is approved for use by the System. The following is a list of delivery services approved by the System.

DHL EXPRESS:

DHL Express 9:00
DHL Express 10:30
DHL Express 12:00
DHL Express Worldwide
DHL Express Envelope
DHL Import Express 10:30
DHL Import Express 12:00
DHL Import Express Worldwide

UNITED PARCEL SERVICE (UPS):

UPS Ground
UPS Next Day Air Early A.M.
UPS Next Day Air
UPS Next Day Air Saver
UPS 2nd Day Air
UPS 2nd Day Air A.M.
UPS Worldwide Express Plus
UPS Worldwide Express

FEDERAL EXPRESS:

FedEx First Overnight
FedEx Priority Overnight
FedEx Standard Overnight
FedEx 2 Day
FedEx International Next Flight Out
FedEx International Priority
FedEx International First
FedEx International Economy

UNITED STATES POSTAL SERVICE (USPS):

USPS Certified Mail
USPS Registered Mail
USPS Priority Mail
USPS Priority Express
USPS First Class Mail w/Delivery Confirmation
USPS First Class Mail w/Certificate of Mailing*
**Members must provide proof of mailing by submitting PS Form 3817 to NYSTRS. This form may be obtained from the Post Office at the time of mailing.*