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

**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 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

**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.

February 2022