

Mailing Classified Information

TOP SECRET information may be transmitted in the following ways:

Person to Person (P-2-P)

Defense Courier Service (DCS)



SECRET information may be transmitted by:

The same means as TOP SECRET

Registered Mail

CONFIDENTIAL information may be transmitted by:

The same means as SECRET

First Class Mail-Certified



There are Nine Approved Carriers for the Overnight Delivery of Secret & Confidential Material within the Continental U.S:

- Airborne Express
- AirNet Systems
- Associated Global Systems
- Cavalier Logistics Management
- CorTrans Logistics
- DHL Airways
- Federal Express
- Menlo Worldwide Forwarding (formerly Emery)
- United Parcel Service



Preparing Classified Documents for Mailing

Classified documents must be double wrapped prior to mailing.

The outer envelope must meet the following requirements:

Place cover sheet on document

Place document in an opaque envelope

The highest classification will be marked at the top and bottom of both sides of the envelope

The envelope will be wrapped and sealed with reinforced tape to make detection of tampering easy

Show the full name and address of the recipient on the envelope

Show the full return address on the envelope (office and name of contact where item should be returned if undeliverable, if damaged or found open).

The outer envelope must meet the following requirements:

No Classification Markings on the outside of the envelope

Must be an opaque envelope

Full mailing address and office symbol (do not address to an individual)

Full return address and office symbol (do not address to an individual)

The envelope will be wrapped and sealed with reinforced tape to make detection of tampering easy;

[Click here](#) to view a presentation on preparing classified documents for mailing.