

# Accountable Mail

The OIS will only send out academic records via Accountable Mail. Departments are encouraged to utilize this service when sending documents to OIS. After they are scanned into our system, OIS will return all academic records to the appropriate department as soon as possible.

A signature will always be required from an authorized employee when Accountable Mail delivers documents. In order to become authorized to sign for Accountable Mail documents, you must fill out an authorization form. To fill out an authorization form and for more information on how to request the pickup of documents, contact [iuemail@indiana.edu](mailto:iuemail@indiana.edu).

For more information, you can check out the [IU Mail Services](#) website.