



Submitting Certified Mail

Certified mail service provides the sender with a mailing receipt and, upon request, verification that an article was delivered or that a delivery attempt was made.

To send certified mail:

1. Complete the certified mail form (Form 3800, shown below) and **retain section 3** as your receipt. **Do not send the letter or package with the receipt still attached.**
2. Place section 1 on the bottom of the return receipt card (Form 3811).
3. Place section 2 above the delivery address and immediately to the right of the return address on the envelope or package. On a letter, where space is limited, **leave as much room as possible in the top right corner for postage.**
4. Complete both sides of the return receipt card (Form 3811).
5. Place the return receipt card (Form 3811) on the back of a small envelope or on the front of a package or large envelope, if the card does not cover the address. Please seal ALL flats.

NOTE: Sort and separate all mail bundles, this includes separating certified mail from certified restricted delivery mail, for more info please see our *Ready to Mail* tip sheet.

CERTIFIED MAIL FORM (FORM 3800)

RETAIN THIS SECTION

RETURN RECEIPT CARD (FORM 3811)

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> ■ Complete items 1, 2, and 3. ■ Print your name and address on the reverse so that we can return the card to you. ■ Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (<i>Printed Name</i>) _____ C. Date of Delivery _____</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>
<p>1. Article Addressed to:</p> <p>9590 7401 0041 5071 5771 74</p>	<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>
<p>2. Article Number (<i>Transfer from service label</i>)</p> <p>7 7015 0640 0007 1965 5440</p>	
<p>PS Form 3811, April 2015 PSN 7530-02-000-9053 Domestic Return Receipt</p>	

