

Properly addressing the “Certified Return Receipt”

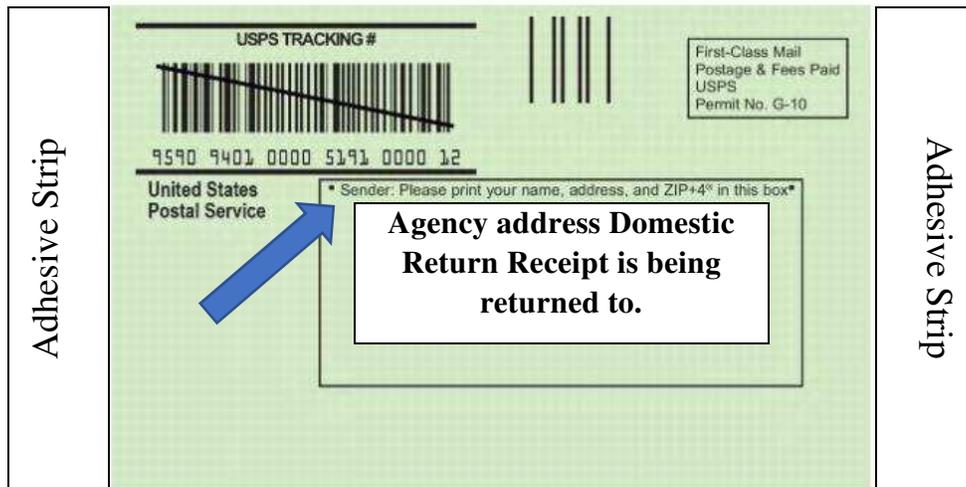


Figure 1

- Figure 1 displays the “Return Receipt” portion, affix this once filled out to the back of the envelope using the adhesive strips provided.
- Please complete the “Sender” portion
- Please avoid putting tape over the serrated edges where the card detaches from the adhesive strips. Placing tape here can affect the signature section of the box signed by the recipient.

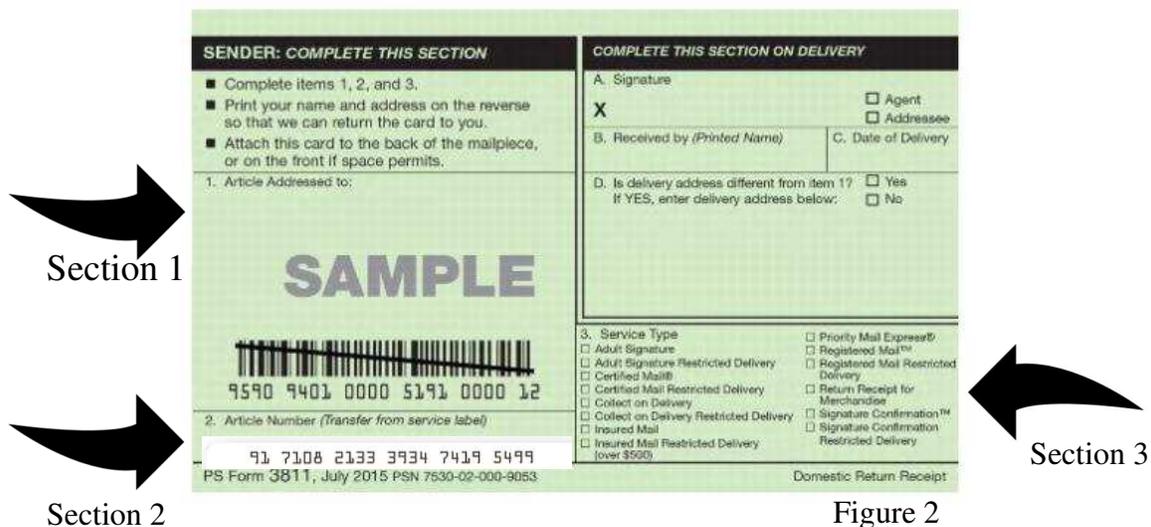


Figure 2

- Please complete sections 1, 2, and 3. These sections are outlined in Figure 2.
- For section 2, the article number label can be found on the tracking label, as shown in the graphics below, a visual of this label can also be found in Figures 3 & 4.
- Please **DO NOT** restrict articles of mail to business. Restricted Deliveries are to be addressed to **SPECIFIC** individuals.

Certified Mail Preparation

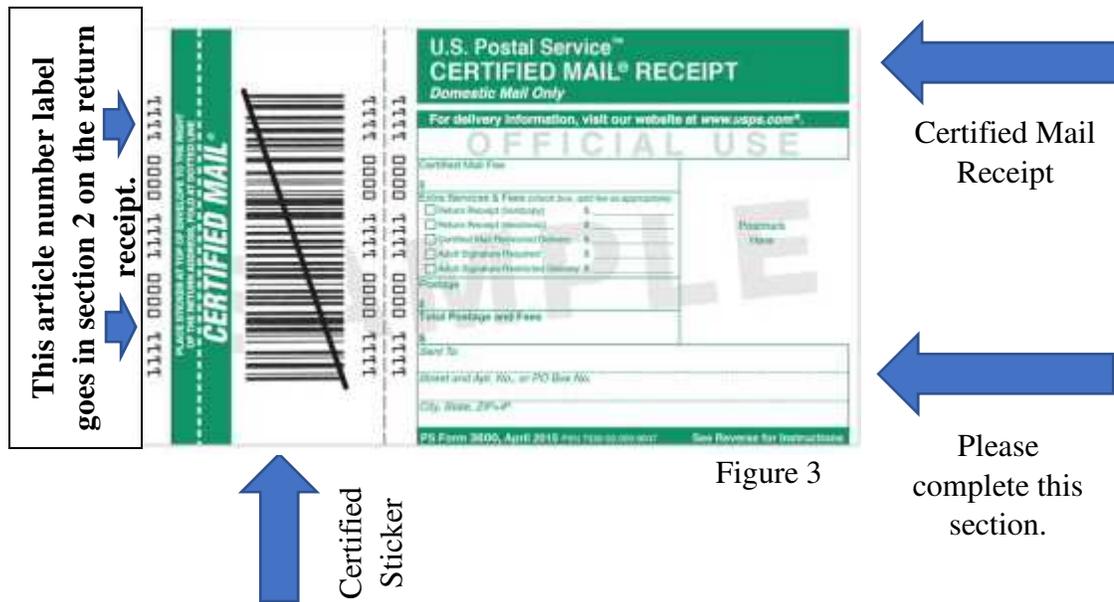
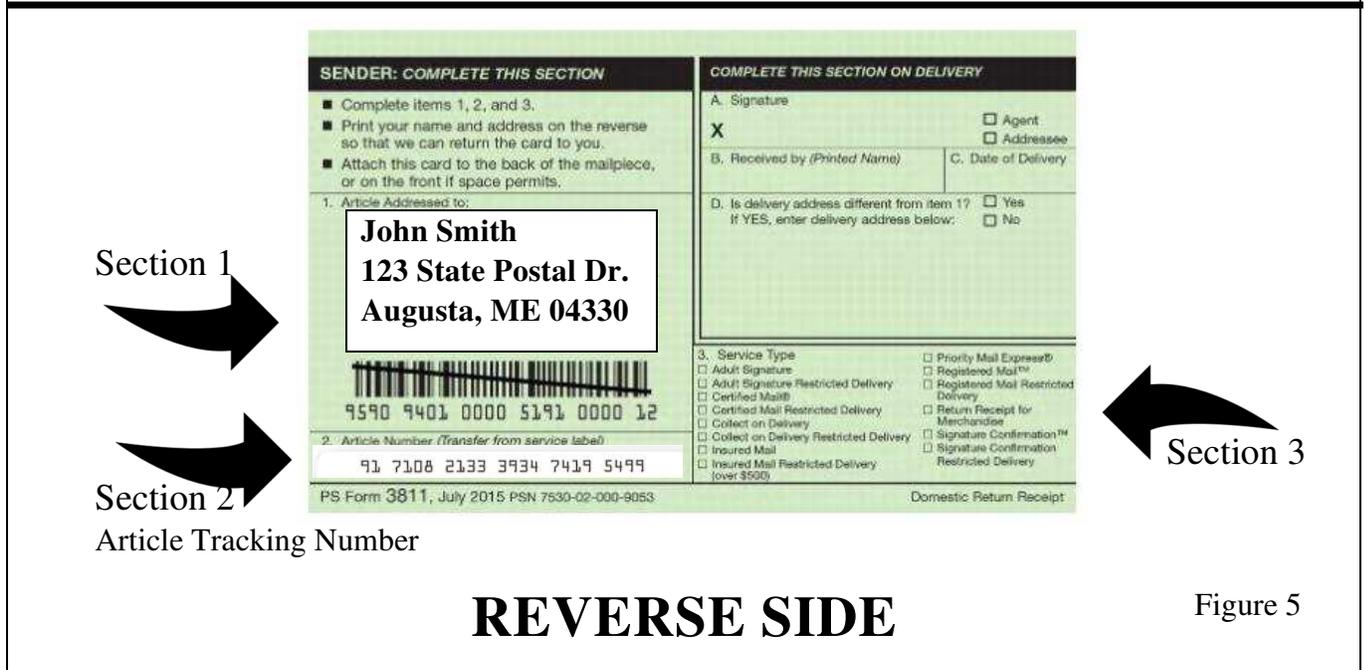


Figure 3

- When completing the Certified Mail Receipt, (Figure 3), please be sure to include the return SHS number and sender's name. This can be written in the "postmark" section or you may write it on the back or place a label on the back.
- Failure to provide SHS number & sender information will result in the loss of this receipt.

Certified Mail Preparation

Properly Prepared Certified Envelope



Certified Mail Preparation

Additional Helpful Hints for Certified Mail

Be Sure:

- Use a #10 envelope or larger
- You have your return address on your envelope
- Place the certified sticker on the FRONT of the envelope just to the right of the return address and fold on top of the envelope on the dotted line.
- Address the PS 3811 green properly
- Put the article number on the PS 3811; use the sticker on the certified PS 3800 form
- Check the appropriate service type.
- Please make sure to properly notate on the meter card that this is certified, certified restricted delivery, or electronic return receipt. If you have questions or concerns regarding this, please call or email our office.

Do Not:

- Use a small envelope
- Put the bar code on the envelope upside down
- Place the barcode in the location where the meter tape is placed or cover the barcode with a meter strip or postage
- Select Restricted Delivery unless you are seeking restricted delivery. The cost difference is significant.
- Select “Restricted Delivery” when the addressee is a business

Certified Mail Preparation

3.2.1 PS Form 3800

Certified Mail must bear the barcoded green label part of the Form 3800 (see forms at <http://pe.usps.com/>), or a non-barcoded green Label 3800-N when a mailer-generated shipping label bearing an IMpb, under [204.2.0](#), is also affixed on the same mail piece. Mailers must place the applicable label above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. A mailer of Certified Mail must:

- a. On PS Form 3800, enter the name and complete address of the person or firm to whom the mail is addressed.
- b. If a return receipt is requested, enter the fee on the mailing receipt. Endorse the mail, near the Certified Mail endorsement on the address side of the mail piece, "Return Receipt Requested." Enter the Certified Mail number on the return receipt card and address it to the intended recipient on the reverse of the return receipt to show where the receipt is to be sent (this does not have to match the sender's name and return address on the mail piece). Attach it on the front of a package or large envelope (or to the back of a small envelope) so the card does not cover the address. When a return receipt is requested, the sender's name and complete delivery address is required on the mail piece.
- c. Affix to the envelope enough postage to pay for the Certified Mail fee, the class of mail used, and any additional extra service fees when applicable.
- d. If a postmarked sender's receipt is requested, attach the Form 3800 with the completed receipt to the address side of the article and present the article to the USPS employee, who then round-dates the receipt (and receipts the time, if requested) to show when the article was accepted. Otherwise, attach the "Certified Mail" sticker to the address side of the article, detach the receipt, mark the receipt to show the date, and mail the article.
- e. For Certified Mail Restricted Delivery, meet the additional standards under [3.2.2](#).

3.2.2 Additional Standards for Certified Mail Restricted Delivery

Certified Mail Restricted Delivery permits a mailer to direct delivery only to the addressee (or addressee's authorized agent). The addressee must be an individual (natural person) specified by name. The mailer may request Certified Mail Restricted Delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery" above the address and to the right of the return address and paying the applicable fee. A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. Customers may obtain a record of delivery (which includes the recipient's signature) by purchasing a return receipt ([6.0](#)). If a return receipt is requested, the correct block on Form 3811 must be checked to show that restricted delivery is also required. Mail marked "Restricted Delivery" is delivered under the conditions in [508.1.1.7](#) and [508.1.1.8](#).

For more information regarding the United States Postal Service rules and regulations, click on the highlighted sections on this page to be taken to the USPS website, or visit <http://pe.usps.com>, for answers to all your postal related questions.