

Certified Mail

Certified mail is a service that provides recipient a receipt of attempt or confirmation of delivery. Status delivery can be retrieved at www.usps.com by entering the article number on the mailing receipt. Certified mail may be addressed for delivery only in the USA.

Certified Mail Process

- Using **3800 Form**: (link to: <https://store.usps.com/store/product/shipping-supplies/certified-mail-receipt-form-3800-P> FORM 3800)
 - Enter recipient name and return address.
 - Enter deliver address and name of individual receiving letter.
- When placing Certified Mail Receipt on envelope, leave 3.5" space in upper right-hand corner for postage stamp.
- Please ensure mail is in outgoing mail in Mail Room by 2pm, as it will be picked up by 2:30pm daily.

Sample Form 3800:

**U.S. Postal Service™
CERTIFIED MAIL® RECEIPT**
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee	
\$	
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$
Postage	
\$	
Total Postage and Fees	
\$	

Sent to _____
Street and Apt. No., or PO Box No. _____
City, State, ZIP+4® _____


PS Form 3800, April 2015 (new) 1125-000-000-0001 See Reverse for Instructions



Return Receipt Service

[Return receipt service](https://faq.usps.com/s/article/What-is-a-Return-Receipt-and-How-does-it-Work) (link to: <https://faq.usps.com/s/article/What-is-a-Return-Receipt-and-How-does-it-Work>) is only used in special circumstances. For questions, please contact the Warehouse at (760) 291-3041.

Return receipt service provides the mailer with proof of delivery, including date/time with recipient's signature and must be used in combination with other special service (i.e. certified or insured).

Sample 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 (Printed Name) C. Date of Delivery</p>
<p>1. Article Addressed to:</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">SAMPLE</p>  <p>9590 9401 0000 5191 0000 12</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>2. Article Number (Transfer from service label)</p>	<p>3. Service Type <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Signature Confirmation Restricted Delivery (over \$500) <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>
<p>PS Form 3811, July 2015 PSN 7530-02-000-9053</p>	<p>Domestic Return Receipt</p>

<p>USPS TRACKING #</p>		<p>First-Class Mail Postage & Fees Paid USPS Permit No. G-10</p>
		
<p>9590 9401 0000 5191 0000 12</p>		
<p>United States Postal Service</p>	<p>* Sender: Please print your name, address, and ZIP+4® in this box*</p> <p style="text-align: center; font-size: 2em; font-weight: bold;">SAMPLE</p>	

Addressing your Mail

Please ensure accurate information when addressing your mail, as this ensures speed and handling.

Address Format Process:

- Please print in all caps with a uniform left margin, in the center of envelope.
- Include Apartment (APT), Suite (STE), or Unit number on same line as street address.
- Please only include one of the following, not both: PO Box or street address.
- If address includes a directional (i.e. NW), please include on the address line.
- City, State, and Zip code should be on the last line of address without punctuation.
- To find the correct spelling of city name or to locate a zip code, visit: www.usps.com
- Please leave upper right-hand corner blank for postage stamp.
- A return address and department name **must** be included in the upper left-hand corner on all envelopes.

Sample of Standardized Address Format:

FIRST AND LAST NAME

COMPANY NAME

123 STREET NAME NW STE 1

CITY STATE ABBREVIATION ZIPCODE