

3.3.3 Form 3800

Guide to Preparing Certified Mail

Certified Mail must bear a barcoded green Form 3800 (see [Exhibit 3.3.3](#)). The label part of the form must be placed above the delivery address and to the right of the return address on envelopes and flats, or to the left of the delivery address on parcels. Allow space for postage on the right upper corner of the envelope. On the upper portion on the Certified Form 3800 above the word Certified Mail is a dotted line. The area above the dotted line must be folded over and to the back of the envelope. The barcode must be on the front of the envelope.

Note: If you are requesting that the tear off portion be returned to you with a round dated stamp from the USPS you must print your mail stop number in the white box that states Postmark Here.

The image shows a sample of a U.S. Postal Service Certified Mail Receipt Form 3800. The form is divided into two main sections: 'CERTIFIED MAIL' on the left and 'OFFICIAL USE' on the right. The 'CERTIFIED MAIL' section includes a barcode and the text 'U.S. POSTAL SERVICE CERTIFIED MAIL RECEIPT (Domestic Use Only)'. The 'OFFICIAL USE' section contains fields for 'Package', 'Cost', 'Postage', and 'Postmark Here'. There are also fields for 'Postage' and 'Postmark Here'.

3.3.5 Procedure

A mailer of Certified Mail must:

- a. Enter on Form 3800 the name and complete address of the person or firm to whom the mail is addressed.
- b. If a return receipt is requested, check the block on the mailing receipt to show the fee. Near the Certified Mail endorsement on the address side, add the endorsement "Return Receipt Requested." Enter the Certified Mail number on the return receipt card, address it to himself or herself, and attach it to the back of a small envelope or on the front of a package or large envelope, if the card does not cover the address. Enter the name and delivery address on the reverse of the return receipt to show where the receipt is to be sent. When a return receipt is requested, a complete return address (sender's name and delivery address) is required on the mailpiece. The name and delivery address entered on the reverse of the return receipt do not have to

match the sender's name and return address on the mailpiece. Do not use the Return Receipt as an address label.

c. Affix to the Return Receipt to the back of the envelope. Do not attach to front of envelope.