

Guide for preparing your Certified Mail

This is a guide to assist with ensuring timely delivery of Certified Mail. When Certified Mail is not properly addressed the United States Post Office will reject the piece causing delays in delivery.

Getting Started: You will need three items

- PS3800 Certified Mail Receipt
- PS3811 Domestic Return Receipt
- Your mail piece

Need the forms:
 Call Mail Services at 419-530-3969
 Specify:

- your name
- Your Mail Stop number
- Quantity of forms needed

Correctly complete and apply the two forms:

1. Complete form PS3800 (see below photo)
 - A. Name of Department mailing this piece
 - B. Name and address of the recipient
 - C. Peel off the tracking number located at the very top of this form and apply on FORM PS3811, side B in section 2 (Article Number).

2. Peel and apply the label no closer than 3 1/2" from the top right corner to the center of the mail piece.
 - a. This form may cover a portion of the addressee and/or the return address.
 - b. Place the dotted line at the top of your mailing piece and fold it over.

3. Complete form PS3811 (see below photos)

a. **Side A:** Type or print legible the sender's information; including department name and UT Mail Stop

UNITED STATES POSTAL SERVICE

First-Class Mail
Postage & Fees Paid
USPS
Permit No. G-10

• Sender: Please print your name, address, and ZIP+4® in this box*

University of Toledo
mail services
2801 W. Bancroft St.
MS 104
Toledo OH 43606

USPS TRACKING#

9590 9403 0802 5215 5848 85

This is where the sender's information should be placed. This card will be returned to the sender with the recipient's signature.

b. **Side B:** (three sections to complete)

BOX 1 Article Addressed To: Type or print legible the recipient's information on the left hand side

BOX 2 Article Number: Make sure the tracking number from step 1C has been placed in this box.

BOX 3 Service Type: Place a check mark next to "Certified Mail"

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</p> <p>X <input type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) 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>Sample Person 123 Any Place Apt 2 Somewhere OH 43614</p> <p>9590 9403 0802 5215 5848 85</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 checked="" type="checkbox"/> Certified Mail® <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"/> Signature Confirmation (over \$500) <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>
<p>2. Article Number (Transfer from service label) (sticker from PART 1C)</p>	
<p>PS Form 3811, April 2015 PSN 7530-02-000-9053</p>	<p>Domestic Return Receipt</p>

4. Peel and Place form PS3811 on the back of your mailing piece with Side B facing outward.

*If you have any questions, please don't hesitate to call
Mail Services at 419-530-3969*