## **Guide for preparing your Certified Mail**

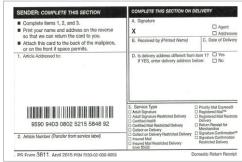
This is a guide to assist with ensuring timely delivery of Certified Mail. When Certified Mail is not properly addressed the United States Post Office will reject the piece causing delays in delivery.

Getting Started: You will need three items

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







## **Correctly complete and apply the two forms:**

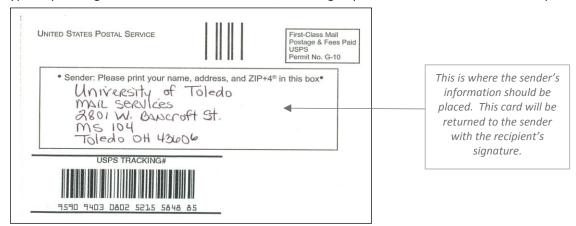
- 1. Complete form PS3800 (see below photo)
  - A. Name of Department mailing this piece
  - B. Name and address of the recipient
  - C. Peel off the tracking number located at the very top of this form and apply on FORM PS3811, side B in section 2 (Article Number).



- 2. Peel and apply the label no closer than 3 ½" 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

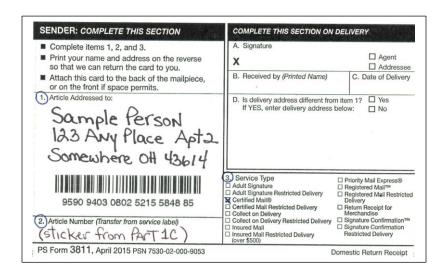


b. **Side B**: (three sections to complete)

**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"



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