

Certified Mail 101

Everything you need to know about certified mail for business



When is certified mail used?

Certified mail serves a crucial role in business and legal affairs by providing evidence of acceptance and delivery that is admissible in court.



Legal notices



Debt collections



Health care records



Government documents



Foreclosure notices

How much does certified mail cost?

	Cost for 1 oz. Letter
First-Class Postage	\$0.55
Certified Mail Fee	\$3.60
Return Receipt Fee (Green Card)	\$2.85
Total Postage & Fees	\$7.00

How do I send certified mail?

Complete PS Form 3800



U.S. Postal Service™
CERTIFIED MAIL® RECEIPT
 Domestic Mail Only
 For delivery information, visit our website at www.usps.com®

OFFICIAL USE

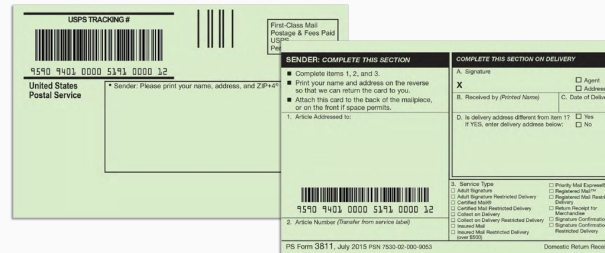
1. Service Type
 Certified Mail Restricted Delivery
 Registered Mail Restricted Delivery
 Signature Confirmation Restricted Delivery
 Insured Mail Restricted Delivery
 Registered Mail Restricted Delivery
 Signature Confirmation Restricted Delivery
 Insured Mail Restricted Delivery

2. Article Number (For carrier use only)

PS Form 3800, April 2018 PSN 7530-02-000-9003 Domestic Return Receipt



Complete PS Form 3811



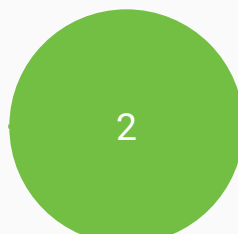
USPS TRACKING® #
 9590 9401 0000 5191 0000 12

United States Postal Service

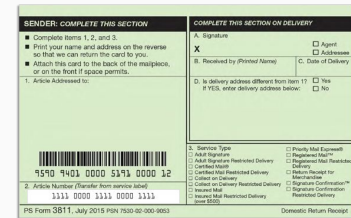
1. Article Addressed to:

2. Service Type
 Registered Mail Restricted Delivery
 Signature Confirmation Restricted Delivery
 Insured Mail Restricted Delivery
 Registered Mail Restricted Delivery
 Signature Confirmation Restricted Delivery
 Insured Mail Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9003 Domestic Return Receipt



Apply tracking label to PS Form 3811

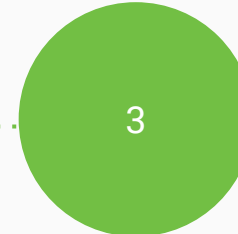


USPS TRACKING® #
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1. Article Addressed to:

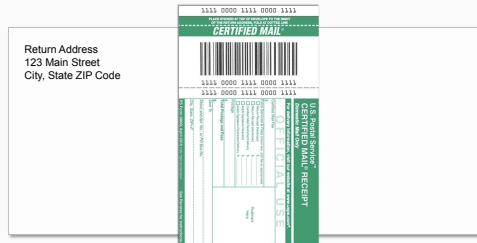
2. Service Type
 Registered Mail Restricted Delivery
 Signature Confirmation Restricted Delivery
 Insured Mail Restricted Delivery
 Registered Mail Restricted Delivery
 Signature Confirmation Restricted Delivery
 Insured Mail Restricted Delivery

PS Form 3811, July 2015 PSN 7530-02-000-9003 Domestic Return Receipt



How do I send certified mail?

Attach PS Form 3800 to front of envelope



4

Attach PS Form 3811 to back of envelope



5

Apply postage and drop at the post office



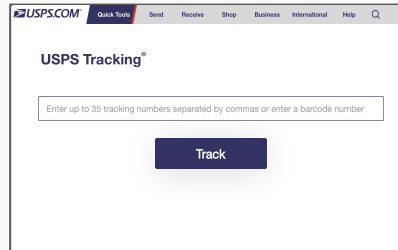
6

How do I send certified mail?

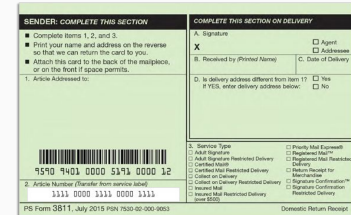
File hard copy of stamped
PS Form 3800




Track your mail piece at
USPS.com




File hard copy of return receipt
from the USPS via the mail




Green Card VS Electronic Return Receipt

	Old Fashioned Green Card	Electronic Return Receipt with e-Certify
First-Class Postage	\$0.55	\$0.55
Certified Mail Fee	\$3.60	\$3.60
Return Receipt Fee	\$2.85	\$1.75
Total Postage & Fees	\$7.00	\$5.90 <small>*save \$1.10 per piece</small>

How do I process certified mail with e-Certify?

1

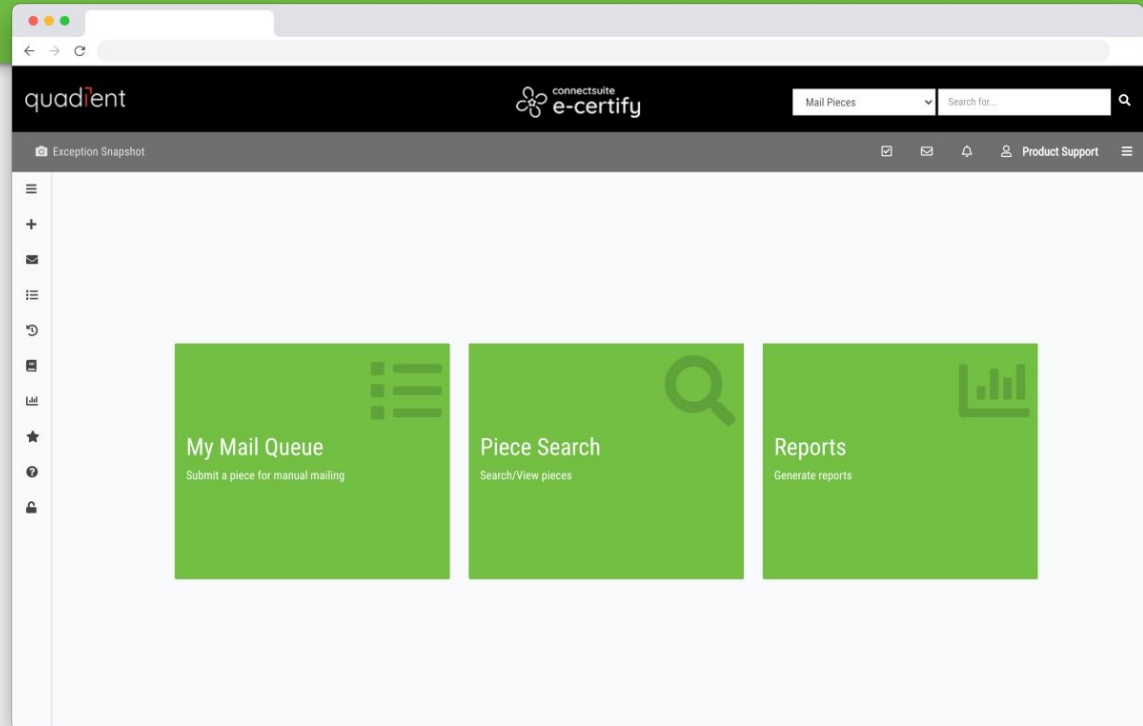
Create banner page

2

Submit mail

3

Retrieve signature



Easily search and track mail pieces

Use searchable fields to find mail pieces and simplify the retrieval and storage of signature files.

The screenshot displays the 'quadrent e-certify' web application interface. At the top, there is a navigation bar with the 'quadrent' logo on the left and 'connectsuite e-certify' on the right. A search bar is located in the top right corner. Below the navigation bar, the page title is 'Exception Snapshot'. The main content area is titled 'Pieces' and features a search interface with a 'Search for:' field, a 'Go' button, and an 'Advanced' link. Below the search bar, there are date filters: 'Between 02/22/2021 And 03/24/2021'. An 'Export Grid' button is visible above the table. The table contains two rows of mail piece data. The first row shows a tracking number 9214890194036312302399, recipient DEBRA BAKER, status Submitted, and a job ID of 2064153. The second row shows a tracking number 9214890194038305510632, recipient RYAN SMITH, status Delivered Signature Received, and a job ID of 1894261. The table has columns for Tracking Number, Recipient, Status, Custom, User / Profile, Job ID, and Created Date. At the bottom of the table, there is a pagination control showing '1' of 2 items per page and '1 - 2 of 2 Items'.

Tracking Number	Recipient	Status	Custom	User / Profile	Job ID	Created Date	
9214890194036312302399 Class: First Class Services: CM RR	DEBRA BAKER 1246 SPRING BLVD CARY WA 60098	Submitted		productsupport@connectsuite.com Certified Mail with Return Receipt	2064153	5/12/2020 11:29:19 AM	
9214890194038305510632 Class: First Class Services: CM RR	RYAN SMITH 848 MILL WAY SPRINGFIELD CO 50901	Delivered Signature Received POD Downloaded POD Viewed	Received By: RYAN SMITH	productsupport@connectsuite.com Certified Mail with Return Receipt	1894261	2/4/2020 11:48:38 AM	

A woman in a white t-shirt is standing and pointing towards a wall covered in pink and yellow sticky notes. She is addressing a group of people seated around a table with laptops. The scene is dimly lit, suggesting an indoor meeting or workshop environment.

Questions?

productsupport@connect-suite.com