

## Essential USPS Certified Mail Forms

Form	Purpose	When to Use
PS Form 3800 (Certified Mail Receipt)	Proof of mailing + tracking number	Always (required for Certified Mail)
PS Form 3811 (Return Receipt / Green Card)	Proof of delivery with signature	When you need signed proof of delivery
Electronic Return Receipt (eRR)	Digital signature PDF (1–2 biz days)	Faster; can't be lost; stored digitally
PS Form 3806 (Delivery Confirmation)	Legacy tracking for regular mail	Rare today; most services track online
PS Form 3849 (Delivery Notice)	Notice of attempted delivery	Left by carrier if they can't deliver

### Pro Tips

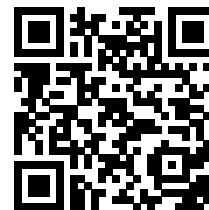
- **Keep your PS Form 3800 receipt** — it's your only legal proof of mailing.
- Match the **Article Number** on PS 3811 with the number on PS 3800 exactly.
- Consider **Restricted Delivery** if only the named addressee should sign.

## 2025 Costs (Typical)

Service	Fee (2025)	Notes
Certified Mail (PS 3800)	\$4.35 + postage	Base fee required for Certified Mail
Return Receipt — Physical (PS 3811)	+\$3.75	Green card mailed back with signature
Return Receipt — Electronic (eRR)	+\$2.20	PDF signature; fastest & easiest
Delivery Notice (PS 3849)	Free	Left by carrier if delivery fails

## Checklist Before You Mail

- Address is complete (include suite/apt and ZIP+4 if available).
- Service boxes checked correctly (Certified Mail, Return Receipt, Restricted Delivery).
- Postage is sufficient and affixed.
- Barcode label applied and **PS 3800 receipt saved**.



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