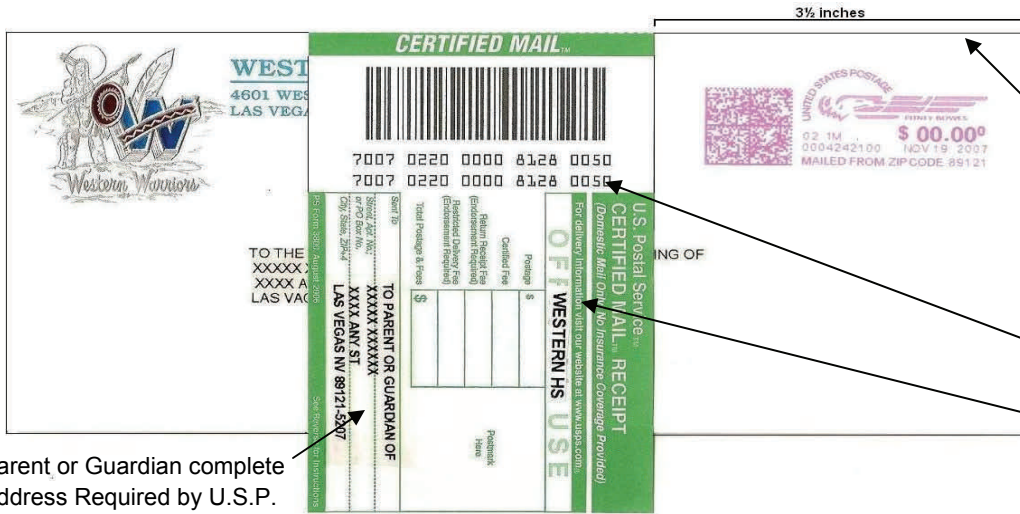


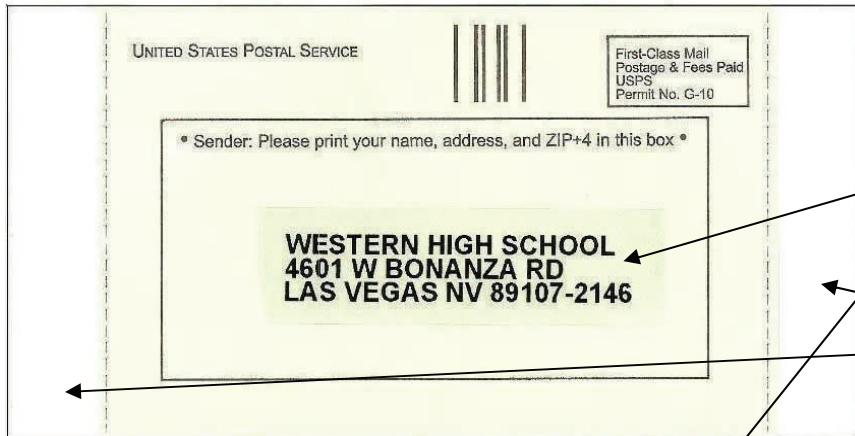
# CERTIFIED MAIL INSTRUCTION



Parent or Guardian complete  
Address Required by U.S.P.

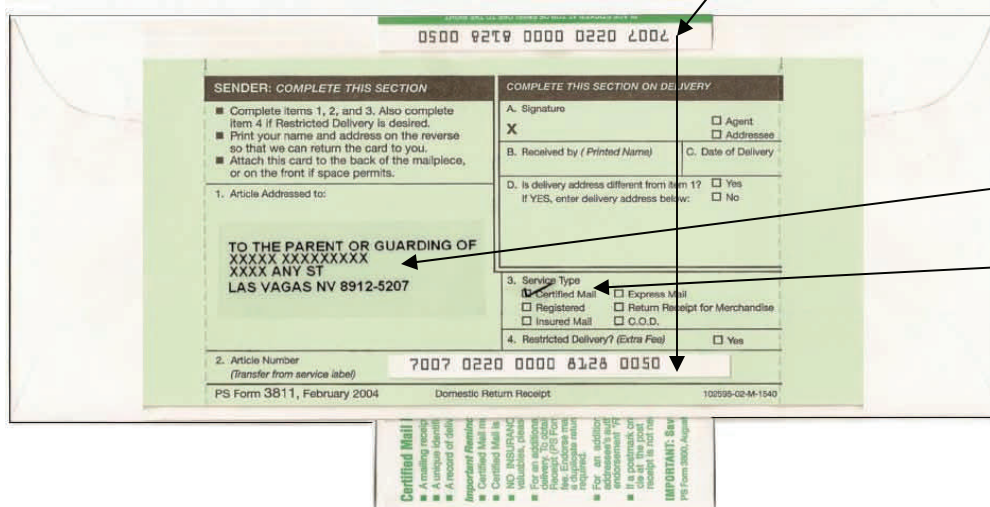
## CERTIFIED MAIL FORM PS 3800 (Green and white)

1. Place the Certified Form leaving 3½ inches from the top right corner to center required space needed for postage imprint.
2. Portions of the return address may be covered up.
3. Peel the adhesive attach to envelope per instruction above.
4. Certified Number.
5. **VERY IMPORTANT WRITE IN YOUR SCHOOL or DEPARTMENT NAME INSIDE THE BOX OFFICIAL USE NO INITIALS.**
6. Peel the thin white strip off the Certified Form number then Affix to Return Receipt front side in Box 2 - Article Number.



## RETURN RECEIPT PS FORM 3811 BACKSIDE

1. Address the back side with your return address.
2. Two Adhesive strips.



## RETURN RECEIPT FRONT SIDE

1. Box 1 - Article Address– Complete address To The Parent or Guardian of.
2. Box 3 - Check **CERTIFIED MAIL** only. **DO NOT CHECK– Return receipt for Merchandise.**
3. Attach Return Receipt to envelope by peeling off the 2 adhesive Strips on the backside shown in Step 2 with front side facing.