MAIL ROOM SERVICES
Contact: Cindy Paymard 760.752.1232   Hours: 7:30 a.m. to 4:00 p.m.
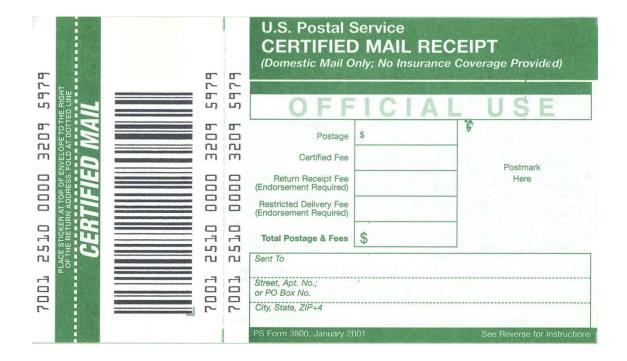
CERTIFIED MAIL

Certified mail service provides the sender with a mailing receipt that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status over the Internet at www.usps.com by entering the article number shown on the mailing receipt. Certified mail may be addressed for delivery only in the United States and its territories.

Certified Mail Reminders

- Enter on Form 3800 (see sample form below) the name and complete address of the person or firm to whom the mail is addressed.

- Recipient's name and address must also be written on the certified mail envelope.

- When placing a Certified Mail Receipt on an envelope, leave a 3½" space in the upper right hand corner of the envelope for the postage stamp.

- Certified mail must be in the SMUSD Mail Room by 2:00 P.M. in order to meet the 2:30 P.M. mail pick up deadline.
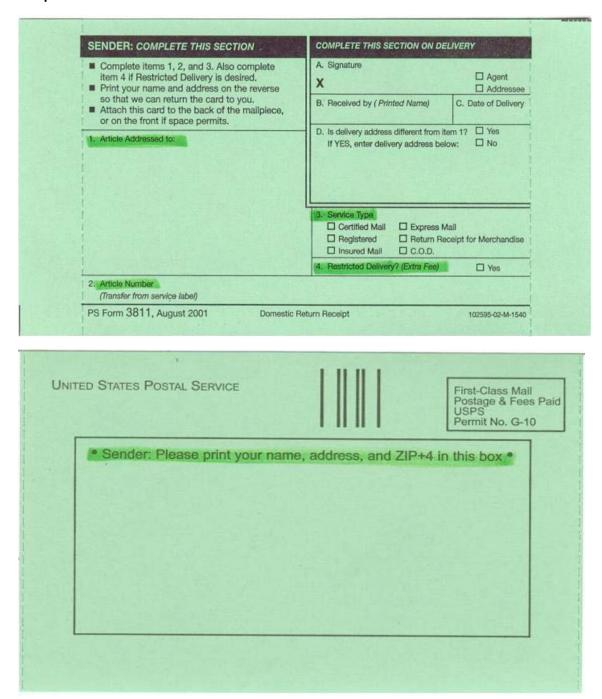
Sample Form 3800

RETURN RECEIPT SERVICE

Return Receipt Service is only used in special circumstances.
Contact the Mail Room if you wish to use this service.

Return receipt service provides a mailer with evidence of delivery (a postcard with the date and time of delivery and recipient's signature). Return receipt service must be used in combination with another special service (e.g. certified, insured). All highlighted areas, in sample form 3811 below, must be completed by the sender.

Sample Form 3811

ADDRESSING YOUR MAIL

The accuracy of the address affects the speed and handling of your mail. The United States Post Office (USPS) requires the use of a standardized address format as shown in the following sample:

JOHN DOE
ACME INC
123 MAIN ST NW STE 12
ANYTOWN NY 12345-6789

- All addresses should be printed in block form with a uniform left margin, beginning in the middle of the envelope.

- Apartment (Ex: APT) or suite (Ex: STE) number should be on the same line as the street address.

- Use either a Post Office box number (Ex: PO BOX 1234) or a street address (Ex: 123 MAIN ST) but not both.

- If the address also has a directional, for instance "NW" for Northwest, be sure to include the abbreviated direction on the address line.

- City, State and Zip Code should be the bottom line of the address, without punctuation (Ex: ANYTOWN NY 12345-6789).

- To find the correct spelling of a city name or to find a Zip Code, visit **www.usps.com**.

- Leave the upper right hand corner of the envelope clear for postage (i.e. no tape or writing).

- A return address **and Department name** must be included, in the upper left corner, on the front of all envelopes.