Instructions Special Services

Express Mail Label 11-B Instructions

Complete the address information in the “To” and “From” boxes. If you wish for the item to be left without obtaining a signature, please check the “Waiver of Signature” box above the recipient address and sign in the “Mailer Signature” space. Affix the label to the Express Mail envelope or directly to your mail piece.

Registered Mail Label 200 Instructions

Affix the Registered Mail label directly to the right of your return address, and above the recipient’s address. If you would like a return receipt, complete the receipt and affix to the mail piece. Indicate on the piece the declared value. As a reminder, registered mail cannot be enclosed in padded or tyvek envelopes, and cannot be sealed with slick tape (such as scotch tape). Mail Service has paper tape available for items brought to our office by the customer.

Insured Mail Form 3813 and Form 3813-P Instructions

Complete the “To” and “Insurance Coverage” boxes on the right side of the form. Do not detach from the label! Affix the label directly to the right of your return address and above the recipient’s address, or to the left of the delivery address. Mail Service will complete the remaining boxes and return the receipt to the sending department for their records. If you would like a return receipt, complete the receipt and affix to the mail piece.

Certified Mail Form 3800 Instructions

Complete the recipient’s address in the “To” box on the right side of the form. Do not detach from the label! Affix the label directly to the right of your return address and above the recipient’s address, or to the left of the delivery address. Mail Service will complete the remaining boxes and return the receipt portion to the sending department for their records. If you would like a return receipt, complete the receipt and affix to the mail piece.

Return Receipt Domestic Mail Form 3811 Instructions

Please note: this is a two-sided form. On side one, complete the recipient’s address in box 1, article number (from the certified, insured, registered or express label) in box 2 and check the appropriate service type in box 3. If you would like restricted delivery where ONLY the addressee may sign for the item, please check “Yes” in box 4. Please note, there is an extra fee for restricted delivery, in addition to postage and other fees. On side two, print your name and department return address, including your campus delivery code. Affix the receipt to the front of the mail piece when space permits, otherwise affix to the back of the piece. When your item is delivered, the return receipt will be returned to you with the signature and date of delivery.

Return Receipt International Mail Form 2865 Instructions

Please note: this is a two-sided form. On side one, check the appropriate box as to the item description. If the item is an insured parcel, enter the insured value. Enter the article number from the insured, registered or express label. In the “Office of Mailing” box, please enter Fort Collins CO 80521, and Mail Service will complete the “Date of Posting” box. Complete the recipient’s address, including the country in English. On side two, print your name and department return address, including your campus delivery code. Affix the receipt to the front of the mail piece when space permits, otherwise affix to the back of the piece. When your item is delivered, the return receipt will be returned to you with the signature and date of delivery.
Certificate of Mailing Form 3817 Instructions

Complete the appropriate boxes with your name and address, including campus delivery code, and the recipient’s address. Attach to the front of the mail piece, near the recipient’s address with scotch tape. Postage will be applied directly to the certificate of mailing and will be returned to you by the US Postal Service with a date stamp providing proof of mailing.

Delivery Confirmation Form 152 Instructions

Complete the recipient’s address in the “To” box on the right side of the form. Do not detach from the label! Affix the label directly to the right of your return address and above the recipient’s address, or to the left of the delivery address. Mail Service will complete the remaining boxes and return the receipt portion to the sending department for their records.

Signature Confirmation Form 153 Instructions

Complete the recipient’s address in the “To” box on the right side of the form. Do not detach from the label! Affix the label directly to the right of your return address and above the recipient’s address, or to the left of the delivery address. If you wish for the item to be left without obtaining a signature, please check the “Waiver of Signature” box and sign in the “Customer Signature” space. Mail Service will complete the remaining boxes and return the receipt portion to the sending department for their records.

Extra Services

Place labels for extra services above the delivery address and to the right of the return address, or to the left of the delivery address.