

Procedure for Foreign Certified Mail

Many customers don't realize that "certified mail" (the green cards and green numbers) are for domestic mail only (mail with destinations in the United States). When sending foreign mail and you need a "return receipt" to verify receipt of the package or envelope, you will need to send the package or envelope Registered.

To send a package or letter Registered, you will need to follow the instructions below.

- Address the envelope or package with the destination of the foreign mail.
- Attach a Registered Mail article number below the return address on the front of the envelope or package.
- Fill out a pink return receipt card with the sender's address, your return address, mark the appropriate box on the back to indicate whether letter or package, copy the Registered article number onto the pink receipt card, and declare a value of the contents if you need insurance.
- Before you can attach the pink return receipt card, you must use special fiber-reinforced paper tape, required by federal postal regulation, to cover all of the seams on the back of an envelope. If you are sending a box, you will still need to cover all the seams on the box. You cannot have any exposed seams or edges to qualify.
- Any package weighing 1lb to 3lb 15oz requires USPS Customs Declaration Form #2976 – attached to the package.
- Any package weighing 4lb or more requires USPS Customs Declaration Form #2976A – attached to the package.

If you have any questions about this procedure, your mail carrier can show you hands-on when they pick-up your mail. Please call Brad Witt to schedule training at 465-6546, or email him with the link provided.

To order supplies for Registered article numbers, pink international return receipt cards, and special reinforced paper tape, call Brad Witt 465-6546, or email him at the link provided.