

The following instructions are for the preparation and use of the firm mailing book for Adult Signature Required, Adult Signature Restricted Delivery, Certified Mail®, Certified Mail Restricted Delivery, Collect on Delivery (COD) Hold For Pickup, Insured Mail, Priority Mail Express®, Priority Mail® (bearing an IMpb), Registered Mail™, Signature Confirmation™, and Signature Confirmation Restricted Delivery:

1. Complete or print all forms in ink.
2. The name and address of the sender must appear at the top of each form.
3. A complete return address must appear on each article.
4. Make sure the articles are properly packaged.
5. Enter the postage, fees, and all other services in the appropriate columns on the forms.
6. These additional extra services may also be added when available by standards [see *Mailing Standards of the U.S. Postal Service*, Domestic Mail Manual (DMM®) 503.0] and under the following conditions:
  - a. **Return Receipt service** — The “Return Receipt Requested” endorsement must be placed above the delivery address and to the right of the return address on the article. For a hardcopy signature, you must fill in the return address and article number on the PS Form 3811 (green return receipt card) before attaching it to the article.
  - b. **Restricted Delivery or Special Handling-Fragile service** — The applicable endorsement must be placed above the delivery address and to the right of the return address on the article.
7. When the mailer describes and lists three or more individual pieces on PS Form 3877, but does not present the pieces in the order shown on the sheets, the mailer must consecutively number each entry line on the sheet and lightly number each piece to show both the corresponding sheet and line number.
8. The total number of articles listed must be entered in the proper space at the bottom of the form.
9. Complete a duplicate form for COD Hold For Pickup, Priority Mail Express, and Registered Mail articles. One copy serves as the mailer’s receipt, the other as the acceptance Post Office™ copy. See DMM 215.3.0.c.
10. All unused portions of the “Addressee” column must be obliterated by drawing a diagonal line through the unused portion on each form.
11. **Insured Articles:**
  - a. **Coverage** — Postal insurance covers (1) the value to the contents at the time of mailing, if lost or damaged, or (2) the cost of repairs. It does not cover spoilage of perishable items. Coverage may not exceed the limit fixed for the insurance fee paid or the indemnity coverage if insurance is included in the product at no additional charge. The maximum indemnity payable for the reconstruction of nonnegotiable documents under Priority Mail Express

document reconstruction insurance is \$100 per piece subject to additional limitations for multiple pieces lost or damaged in a single catastrophic occurrence. The maximum indemnity payable on Priority Mail Express merchandise is \$100 for domestic mail and \$200 for international mail, but optional insurance is available for up to \$5,000 domestically and to some, but not all countries. Consult either the DMM or the International Mail Manual (IMM) for details of insurance limits and coverage online at <http://pe.usps.com/>.

1. **Domestic** — Domestic insurance covers the actual (depreciated) value of the contents or the cost of repairs. The limitations on coverage include, but are not limited to the following: No coverage is provided for consequential losses, delay, concealed damage, spoilage of perishable items, articles improperly packaged, or articles too fragile to withstand normal handling in the mail. (See DMM 609.4.3 for a complete list of non-payable claims.)
  2. **International** — International insurance coverage is subject to both U.S. Postal Service® regulations and the domestic regulations of the destination country. Insurance coverage varies by country and is not available to some countries. The addressee must report damage of an insured article’s contents to the delivering Post Office immediately. No coverage is provided for delay, prohibited articles, concealed damage, or consequential losses.
- b. **Filing Claims** — Domestic indemnity claims must be filed within 60 days from the date the article was mailed. Visit [www.usps.com/domestic-claims](http://www.usps.com/domestic-claims). International indemnity claims for Registered Mail and Insured Mail may be filed after an inquiry has been completed. Visit [www.usps.com/international-claims](http://www.usps.com/international-claims). (Inquiry must be made within six (6) months from the date the article was mailed). APO/FPO: Indemnity claims for Priority Mail Express Military Service must be filed within 180 days from the date of mailing. Indemnity claims for all other classes of APO/FPO/DPO mail must be filed within one (1) year from the date of mailing. Retain the original mailing receipt as proof of insurance until the claim is resolved. File a claim for damage or for complete or partial loss of contents immediately but no later than 60 days from the mailing date. Retain the mailing container, including wrapping, packaging, and any contents received, and you must make them available to the Post Office for inspection, retention, and disposition until the claim is resolved. Submit sales slips, receipts, bills, or repair estimates to substantiate your claim.

**Appeals** — Appeals of Postal Service™ decisions on claims must be made within 30 days of the date of the original decision to Domestic Claims Appeals. Submit appeals to the Accounting Service Center (see DMM 608.8.0).
  - c. Only customers filing online may appeal a decision online through [www.usps.com/insuranceclaims/online.htm](http://www.usps.com/insuranceclaims/online.htm).

## Additional Instructions and Declaration of Value of Registered Mail

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Senders of all domestic and international Registered Mail are required to declare the full value of articles presented for registration. Neither the Postal Service nor its postal employees are authorized to waive this requirement or to permit or condone any violation or evasion of it.

### Registered Mail Articles:

- a. Avoid listing Registered Mail articles on the same form with any other non-registered articles.
- b. Affix red Label 200, *Registered Mail*, above the address and to the right of the return address. Commercial mailers generating IMpb shipping labels must use Label 200-N or USPS-approved facsimile in lieu of Label 200.
- c. Avoid using tapes that will not absorb postmarking ink to seal Registered Mail articles. See DMM 503.2.3.3.

For domestic articles, postal insurance is included in the fee for articles with a value of at least \$0.01 up to a maximum insured value of \$50,000. Postal insurance is not available for articles with no value (\$0.00). The fees for articles valued over \$50,000 include insurance up to \$50,000, and increasingly higher fees for handling costs. The full value of the article must be declared at the time of mailing, as shown in DMM 503.2.2.1, and the corresponding fee must be paid.

Indemnity for international Registered Mail (except to Canada) is extremely limited, and is set by the Universal Postal Union. See IMM 333.

The maximum indemnity is \$50,000 for domestic Registered Mail.

Domestically the fees for articles valued over \$50,000 include insurance up to \$50,000, and charges for handling costs. These charges do not increase the liability of the Postal Service.

Additional fees will be collected on domestic Registered COD Mail under the same conditions as outlined for regular Registered Mail, except that the additional fee shall be based on the amount by which the declared value of the article exceeds the limit of indemnity payable for the Registered COD Mail fee paid.

See Notice 123, *Price List*, for fee schedules.

The following standards are furnished as guides in declaring the value of representative types of matter commonly sent as Registered Mail:

Kind of Mail Matter	Value to Be Declared
<i>Negotiable Instruments</i> Instruments payable to bearer, including stock certificates endorsed in blank.	Market value. (All values are based on the value at the time of mailing.)
<i>Nonnegotiable Instruments</i> All registered bonds, warehouse receipts, checks, drafts, deeds, wills, abstracts, and similar documents. Certificates of stock are considered nonnegotiable so far as declaration of value is concerned unless they are endorsed in blank.	No value, or replacement cost if postal insurance coverage is desired. (See <i>Note</i> below.)
<i>Money</i>	Full value.
<i>Jewelry, Gems, Precious Metals</i>	Market value or cost.
<i>Merchandise</i>	Market value or cost.
<i>Nonvaluables</i> Matter not having intrinsic value such as letters, files, records, etc.	No value, or replacement cost if postal insurance coverage is desired. (See <i>note</i> below.)

**Note:** Mailers who do not know replacement costs should contact a person or firm familiar with such documents and determine replacement costs before the articles are mailed.



Name and Address of Sender

Check type of mail or service

Adult Signature Required       Priority Mail Express

Adult Signature Restricted Delivery       Registered Mail

Certified Mail       Return Receipt for Merchandise

Certified Mail Restricted Delivery       Signature Confirmation

COD Hold For Pickup       Signature Confirmation Restricted Delivery

Insured Mail

Priority Mail

**Affix Stamp Here**  
*(for additional copies of this receipt).*  
**Postmark with Date of Receipt.**

USPS Tracking/Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
Total Number of Pieces Listed by Sender	Total Number of Pieces Received at Post Office	Postmaster, Per (Name of receiving employee)												

Handling Charge - if Registered and over \$50,000 in value

Adult Signature Required

Adult Signature Restricted Delivery

Restricted Delivery

Return Receipt

Signature Confirmation

Signature Confirmation Restricted Delivery

Special Handling

## Mailer's Approval for Privately Printed Facsimile PS Form 3877

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For three or more pieces with extra services presented for mailing at one time, the mailer may use PS Form 3877 (firm sheet) or privately printed firm sheets in lieu of the receipt portion of the individual form.

The Postal Service allows mailers to use privately printed or computer-generated firm sheets that contain the same information and that are nearly identical to the USPS-provided PS Form 3877, *Firm Mailing Book For Accountable Mail*. For the locations where you are presenting your mailings, the local postmaster or manager of Business Mail Entry provides approval of the form in writing. On the mailer's approved form, you may omit columns that are not applicable to the extra service requested. For additional information, see DMM 503.1.10.

Mailers must retain their original written approvals by the postmaster or manager of Business Mail Entry, as evidence that their privately prepared facsimile of PS Form 3877 was approved by the Postal Service. The Postal Service does not retain documentation of the facsimile approval. Mailers using privately printed forms must periodically verify them against the USPS-provided versions, make routine updates, and obtain approval of the updated facsimile form.

When using an approved, privately prepared form, a mailer who wants the firm sheets postmarked by the Postal Service must present the books with the articles to be mailed at a Post Office. The sheets of the books become the mailer's only receipt; the Postal Service does not retain a copy.

For Registered Mail and COD Hold For Pickup, the mailer submits the forms in duplicate and receives one copy as the mailer's receipt after the USPS employee accepting the mailing has verified the entries.

For Certificates of Mailing with domestic or international mailings, the mailer must use either PS Form 3665, *Certificate of Mailing – Firm*, or PS Form 3817, *Certificate of Mailing*. For Certificates of Bulk Mailing, the mailer must use either PS Form 3606-D, *Certificate of Bulk Mailing — Domestic*, or PS Form 3606, *Certificate of Bulk Mailing — International*.