

DMM Redlines for PS Form 3665 – January 2017 (under consideration)

DMM 503 Extra and Additional Services

DMM 503.1 Basic Standards for All Extra Services

1.10 Receipts

Except for ~~domestic~~ certificates of mailing under 5.0, the mailer receives a USPS sales receipt and the postmarked (round-dated) extra service form for services purchased at retail channels. The mailer must provide the receipt when submitting an insurance claim or filing an inquiry. For articles mailed via PC Postage or other online services, the mailer may access a computer printout online that identifies the applicable extra service number, total postage paid, insurance fee amount, declared value, declared mailing date, origin ZIP Code, and delivery ZIP Code. For three or more pieces with extra or accountable services (~~includes international Certificate of Mailing~~) presented for mailing at one time, the mailer uses Form 3877 (firm sheet) or USPS-approved privately printed firm sheets (see 1.7.2) in lieu of the receipt portion of the individual form. All entries made on firm sheets must be computer-generated or made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. Obliterate all unused portions of the addressee column with a diagonal line. USPS-approved privately printed firm sheets that contain the same information as Form 3877 may be approved by the local Postmaster or manager Business Mail Entry. The mailer may omit columns from privately printed Form 3877 that are not applicable to extra service requested. If the mailer wants the firm sheets accepted by the USPS (postmarked), the mailer must present the firm sheets with the articles to be mailed at a Post Office. The postmarked firm sheets become the mailer's receipts. For Registered Mail and COD, the mailer submits the forms in duplicate and receives one copy as a mailing receipt after the entries are verified by the postal employee accepting the mailing. Except for Registered Mail and COD items, the USPS keeps no mailing records for mail pieces bearing extra services.

Forms Glossary

The Forms Glossary lists all of the forms and postage statements referenced in the DMM. These forms and many others are available on Postal Explorer at pe.usps.com (click on "Postage Statements" in the left frame). Postal Service forms may be preceded by "PS Form," which simply stands for "Postal Service Form." For example: "3541," "Form 3541," and "PS Form 3541" all refer to the Periodicals postage statement.

ID	Title
3624	Application to Mail at Nonprofit Standard Mail Prices
3665	Certificate of Mailing -- Firm
3800	Certified Mail Receipt