

## INSTRUCTIONS FOR MAILING NOTICES

- **Download and Print the Notice on Legal size Paper (8.5” x 14”). You will need to make a copy for each recipient**
- You will need to purchase 10” x 15” envelopes to complete your mailing
  - Be sure **NOT** to staple any of the sheets together; you may use paper clip instead
- **The Recipient list should be included in each envelope package you put together**
- Once you have your NOTICE and RECIPIENT LIST in your envelope you will mail using Certified Mail with Return Signature Receipt.
  - [Certified Mail USPS](#)
  - [Certified Signature Return Receipt](#)

*Example of Labeling used for USPS Certified Mail with Signature Return Receipt*



SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																
<p>■ Complete items 1, 2, and 3.</p> <p>■ Print your name and address on the reverse so that we can return the card to you.</p> <p>■ Attach this card to the back of the envelope, or on the front if space permits.</p> <p>1. Article Addressed to:</p> <p style="font-size: 2em; text-align: center; font-weight: bold; margin: 10px 0;">SAMPLE</p> <p style="text-align: center;">9590 9403 0000 5343 0000 12</p> <p>2. Article Number (Transfer from service label)</p>	<p>A. Signature</p> <p><input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) C. Date of Delivery</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <p>E. Service Type</p> <table style="width: 100%; font-size: 0.8em;"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Return Receipt for Merchandise</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery over \$500</td> <td></td> </tr> </table>	<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Restricted Delivery	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input type="checkbox"/> Certified Mail	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Return Receipt for Merchandise	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery Restricted Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Insured Mail Restricted Delivery over \$500	
<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Restricted Delivery																
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™																
<input type="checkbox"/> Certified Mail	<input type="checkbox"/> Registered Mail Restricted Delivery																
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<input type="checkbox"/> Insured Mail	<input type="checkbox"/> Signature Confirmation Restricted Delivery																
<input type="checkbox"/> Insured Mail Restricted Delivery over \$500																	

U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT (Domestic Mail Only; No Insurance Coverage Provided) <small>For Delivery Instructions Visit Our Website at <a href="http://www.usps.com">www.usps.com</a></small>	
OFFICIAL USE	
Postage	\$ 0.48
Certified Fee	3.30
Registered Mail Fee (Restrictive Postage)	2.70 optional
Postnet Delivery Fee	5.05 optional
<b>Total Postage &amp; Fees</b>	<b>\$11.53</b>
<p>Mail to: Reggie Redbird</p> <p>Street Apt. Rm.: 123 N Main St</p> <p>City, State, ZIP+4: AnyTown IL 99999</p>	

- You will receive your signature slips as the recipients receive the NOTICE. Keep those slips in a safe place and never throw them away. That is your proof they received the NOTICE



- If you would like to add to the recipient list and send to your local district representatives, you can find and just add them to the recipient list we have provided.