

## 11 PREPARATION

You will need to obtain the following mailing tools before you mail so you are not making numerous trips to the office supply store or the post office:

1. Either Priority Mail Envelopes or Manila envelopes large enough to accommodate your documents.
2. Pre-inked stamps that says “copy” and “original”. They can be obtained from any office supply house
3. **Green** Receipts for Domestic Insured Parcel PS Form 3813
4. Registered Mail **red** and white label PS Form 200
5. Receipts for Registered Mail PS Form 3806
6. Certified Mail Receipts PS Form 3800
7. **Green** return receipt Postcards PS Form 3811
8. If you have multiple people you are mailing to, PS Form 3877 (comes in a book)
9. White USPS 3817 Certificate of Mailing forms for the Post Office to sign (Do not trim the downloadable forms!! Use a full page for each).
10. Sufficient Priority Mail postage stamps to affix to the envelopes you are sending and the notary will send. The notary will utilize 3 stamps to each “respondent”, plus sending a package back to you containing the Certificates of Dishonor, Notary Notes and Proofs of Service. (If you must use a postage meter, be sure the imprint date is not printed.)