

**Certificate of Mailing**  
**Service Standards Recommendations**  
**Draft**

1. This is First-Class Mail and there should not be any delay of processing due to Postal Verification.
2. However, there must be an agreement between the Postal Service and Mailer regarding the cut off time needed to allow for Postal Verification of the Certificates of Mailing, for that given day.
3. All Certificates of Mailing meeting the Postal Service verification timeline, should be mailed out the same day and given the same treatment as First-Class Mail.
4. The approved PS Form 3877 lists out the specific mailpieces. This form is signed and date stamped on the summary page that has appropriate postage for Certificates of Mailing affixed to it, by the Postal Service Employee who accepts the mail.
5. Mailpieces going out Certificates of Mailing are critical mailpieces, so it is important that they be treated as First-Class mail.