

Enter your return address on all forms BEFORE copying to save time OR print your own return labels OR stamp with an address stamp. →

Ask for 2 sets of labels from the Assessor's Office. One label will go here →

And one on your envelope.

The image shows a sample of a USPS Certificate of Mailing form. At the top left is the United States Postal Service logo. To its right is the title 'Certificate Of Mailing'. Below the logo is the text: 'UNITED STATES POSTAL SERVICE'. To the right of the logo is the text: 'Certificate Of Mailing'. Below the title is the text: 'To pay fee, affix stamp or meter postage here.' Below this is the text: 'This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.' Below this is the 'From:' field with four horizontal lines. Below that is the 'To:' field with four horizontal lines. To the right of the 'To:' field is the text: 'Postmark Here'. At the bottom of the form is the text: 'PS Form 3817, April 2007 PSN 7530-02-000-9065'. Two red arrows point from the text on the left to the 'From:' and 'To:' fields.

INSTRUCTIONS FOR USE OF CERTIFICATE OF MAILING:

1. Go to the Assessor's Office to get your abutter list and labels. Be sure to ask for **TWO** sets of labels.
2. Count how many addresses you need to send Abutter Letters to.
3. Enter your return address on the forms given to you by the Community Development Office (it has 6 Certificate of Mailing forms on the sheet).
4. Copy the Certificate of Mailing form as many times as needed for the number of Abutters you are to notify (e.g. 5 times for 30 abutters, etc.).
5. Place one label on the Certificate of Mailing form and one on your envelope.
6. Place the appropriate postage on each envelope.
7. Call the Post Office if you have more than 20 Abutter letters. They would like to know when you are coming in so they have enough staff at the window. The certification process could take more than 20 minutes.
8. Go to the Post Office, at the time you arranged, to mail your letters certified mail.
9. Bring the Certificate of Mailing sheets with you to the board meeting as your proof that you mailed your Abutter Letters as required by town regulations.



Certificate Of Mailing

To pay fee, affix stamps or meter postage here.

This Certificate of Mailing provides evidence that mail has been presented to USPS® for mailing. This form may be used for domestic and international mail.

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Postmark Here

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