

Postal Service Form 3849 Revision Notice

Starting June 16, 2008, Post Offices™ and Postal Retail Units must use the revised Postal Service™ PS Form 3849, *Delivery Notice/Reminder/Receipt*. It is being revised as a result of changes to Postal Service redelivery procedures for Express Mail® service. Offices may begin ordering the new PS Form 3849 from the Label Printing Center (LPC) in Topeka on or after April 28, 2008. All offices must begin using the revised PS Form 3849 on June 16, 2008.

The item number 7530-05-000-4581 for the overprinted label will *not* change. All previous versions of PS Form 3849 become obsolete on June 16, 2008, and offices should recycle the old forms.


The following changes were made to PS Form 3849:

- Removed text after Express Mail that stated "We will attempt to deliver on the next delivery day unless you instruct the post office to hold it." This change reflects the elimination of next day redelivery for Express Mail service. There will no longer be automatic redelivery of Express Mail items on the second day. A policy letter will be issued from the vice presidents of Delivery and Retail Operations.
- Removed Recorded Delivery service. This service is no longer available for international shipments.
- Added USPS.com® at the bottom of the form. This will help to promote other products and services available by the Postal Service.
- Changed date of the form to May 2008.
- Added an option for customers to request redelivery online at www.usps.com/redelivery in block #3 on the reverse side of form (not shown).

— Product Information Requirements,
Product Development, 4-24-08

United States Postal Service®		Today's Date	Sender's Name
Sorry We Missed You! We  Deliver for You			
Item is at:	Available for Pick-up After	We will redeliver or you or your agent can pick up. See reverse.	
<input type="checkbox"/> Post Office (See back)	Date: Time:		
<input type="checkbox"/> Letter	For Delivery: (Enter total number of items delivered by service type)	<input type="checkbox"/> If checked, you or your agent must be present at time of delivery to sign for item.	
<input type="checkbox"/> Large envelope, magazine, catalog, etc.	For Notice Left: (Check applicable item)	Article Number(s)	
<input type="checkbox"/> Parcel	<input type="checkbox"/> Express Mail®	<input type="checkbox"/> Insured Mail	
<input type="checkbox"/> Restricted Delivery	<input type="checkbox"/> Certified Mail™	Return Receipt for Merchandise	
<input type="checkbox"/> Perishable Item	Firm Bill	Delivery Confirmation™	
<input type="checkbox"/> Other:	<input type="checkbox"/> Registered Mail™	Signature Confirmation™	
Article Requiring Payment		Amount Due	
<input type="checkbox"/> Postage Due <input type="checkbox"/> COD <input type="checkbox"/> Customs		\$	
<input type="checkbox"/> Final Notice: Article will be returned to sender on		Delivered By and Date	
PS Form 3849, May 2008		usps.com	Delivery Notice/Reminder/Receipt

We will redeliver OR you or your agent can pick up your mail at the Post Office. (Bring this form and proper ID. If your agent will pick up, sign below in item 2, and enter agent name here.)

1.  a. Check all that apply in section 3. b. Sign in section 2 below. c. Attach this notice when the carrier can see it.	
2. Sign Here to authorize redelivery or to authorize an agent to sign for you:	Delivery Section
3. <input type="checkbox"/> Redeliver (Enter day of week):	Signature
	X
(Once at least two delivery days for weekdays, or go to usps.com/redelivery or call your Post Office to arrange weekdays.)	Printed Name
<input type="checkbox"/> Leave Item at my address	Delivery Address
(Check where to leave. Examples: "porch," "back door." This option is not available if box is checked on the front requiring your signature at time of delivery.)	USPS
<input type="checkbox"/> Refused <input type="checkbox"/> Forward <input type="checkbox"/> Return	
PS Form 3849, May 2008 (Reverse)	