Use Certified Mail Labels without our Certified Mail Envelopes:

You can use Certified Mail Labels without our approved Certified Mail Envelopes. USPS requires a green Certified Mail banner <u>be visible on both the front and back sides of your envelope.</u> Just print this template and affix to your envelope.

1. **Create your Certified Mail Label with Postage online at www.CertifiedMailLabels.com**
   Print the label and using scissors, trim any excess paper off the sheet of paper. Now glue or tape the Certified Mail label onto the outside of your envelope. **Make sure that no tape cover the bar codes or postage area.**

2. **Apply the green USPS Certified Mail banner (shown below) onto the outside of your envelope:**
   Using a color printer, print the **USPS Certified Mail** green banner below. Using scissors, cut the banner and fold it over the top of your envelope. Glue or tape the banner over the top of the envelope carefully folding the green stripe so it appears on **BOTH** sides of your envelope.

FOLD OVER TOP OF ENVELOPE ⸺ FOLD OVER TOP OF ENVELOPE

USPS CERTIFIED MAIL™

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Cut at line, fold over top of envelope then glue or tape onto both sides of your envelope.

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