

## PS Form 3849 in place of MDD Signature Capture SOP

In order to assist with social distancing, USPS Letter Carriers should start utilizing a PS Form 3849 when delivering signature required items in place of having the customer sign on the MDD Scanner.

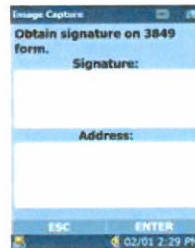
1. Hand a PS Form 3849 to the customer.
2. Request the customer obtain their own pen or pencil to sign the PS Form 3849.
3. Scan the parcel barcode then Press Enter.



Select Delivered



Select Delivery Location



Capture customer Signature and address

4. Select Delivered
5. Select Delivery Location
6. Ask the customer to extend the signed PS Form 3849; carrier will scan the PS Form 3849 capturing the Customer's Signature and Address
7. Advise the customer they can keep the PS Form 3849. Thank the Customer and leave package with customer.