

TOWN OF HIGHLAND BEACH, FLORIDA
CODE ENFORCEMENT BOARD

TOWN OF HIGHLAND BEACH, FLORIDA,

Petitioner,

v.

JORDAN COHEN
102 W. Barre Street
Baltimore, MD 21201

Case No: 2023-05-035

PCN: 24-43-47-04-02-002-0212

Respondent.

LEGAL: BEL LIDO TH PT OF LT 21 K/A
NORTH UNIT BLDG 1 BLK 2

ORDER FINDING VIOLATION

THIS MATTER having come before the Code Enforcement Board on July 11, 2023, and having heard the testimony of the parties, and having considered the evidence presented by the parties, and having been fully appraised of the circumstances, the Board does find as follows:

FINDINGS OF FACT

1. Respondent is the owner of the property located at 1119 Highland Beach Drive 2, Highland Beach, Florida, as described above.
2. By Notice of Violation, the Town advised Respondent that he was in violation of Section 34-5(A) of the Town Code of Ordinances for failure to obtain a vacation rental certificate.
3. Respondent was not in attendance.
4. All required notices were served in compliance with Section 162.12, Florida Statutes, and Section 2-106 of the Town Code of Ordinances.
5. The testimony and evidence presented at the hearing demonstrated that the violation remained on the Property as of the date of the hearing.

CONCLUSIONS OF LAW

1. By reason of the foregoing, Respondent is in violation of Section 34-5(A) of the Town Code of Ordinances and is therefore subject to the provisions of Article V, Chapter 2, of the Code of Ordinances of the Town of Highland Beach, under the authority of Chapter 162 of the Florida Statutes, as both may be amended from time to time.
2. Respondent remains in violation of the Code sections cited above.

COMPLIANCE

1. IT IS HEREBY ORDERED that Respondent shall comply with the above section of the Town of Highland Beach's Code of Ordinances as follows:

a. Respondent shall comply with the Town Code within fourteen (14) days of the date of the hearing or by July 25, 2023.

b. Should Respondent fail to bring the Property into compliance by the date specified above, a fine in the amount of \$250.00 shall be assessed against Respondent for each day the Property remains in violation past the date set for compliance.

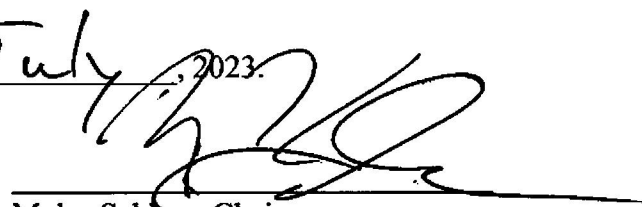
c. No further action shall be required for the entry of such fine.

2. Respondent is further ordered to reimburse the Town in the amount of \$250.00 for administrative costs incurred in prosecuting the case before the Board, which shall be included in the Lien amount. Said costs shall be paid by the date set for compliance.

3. Should Respondent violate the same code section cited herein, such reoccurrence may subject the Respondent to a repeat violator fine of up to \$500.00 per day for every day of the violation, plus administrative costs in enforcing the action, pursuant to Chapter 162, Florida Statutes.

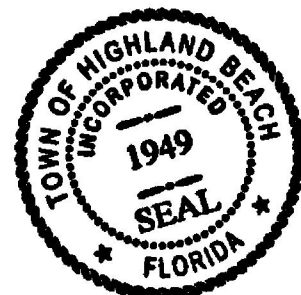
4. Respondent may submit a written request for a hearing to challenge this Order prior to its recordation as a Lien provided Respondent does so within thirty (30) days from the date this Order was executed. If Respondent fails to comply with the Town Code within the specified deadline and timely request such a hearing in writing to the Town, the Town may record a certified copy of such Order in the Public Records of Palm Beach County, Florida, and thereafter the Order shall constitute a Lien against the real and/or personal property owned by Respondent. If such a hearing is requested, the Town shall notify Respondent of the hearing date by regular and certified mail. Respondent is not entitled to a rehearing of the case, and there shall be no presentation of evidence as to the existence or non-existence of the violation. Instead, Respondent shall Show Cause why this Order should not be recorded as a Lien in the Public Records of Palm Beach County, Florida.

DONE AND ORDERED this 12th day of July, 2023.


Myles Schlam, Chair
Code Enforcement Board

Copies Furnished to:

Respondent



TOWN OF HIGHLAND BEACH, FLORIDA
CODE ENFORCEMENT BOARD

TOWN OF HIGHLAND BEACH, FLORIDA,

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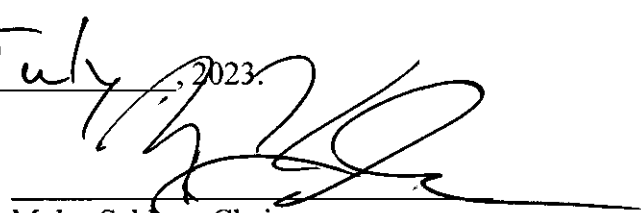
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Myles Schlam, Chair
Code Enforcement Board

Copies Furnished to:

Respondent



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2023-05-035

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Jordan Cohen
102 W. Barre St.
Baltimore, MD 21201

Re: 1119 Highland Beach Dr 2., Highland Beach FL 33487 (PCN:24-43-47-04-02-002-0212)

YOU ARE HEREBY NOTIFIED that pursuant to Article V, Chapter 2 (Administration) of the Town of Highland Beach's Code of Ordinances, the Code Enforcement Board will be conducting a Code Enforcement Board meeting on *Tuesday, July 11, 2023, at 1:00 P.M., in the Library Community Room at 3618 South Ocean Boulevard*, regarding unregistered vacation rental, (34-5 (A) Application for Vacation Rental Certificate). During the meeting, a hearing will take place to determine whether you have violated one or more provisions and/or sections of the Town of Highland Beach's Code, as set forth in the attached "Violation Notice," sworn to by the Code Enforcement Officer of the Town of Highland Beach.

THEREFORE, YOU ARE HEREBY COMMANDED to be and appear before the Code Enforcement Board at the aforesaid place, date, and time. **IF YOU FAIL TO APPEAR, A JUDGMENT MAY BE RENDERED AGAINST YOU.**

ADDITIONALLY, YOU ARE ENTITLED to be represented by counsel, to present testimony and evidence, and to testify on your own behalf. Subpoenas for records, surveys, plats, and other materials and for witnesses may be requested and will be issued by the Code Enforcement Board upon proper request.

CERTIFICATE OF SERVICE

I HEREBY CERTIFY that a copy of the foregoing notice has been furnished to the above-named addressee by posting on the door of the addressee's residence and by U.S. Postal Service Certified Mail, Return Receipt Domestic Mail, **SIGNED** this 16th day of June 2023.

Adam Osowsky
Code Compliance Officer

Certified Mail: 7021 1970 0002 3025 2308

www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582

7021 1970 0002 3025 2308

U.S. Postal ServiceTM
CERTIFIED MAIL[®] RECEIPT
Domestic Mail Only

For delivery information, visit our website at www.usps.com[®].

OFFICIAL USE

Certified Mail Fee
\$ 4.15
Extra Services & Fees (check box, add fee as appropriate)
☒ Return Receipt (hardcopy) \$ 3.30
☐ Return Receipt (electronic) \$ _____
☐ Certified Mail Restricted Delivery \$ _____
☐ Adult Signature Required \$ _____
☐ Adult Signature Restricted Delivery \$ _____

Postage
\$ 1.63
Total Postage and Fees
\$ 5.78

HIGHLAND BEACH, FL 33487
JUN 16 2023
Customer
Here
CPO #0237

Jordan Cohen
102 W. Barre St.
Baltimore MD 21201
CC2023-05-035

See Reverse for Instructions

Property Detail

Location Address	1119 HIGHLAND BEACH DR 2		
Municipality	HIGHLAND BEACH		
Parcel Control Number	24-43-47-04-02-002-0212		
Subdivision	BEL LIDO IN		
Official Records Book	29450	Page	757
Sale Date	OCT-2017		
Legal Description	BEL LIDO TH PT OF LT 21 K/A NORTH UNIT BLDG 1 BLK 2		

Owner Information

Owners	Mailing address
COHEN JORDAN R	102 W BARRE ST BALTIMORE MD 21201 2404

Sales Information

Sales Date	Price	OR Book/Page	Sale Type	Owner
OCT-2017	\$380,000	29450 / 00757	WARRANTY DEED	COHEN JORDAN R
JUN-2009	\$10	23330 / 01324	WARRANTY DEED	SNOEP JOHN A & SONJA TRUST
APR-2005	\$292,500	18623 / 01955	WARRANTY DEED	SNOEP JOHN A &
APR-2005	\$10	18623 / 01952	QUIT CLAIM	WAGNER JUNE GRACE
FEB-2000	\$10	11922 / 01821	QUIT CLAIM	WAGNER JUNE G
JAN-1995	\$100	08936 / 00463	WARRANTY DEED	
JAN-1995	\$75,000	08596 / 00314	WARRANTY DEED	
APR-1994	\$100	08228 / 00647	CERT OF TITLE	
OCT-1987	\$592,000	05483 / 01708	WARRANTY DEED	

Exemption Information

No Exemption information available

Property Information

Number of Units	1
*Total Square Feet	1221
Acres	0.03
Use Code	0110 - TOWNHOUSE
Zoning	RML - MULTI-FAMILY LOW-DENSITY (24-HIGHLAND BEACH)

Appraisals

Tax Year	2022	2021	2020
Improvement Value	\$374,179	\$315,145	\$310,145
Land Value	\$0	\$0	\$0
Total Market Value	\$374,179	\$315,145	\$310,145
All values are as of January 1st each year			

Assessed and Taxable Values

Tax Year	2022	2021	2020
Assessed Value	\$346,660	\$315,145	\$310,145
Exemption Amount	\$0	\$0	\$0
Taxable Value	\$346,660	\$315,145	\$310,145

Taxes

Tax Year	2022	2021	2020
Ad Valorem	\$5,861	\$5,342	\$5,361
Non Ad Valorem	\$100	\$96	\$95
Total tax	\$5,961	\$5,438	\$5,456



Town of Highland Beach

3614 South Ocean Boulevard • Highland Beach, Florida 33487

NOTICE OF HEARING / APPEARANCE

CASE NO. CC2023-05-035

TOWN OF HIGHLAND BEACH, FLORIDA

VS.

Jordan Cohen
102 W. Barre St.
Baltimore, MD 21201

**POSTED
ON PROPERTY**

6/19/23
DATE

Re: 1119 Highland Beach Dr 2., Highland Beach FL 33487 (PCN:24-43-47-04-02-002-0212)

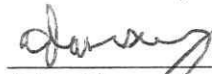
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Adam Osowsky
Code Compliance Officer

Certified Mail: 7021 1970 0002 3025 2308

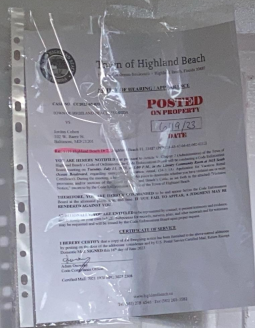
www.highlandbeach.us

Tel (561) 278-4548 • Fax (561) 265-3582

Mon, June 19, 2023

08:10AM

Highland Beach, FL 33487





Town of Highland Beach

3616 South Ocean Blvd.
Highland Beach, FL 33487
Phone: 561-278-4540
Fax: 561-278-2606

May 31, 2023

COHEN JORDAN R
102 W BARRE ST
BALTIMORE, MD 21201

RE: Code Compliance Case No. CC2023-05-035

COHEN JORDAN R,

Location : 1119 HIGHLAND BEACH DR 2
HIGHLAND BEACH FL, 33487

Complaint Description:

Violation: Unregistered Vacation Rental

Correction: Must obtain/complete a town vacation rental certificate by June 14, 2023.

34-5 (A) Application for Vacation Rental Certificate

(a) Within one hundred eighty (180) days of the effective date of the vacation rental ordinance, the town will establish the process for obtaining a vacation rental certificate. Once the application process is established, the town will notify the owners or agents of properties with existing rental business tax receipts that the vacation rental certificate application process is available. The town will also place a notice in the newspaper that the vacation rental application process is available. All owners of properties used as vacation rental unit shall be required to submit an application for a vacation rental certificate on a form promulgated by the town within ninety (90) days of the notice sent by the town. If an application together with the required application fee is received prior to the deadline, the property owner will be allowed to continue renting the property while the application is being processed by the town and inspections are scheduled; provided the owner has a valid business tax receipt issued by the town. The town will also allow for a reasonable amount of time for the property to come into compliance in the event of a failed inspection.

Failure to comply by the above date will result, without any further notice, in you being summoned to appear before the town Code Enforcement board, which can result in a fine against the violator & property in the amount of \$250.00 per day for each day the violation exists. Your anticipated cooperation is greatly appreciated and simple compliance will resolve this matter easier than the formal process.

Should you have any questions, please contact the Code Compliance Officer for a reinspection at 561-351-6169 or the Town of Highland Beach Building Dept. at 561-278-4540.

Regards,

Adam Osowsky
Code Compliance Officer
5613516169

Recent

Administration

Receipts

Accounts

Common

Pending Inspections

Licensing

Code Enforcement

Permit Reports

Search Historical Permits

Search Estimates

Create Estimate

Search Incomplete Permits

Search Permits

Create Permit

Permitting

Favorites

Workspace

All Departments

Primary Parcel: 54-43-47-04-05-005-0575

Zone:

Inspection Area:

State: FL

Site Zip: 33487

Longitude:

Site City: HIGHLAND BEACH

Latitude:

Site Address: 7770 HIGHLAND BEACH DR S

Site Address

Expires: 03\15\2023

Exp Override:

Closed:

Finalized:

Issued:

Ready:

Approved:

Completed:

Submitted: 15\15\2022

Initiated: 15\15\2022

Last Inspection Date:

Last Activity: 03\13\2023 06:00

Primary Contractor:

Primary Contact: COHEN JORDAN B

Applicant: Cohen, Jordan

Applied for Online:

Fast Track:

Assigned To:

Parent Permit:

Process State: Expired

Status: EXPIRED

Permit Type: VACATION RENTAL UNIT

Initial Application Number: APP22-0034

Project Description:

Project Name: 7770 S Vacation application

Application is 80 days past the expiration date.

Application not yet complete

Main

Notes

Parcels

Submittals

Valuations

Details

Fees

Contractors

Contacts

Inspections

Cycles/Reviews

Workflow

smartgov

Town of Highland Beach

Permit Detail

Adam Osowsky

Sign Out

Preferences

office.smartgovcommunity.com\Main#~\Permits\Permit\index\7d3f41ea-4e24-4738-bd1c-a7e0014d13bdb\Main

smartgov



Town of Highland Beach
3614 South Ocean Blvd; Highland Beach, FL 33487
Phone: (561) 278-4540; Fax: (561) 278-2606

Vacation Rental Registration Form

The registration of a vacation rental from the Town of Highland Beach does not exempt the applicant from obtaining the appropriate documentation and/or licenses from the Florida Department of Business and Professional Regulation, Florida Department of Revenue and Palm Beach County Tax Collector or any other county or state required permits. A Vacation Rental cannot operate without the Town's approval and a separate registration form is required for each Vacation Rental unit.

If a property is located within a condominium or is subject to a property owner's association or homeowner's association or the like, it is the applicant's responsibility to verify that short-term rentals/vacation rentals are allowed within the community.

Before submitting your registration to the Town, you must obtain the following documentation.

Section I Type of Registration



New Registration



Biennial Renewal

Section II Property Owner Information and Vacation Rental Location

Owner Name: Jordan Cohen Phone: 410 775 6035

Address: 1119 Highland Beach Dr. #2

Email: JReidDevelopment@gmail.com

Registered Agent Name (if applicable): _____

Registered Agent Phone: _____

Registered Agent Email: _____

Section III Responsible Party Information (provide 24hr contact details)

Each vacation rental must designate a responsible party to respond to routine inspections as well as non-routine complaints and any other problems related to the operation of the vacation rental. The property owner may serve in this capacity or shall otherwise designate another person eighteen (18) years or older to perform the duties required by the Town Code.

Name: Jordan Cohen

Address: 102 W. Barre St., Baltimore, MD 21201

24hr Phone: 410-775-6035 Alternate Phone: _____

Email: _____

JReid Development@gmail.com

Section IV Required Documentation

Before submitting your registration to the Town, you must obtain the following documentation.

Note: Please initial each item below to confirm your acknowledgement and compliance:

Attach the following with this application:

- JRC Attach Application Fee (All fees are Payable to the Town of Highland Beach.)
- JRC Copy of the Florida Department of Business and Professional Regulation License as a transient public lodging establishment/vacation rental;
- JRC Copy of the Vacation Rental's current and active Certificate of Registration with the Florida Department of Revenue for the purpose of collecting and remitting sales taxes, transient rental taxes and any other taxes required by law to be remitted, as applicable;
- JRC Proof of the establishment of an account with the Palm Beach County Tax Collector for the payment of tourist development taxes or that payment is arranged through a third party;
- JRC Copies of the postings required by Section VI of this application; and
- JRC Copy of a sample lease agreement.

Section V Vacation Rental Standards

Inspection by the Town to verify compliance with the requirements of Chapter 34, "Regulation of Vacation Rental Units" is required subsequent to the initial registration. Non-compliance with the requirements of this division discovered during any inspection shall be treated as a violation of the Town Code and be processed in accordance with the Code.

Note: Please initial each item below to confirm your acknowledgement and compliance:

All vacation rental units, whether single-family homes, duplexes, condominium units, three (3) or four (4) unit complexes, or multiple family complexes, must meet the minimum standards for habitable structures set forth in the Florida Building Code, the Florida Fire Code, the Florida Life Safety Code; and the zoning code of the Town of Highland Beach.

Minimum standards and requirements

- JRC *Swimming pool, spa, and hot tub safety.* An in-ground or above-ground swimming pool, spa, or hot tub offered or made available as an amenity at a vacation rental unit shall comply with current standards of the Residential Swimming Pool Safety Act, F.S. ch. 515. The property owner or rental agent shall cause the swimming pool drain system, any underwater lighting system, and the electrical pump system of such swimming pools, spas, and hot tubs to be inspected annually by an appropriately licensed technician. Proof of such inspection within the previous twelve (12) months from the date of the request shall be provided to the Town upon request.
- JRC *Swimming pool, spa and hot tub screening.* In all vacation rental units located in the Town that have in-ground and above-ground swimming pools, spas, and hot tubs shall be screened by a six-foot, one hundred (100) percent opaque on all sides (except

JRC waterfront sides) fence. Swimming pool equipment shall be separately screened on all open sides with a six-foot one hundred (100) percent opaque fence.

JRC *Bedrooms.* All bedrooms within a vacation rental unit shall meet the applicable requirement of the Florida Building Code, and the Florida Fire Code and Life Safety Code.

JRC *Smoke and carbon monoxide (CO) detection and notification system.* A working smoke alarm and carbon monoxide (CO) alarm system shall be present within the vacation rental unit and maintained on a continuing basis consistent with the requirements of Section R314, Smoke Alarms, and Section R315, Carbon Monoxide Alarms, of the Florida Building Code.

JRC *Fire extinguisher.* A portable, multi-purpose dry chemical 2A:10B:C fire extinguisher shall be installed, inspected and maintained in accordance with NFPA 10 on each floor of a vacation rental unit. The extinguisher(s) shall be installed on the wall in an open common area or in an enclosed space with appropriate markings visibly showing the location of the fire extinguisher.

JRC *Emergency egress maintenance and lighting.* Halls, entrances and interior stairways within a vacation rental unit shall be clean, ventilated and lighted. Hall and stair runners shall be kept in good condition. Rails shall be installed on all stairways and around all porches and steps.

JRC *Parking.* All vacation rental units within the Town are required to provide parking spaces in accordance with the Town Code of Ordinances.

Lease requirements.

JRC There shall be a written or online lease, rental, tenant or other recorded agreement memorializing each vacation rental tenancy between the owner or responsible party and the occupant(s). The agreement shall, at minimum, contain the following information:

- The maximum number of occupants for the unit;
- The number of parking spaces associated with the vacation rental unit, if applicable, and the location of such spaces;
- The names and ages of all persons who will be occupying the unit;
- The dates of such occupancy; and
- A statement that all occupants must evacuate from the vacation rental following any evacuation order issued by local, state, or federal authorities.

Vacation rental responsible party.

JRC Each vacation rental must designate a responsible party to respond to routine inspections as well as non-routine complaints and any other problems related to the operation of the vacation rental. The property owner may serve in this capacity or shall otherwise designate another person eighteen (18) years or older to perform the following duties:

- Be available by telephone at listed phone number twenty-four (24) hours per day, seven (7) days per week and capable of handling any issues relating to the operation of the vacation rental;
- If required, be willing and able to come to the vacation rental within two (2) hours following notification from an occupant, the owner, or the Town to address any issues relating to the operation of the vacation rental;

- Maintain a record of all lease or rental agreements for the vacation rental;
- Receive service of any legal notice on behalf of the owners for violation of the requirements set forth in this division; and
- Otherwise monitor the vacation rental to ensure compliance with the requirements set forth in this division.

Other regulations.

Vacation rentals must comply with all other regulations, standards and requirements set forth in the Town Code of Ordinances, including, but not limited to, the requirements of Chapter 4 (Animals), Chapter 5 (Beaches and Boats), Chapter 16 (Motor Vehicles and Traffic), Chapter 17 (Nuisances), Chapter 28 (Offenses and Miscellaneous provisions), and Chapter 30 (Zoning).

Section VI Required Postings

Note: Please initial each item below to confirm your acknowledgement and compliance:

Minimum required postings of vacation rental information. In each vacation rental unit, either posted in a conspicuous place on a single page, or in a tabbed notebook, there shall be the following information:

- JRC The name, address and phone number of the vacation rental agent or owner;
- JRC The maximum occupancy of the vacation rental unit;
- JRC The days and times of solid waste, recyclables and yard waste pick up;
- JRC The location and phone number of the nearest hospital and urgent care facility;
- JRC The maximum number of vehicles that can be parked at the vacation rental unit;
- JRC Notice of sea turtle nesting season and sea turtle lighting regulations, if applicable; and
- JRC Notice that quiet hours are to be observed between 10:00 p.m. and 7:00 a.m. daily, and that during these hours no excessive or boisterous noise or sound is permitted;

Section VII Owner and Registered Agent Signature

By executing this Registration Form, I, the undersigned, expressly acknowledge and agree to the following:

I have been provided with a copy of Chapter 34 of the Town Code of Ordinances ("Regulation of Vacation Rental Units") and have reviewed same. I intend to operate the vacation rental in compliance with Chapter 34.

I fully understand the definition of "vacation rental unit(s)" as set forth in Section 34-4 of the Town Code of Ordinances.

I understand I am required to renew the Vacation Rental Registration biennially, by October 1st, and that any change(s) to the information or submittals included within the initial or renewal registration must be reported to the Town.

I understand and agree to inspections of the property by the Town on reasonable notice in order for the Town to assure compliance with the Vacation Rental Regulations of Chapter 34 of the

Town Code of Ordinances.

Under penalty of perjury, I certify that all of the information supplied with this Registration Form is true and accurate and agree to abide by all conditions and requirements in the Town's Vacation Rental Regulations.

Owner Name: Jordan Cohen

Owner Signature: [Signature] Date: 10/28/22

ADMINISTERED OATH
SWORN TO & SUBSCRIBED BEFORE ME THIS

28th DAY OF October, 20 22

[Signature]
Signature of Notary

Personally Known: _____



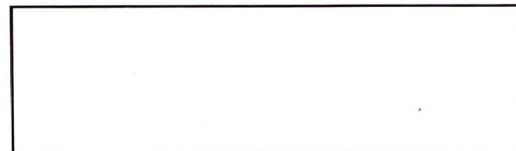
Registered Agent Name: Jordan Cohen

Registered Agent Signature: [Signature] Date: 10/28/22

ADMINISTERED OATH
SWORN TO & SUBSCRIBED BEFORE ME THIS

____ DAY OF _____, 20 ____

Personally Known: _____ or I.D.: _____



Section VIII OFFICE USE ONLY (to be completed for approved registrations only)

Registration Fee Paid (circle one): Yes / No

Date: _____ ☐ Zoning 561-278-4540 _____

Date: _____ ☐ Building 561-278-4540 _____

Date: _____ ☐ Fire Marshall 561-243-7400 _____

Date: _____ ☐ Other _____

To be completed for approved registrations only

Staff Member Name: _____ Signature: _____

Registration Date: _____ Registration Number: _____

Evidence Sheet	
Case Number:	CC2023-05-035
Property Address:	1119 Highland Beach Dr 2
Officer:	Adam Osowsky



7022 2410 0002 1964 7537

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

OFFICIAL USE

Certified Mail Fee	
\$	4.15
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$
<input type="checkbox"/> Return Receipt (electronic)	\$
<input type="checkbox"/> Certified Mail Restricted Delivery	\$
<input type="checkbox"/> Adult Signature Required	\$
<input type="checkbox"/> Adult Signature Restricted Delivery	\$

Postage	
\$.63
Total Postage and Fees	
\$	4.78

Sent To	Cohen 23535 New
Street and Apt. No., or PO Box No.	102 W Barre St
City, State, ZIP+4®	Baltimore MD 21201



PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

Certified Mail service provides the following benefits:

- A receipt (this portion of the Certified Mail label).
- A unique identifier for your mailpiece.
- Electronic verification of delivery or attempted delivery.
- A record of delivery (including the recipient's signature) that is retained by the Postal Service™ for a specified period.

Important Reminders:

- You may purchase Certified Mail service with First-Class Mail®, First-Class Package Service®, or Priority Mail® service.
- Certified Mail service is *not* available for international mail.
- Insurance coverage is *not* available for purchase with Certified Mail service. However, the purchase of Certified Mail service does not change the insurance coverage automatically included with certain Priority Mail items.
- For an additional fee, and with a proper endorsement on the mailpiece, you may request the following services:
 - Return receipt service, which provides a record of delivery (including the recipient's signature). You can request a hardcopy return receipt or an electronic version. For a hardcopy return receipt, complete PS Form 3811, *Domestic Return Receipt*; attach PS Form 3811 to your mailpiece;
 - Restricted delivery service, which provides delivery to the addressee specified by name, or to the addressee's authorized agent.
 - Adult signature service, which requires the signee to be at least 21 years of age (not available at retail).
 - Adult signature restricted delivery service, which requires the signee to be at least 21 years of age and provides delivery to the addressee specified by name, or to the addressee's authorized agent (not available at retail).
- To ensure that your Certified Mail receipt is accepted as legal proof of mailing, it should bear a USPS postmark. If you would like a postmark on this Certified Mail receipt, please present your Certified Mail item at a Post Office™ for postmarking. If you don't need a postmark on this Certified Mail receipt, detach the barcoded portion of this label, affix it to the mailpiece, apply appropriate postage, and deposit the mailpiece.

IMPORTANT: Save this receipt for your records.