

U.S. Department of State
CLASSIFIED MATERIAL RECEIPT

Date (mm-dd-yyyy)

Sent _____

From _____
(Name) (Office Symbol) (Room Number) (Building)

To _____
(Name) (Office Symbol) (Room Number) (Building)

Part I _____
(Messenger's Signature)

IDENTIFICATION _____

DS-112
05-2022

THIS PART IS TO BE FILLED IN AND RETAINED BY SENDER
UNTIL RETURN OF PART IV AND ATTACHED THERETO

REGISTERED

From

To

Part II

THIS PART IS TO BE ADDRESSED BY SENDER AND FIXED TO ENVELOPE

Messenger Receipt

Part III

(Office symbol or Stamp with Date and Hour)

This Part to Remain Attached to Part II.
But Not Fixed to Envelope

To Be Signed By Recipient and Returned by Messenger To Central Messenger Unit
Retained for 3 Years

CLASSIFIED MATERIAL
Return Receipt To Sender

Date (mm-dd-yyyy)
Sent _____

To _____

From _____

(Signature of Addressee)

Part IV

Date (mm-dd-yyyy)
Received _____

IDENTIFICATION _____

DS-112
05-2022

ADDRESSEE SIGN AFTER CHECKING AND RETURN TO SENDER.
RETAINED BY SENDER FOR 3 YEARS

CLASSIFIED MATERIAL
COPY For Addressee

Date (mm-dd-yyyy)
Sent _____

From _____
(Name) (Office Symbol) (Room Number) (Bldg.)

To _____
(Name) (Office Symbol) (Room Number) (Bldg.)

Part V

Date (mm-dd-yyyy)
Received _____

IDENTIFICATION _____

DS-112
05-2022

RETAINED BY ADDRESSEE FOR 3 YEARS