

DOE F 470.10
(2/2010)
09-95 editions may be used

**U.S. DEPARTMENT OF ENERGY
CLASSIFIED MATTER RECEIPT**

TO

POSTAL NUMBER

DATE MAILED

INSTRUCTIONS

1. Receipt **MUST** be Unclassified when completed.
2. Verify addressee's classified mailing address.
3. Describe document by subject or title and originator. See DOE Information Security directive for when this form is required.
4. Forward original and duplicate to addressee.
5. Retain copy of signed original pending return by addressee.
6. Issue Hand Carry copy of receipt, if applicable.
7. Return Unclassified signed receipt copy to sender by applicable fax, mail

FROM

DESCRIPTION OF DOCUMENT
(Subject or title and originator)

**IDENTIFICATION
NUMBER**

**DATE OF
DOCUMENT**

CLASSIFICATION
(Indicate whether or
Not RD, FRD or NSI)

**COPY
AND
SERIES**

**NUMBER
OF
PAGES**

I have received the document(s) listed above and assume responsibility for safeguarding in accordance with security regulations.

Signature of addressee or name of addressee and signature of recipient.

Date

Signature of individual hand carrying the above document(s); if applicable.

Date

Received for addressee by _____
(to be used only by mail rooms)

Date

