



# Mail Theft and Vandalism Complaint

1. Post office (including Station or Unit and ZIP + 4)

2. Name of Complainant

Street Address

Apt. No.

Home Telephone (Include Area Code)  
( ) -

City, State, and ZIP + 4

Work Telephone (Include Area Code)  
( ) - X

3. Nature of Complaint

- ☐ Theft of Mail    ☐ Damage to Mailbox    ☐ Mail Tampering    ☐ Mail Rifling    ☐ False Change of Address
- ☐ Fire in Mailbox    ☐ Snet Aircontractor Collection Box    ☐ Other (Describe)

Occurrence Date and Hour

4. Contents of Mail Stolen

- ☐ Correspondence    ☐ Currency    ☐ Check    ☐ Bank Statement    ☐ Credit Card    ☐ ATP (Food stamps card)
- ☐ Credit Card Statement    ☐ Other (Describe)

5. Type of Delivery

- ☐ Apt. House; No. of Families \_\_\_\_\_    ☐ Private Home    ☐ P.O. Box    ☐ Rooming House    ☐ Office Building    ☐ Rural or HCR
- ☐ Hotel/Hospital    ☐ Other (Describe)

6. Type of Receptacle

- ☐ Door Slot    ☐ NDCBU    ☐ Approved Apartment Panel    ☐ Collection    ☐ Residence    ☐ Locked? Yes
- ☐ Desk Service    ☐ Rural Type    ☐ Combination    ☐ No

7. Particulars of Stolen Check

- ☐ 01) Personal    ☐ 02) Commercial    ☐ 03) Local    ☐ 04) State    ☐ 05) Federal    ☐ 06) Money Order    ☐ 07) ATP

Sender's Name and Address

Payee (If different from complainant)

Amount  
\$

Check No.

Date

Symbol No. (If U.S. Treasury)

Maker of Check

Bank on Which Drawn

8. Purpose for Which Check Issued

9. If Check or Money Order Was Cashied, Obtain Particulars (Date, Place, Person accepting it, etc.)

10. Suspects (Name, address, physical description, car description and license no.)

11. Were Police Notified?

☐ Yes (If "Yes", give Police Report No.: \_\_\_\_\_)

☐ No. (If "No", instruct complainant to do so.)

12. Remarks (Continue on reverse, if necessary)



# NEIGHBORHOOD WATCH

## Protect your mail.



### U.S. Postal Inspection Service

Seattle Division  
PO Box 400  
Seattle WA 98111-4000

FIRST-CLASS MAIL  
U.S. POSTAGE  
PAID  
PERMIT NO. G-10

Dear Postal Customer,

The U.S. Postal Inspection Service has learned that several mail boxes in your area were broken into and mail may have been stolen. If you were expecting checks or credit cards in the mail and did not receive them, report this under Consumer Awareness via <https://postalinspectors.uspis.gov>. [You may also complete a copy of PS Form 2016 (included with this letter) at your local post office to submit to the USPS.] The information you provide to Postal Inspectors, increases the likelihood of catching the perpetrator.

Follow these guidelines to protect yourself from mail theft:

- Deposit outgoing mail in a blue collection box, at a Post Office, or by handing it directly to your letter carrier.
- Never leave mail in your mailbox overnight—that's when thieves often attack.
- If you see suspicious activity around your mailbox, call your local police and Postal Inspectors at 877-USMAIL5.

We regret any inconvenience this may have caused you, and thank you for any assistance you can provide.

**If any of your accounts have been compromised or you have information as to who may have committed these thefts, please report this to your bank and notify the United States Postal Inspection Service at 1-877-876-2455, select option 5.**

**PO BOX 400  
Seattle, WA 98111-4000**