Mail Theft - Mail Not Received Complaint Form

Nature of this complaint - select all that apply
☐ I didn’t receive a letter or package that was mailed to me
☐ I mailed an item that was not received
☐ I received an item without its contents
☐ My mail receptacle has been broken into.

Date Mailed (if known):

How was the item sent?
☐ First Class
☐ Certified
☐ Delivery Confirmation
☐ Priority Express
☐ Insured
☐ Periodicals
☐ Priority
☐ Registered
☐ Return Receipt
☐ Parcel Post

Tracking number, if available:

Where was the item mailed from? (choose one)
☐ Post Office
☐ Collection Mailbox
☐ Door Mail Slot
☐ Neighborhood Cluster Mailbox
☐ Rural Mailbox
☐ Business Delivery
☐ Curbside Mailbox
☐ Mail Receiving Agency (ex. UPS, Mailboxes Etc.)
☐ Apartment Panel Mailbox
☐ Porch Mailbox
☐ Other

Where was the item addressed to? (Addressee)
First Name:   Middle:   Last:
Company:
Address:
P.O. Box (if applicable):
City:   State:   ZIP:
Preferred Contact Phone Number:
Alternative Phone Number:
Email:
How is mail delivered at that address? (choose one)
☐ Apartment Panel Mailbox  ☐ Business Delivery
☐ Collection Mailbox  ☐ Curbside Mailbox
☐ Door Mail Slot  ☐ Mail Receiving Agency (ex. UPS, Mailboxes Etc.)
☐ Neighborhood Cluster Mailbox  ☐ P.O. Box
☐ Rural Mailbox  ☐ Porch Mailbox
☐ Other

Enter the sender information:
☐ Same as Addressee information
First Name:  Middle:  Last:
Company:
Address:
P.O. Box (if applicable):
City:  State:  ZIP:
Preferred Contact Phone Number:
Alternative Phone Number:

Contents of mailed item - select all that apply:
☐ Audio/Visual  ☐ Checks/Convenience Checks
☐ Coins/Cash  ☐ Credit/Debit/ATM/Bank card
☐ Credit Card Statement  ☐ Electronic Merchandise
☐ Event/Travel  ☐ Financial Statement
☐ Gift card/Prepaid Card  ☐ Greeting card
☐ Jewelry/Precious metal  ☐ Money Order
☐ Medication  ☐ Other

Approximate value of contents:

Briefly describe what happened:

Police Notified?  YES - Report Number:
☐ NO

Who do you suspect?

Explain what evidence you have:

The U.S. Postal Inspection Service gathers data on mail-related crime to determine whether a violation has occurred. While we can’t guarantee that we can recover lost money or items, your information can help alert Postal Inspectors to problem areas and possibly prevent others from being victimized. Postal Inspectors base their investigations on the number, substance, and pattern of complaints received from the public. We ask you to keep all original documents related to your complaint. We will contact you only if more information is needed.

The U.S. Postal Inspection Service will use your information to support investigations of criminal, civil, or administrative matters, as authorized by 39 USC 401 and 404, and 18 USC 3061.