

WHO SHOULD I CONTACT?

If you believe your mail has been stolen, report it immediately to your local postmaster or nearest Postal Inspector. You will be asked to complete PS Form 2016, Mail Theft, and Vandalism Complaint. Analysis of Forms 2016 helps Postal Inspectors in determining if the theft of your mail is isolated or part of a larger mail theft problem in your neighborhood, and in locating and apprehending mail thieves.

The Postal Inspection Service office that serves **FEDERAL WAY WA** can be contacted at:

**POSTAL INSPECTION SERVICE
PO BOX 400
SEATTLE WA 98111-4000**

Phone: 206-442-6300
Fax: 206-442-6304



CRIME PREVENTION TIPS FROM

National Crime Prevention Council
1000 Connecticut Avenue, NW
13th Floor
Washington, DC 20036
www.ncpc.org

AND

For more Crime Prevention Tips,
Contact Stacy Flores, Crime Prevention Specialist
Federal Way Police Department
(253) 835-6720
stacy.flores@ci.federal-way.wa.us



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***PROTECT YOURSELF
AGAINST
MAIL THEFT AND
FRAUD***

Every day, the U. S. Postal Service works hard to deliver efficiently and safely millions of checks, money orders, credit cards, and other valuable items. Unfortunately, thieves know this and are waiting to steal your mail. With mail deliveries to be made to well over 100 million addresses across the nation, the Postal Inspection Service cannot be everywhere to protect your mail.

PROTECTING YOUR MAIL FROM THIEVES

1. Remove mail from mailbox as soon as possible after delivery.
2. Never leave mail in mailbox overnight. (The Postal Service will hold mail for you at no charge when you are away.)
3. If you travel frequently, consider the security of renting a post office box.
4. Deposit outgoing mail only in blue Postal Service collection boxes or at your local post office. Do not place outgoing mail (especially checks) in your personal mailbox or in your apartment complex outgoing mail slot.
5. Do not use the red flag on your mailbox: it flags thieves, too.

6. Have boxes of checks mailed to your bank branch for pick-up.
7. Keep track of monthly financial statements.
8. Purchase a paper shredder or otherwise destroy any unwanted mail that contains financial or personal identifier information.
9. Use a gel-type ink to write checks: it is much more difficult to chemically remove.
10. Consider starting a neighborhood watch program. By exchanging work and vacation schedules with trusted friends and neighbors, you can watch each other's mailboxes (as well as homes).

REPORT STOLEN CHECKS TO:

1. National Check Fraud Center: (843) 571-2143
2. Check Rite: (800) 766-2748
3. CrossCheck: (707) 586-0551
4. SCAN: (800) 262-7771
5. TeleCheck: (800) 927-0188
6. National Processing Co.: (800) 526-5380
7. Equifax Check Services: (800) 437-5120

STEPS TO FOLLOW IF YOU ARE A VICTIM

1. Report the crime to the police ASAP.
2. If your checks are stolen, notify your bank(s) of the theft at once. It is recommended that you **CLOSE** your accounts and obtain new account numbers. Ask the bank to issue you a secret password that must be used in every transaction.
3. Immediately call all your credit card issuers. If your credit card was stolen, get replacement cards with new account numbers. Ask that your accounts be **FLAGGED**. Also, add a Victim's Statement to your report - **THIS IS A MUST**.
4. Call the fraud units of the three credit reporting companies:

- Experian (888) 397-3742
- Equifax (800) 525-6285
- Trans Union (800) 680-7289