



# Safeguard Your Mail

- ✓ **Collect Mail** from your mailbox promptly, especially checks and food coupons. Become familiar with the time of day your letter carrier delivers mail. If you cannot be home when these items are expected, ask a trusted friend or neighbor to pick up your mail. Also, contact your Post Office about holding your mail for you during extended absences from home.
- ✓ **Contact** the issuing agency if you do not receive an expected check, food coupons, or other valuable mail.
- ✓ **Notify** your Post Office and mailers Immediately if you change your address. Your local Post Office has Change of Address cards available.
- ✓ **Never** send cash or coins through the mail. Always send a check or money order.
- ✓ **Make Sure** your mailbox is in good condition. Mailboxes in poor condition often expose mail to theft and bad weather. Your local Postmaster can advise you on current postal regulations and ways to improve the condition of your mailbox.
- ✓ **Deposit** your mail in an authorized mail collection box or give it to your Letter Carrier. Never place mail for your carrier to pick up in an unprotected area where it can be easily stolen.
- ✓ **Address** your mail properly. Always include your complete return address, street/apartment number and ZIP Code.
- ✓ **Advise** your local Postmaster or Postal Inspector immediately if your mail is stolen.

## ***A Neighborhood Watch Program can help Prevent Mail Theft***

- **Establish a program and have members of your patrol take turns waiting at mailbox areas when valuable mail is scheduled to be delivered**
- **Watch for and immediately contact your local Police if you observe any of the following:**
  - **Anyone following Letter Carriers of tampering with their vehicles**
  - **Anyone looking into mailboxes after the delivery of mail**
  - **Anyone tampering with Postal Service collection boxes where Mail is deposited and stored**