U.S. POSTAL SERVICE

PARCEL SEARCH REQUEST

FROM: Post Office, State and ZIP Code

TO:

☐ **A more detailed description is required.**

Complete items below and address to mailer

Date found	Found at	By

Addressed To *(Name and address)*	Type	Mailing Date
	☐ Ordinary ☐ Return Receipt for Merchandise No. _____ ☐ Insured No. _____ ☐ C.O.D. No. _____	

Dear Customer

An empty wrapper with your address was found in the mail and is believed to have been separated from a parcel during handling (see attached address portion of the wrapper).

If the contents of the parcel have not been accounted for and you wish that a search be made for the article(s), please complete the bottom and reverse of this form and return it to the Dead Parcel Branch in the enclosed preaddressed envelope.

An accurate and detailed description of each item is essential. Give names or initials (if personalized) and other characteristics such as brand or make of the article, model number, color, size, quantity and kind of material. If you are able to furnish illustrations or pictures, they would be most helpful.

If after a thorough search, your merchandise is not located, take this form and wrapper to your local post office for postage refund (Form 3533). Also, if the parcel was sent insured or C.O.D. present this form to your local post office once a search has been completed and request that a claim for indemnity be filed.

Experience has shown that proper packaging and including your name and address with the contents inside the parcel in most instances will avoid this inconvenience. To assure our customers the service they deserve, it is suggested that these measures be taken in future mailings.

We regret any inconvenience this matter may have caused you.

Date	Signature

If found articles should be *(Check one)* ☐ Delivered to Addressee ☐ Returned to Mailer

Date	Signature of Mailer	Phone No. *(Include Area Code)*

TO BE COMPLETED BY POST OFFICE

Results of Search *(Check one)*	Signature
☐ Articles described above were found and sent on to the addressee ☐ Articles described above are returned herewith ☐ Articles not found	Date

PS Form 3760, July 1989

Detailed Questionnaire for Missing Articles

Experience shows that any data in addition to basic information requested on the reverse side of this form aids in locating missing items.

☐ Books ☐ Records ☐ Film & Tapes	Please indicate ☐ New ☐ Used
Full name of title and quantity missing	
Name of publisher or producer	Name of author or artist
For books *(Please indicate)* ☐ Hard Cover ☐ Soft Cover	Size *(If relevant)*
Other identifying features or notations:	

General Merchandise *(Including Clothing)*

Description of item(s) and quantity missing:	
Brand or make	Color
Model, Type and Serial Number	Size
Material	Please indicate ☐ New ☐ Used
Design or Style	
Indicate whether for man, woman, or child *(If relevant)*	
Other identifying features or notations:	

★U.S. GPO:1992-312-605/51496