U.S. Postal Service

MAIL FOUND IN SUPPOSEDLY EMPTY EQUIPMENT

PREPARATION AND ROUTING

1. ORDINARY MAIL—Prepare this report in duplicate if the post office at fault can be identified. Send the original with the pouch or sack label to the postmaster to whom the unit is assigned. SEND THE DUPLICATE TO THE INSPECTOR IN CHARGE OF THE DIVISION IN WHICH THE UNIT AT FAULT IS LOCATED.
Do not prepare separate forms on ordinary mail when more than one piece of mail is found. In such instances, leave items 3 and 6 blank, but show the offices of mailing and address under items 4 and 7.

2. REGISTERED, CERTIFIED, INSURED AND C.O.D. MAIL—Prepare this report in duplicate. Send the original to the office at which the article was mailed. Send the duplicate to the Inspector in Charge of the division in which the article was mailed.

If the post office at fault can be identified, prepare an additional copy and send it with the pouch or sack label to the postmaster to whom the unit is assigned.

TO: • •	FROM: Post Office, Station, Branch, AMF, Terminal, BMC
	Mail Bag Depository

INSTRUCTIONS TO POST OFFICE OF MAILING RECEIVING REPORTS INVOLVING REGISTERED, CERTIFIED, INSURED, OR C.O.D. MAIL

Search records to ascertain if inquiry or claim for indemnity has been filed. If not, for registered, insured, and C.O.D., complete Form 3841, portion of Forms 3812 or 565 as appropriate. Fold this report, attach to index record and file, pending possible receipt of claim or inquiry. Where there is a record of claim or inquiry, involving insured or C.O.D. mail, immediately notify the St. Louis Postal Data Center office that mail has been found in supposedly empty equipment. Show disposition made of the mail as indicated in report.

The following report of mail found in supposedly empty equipment is submitted for corrective action:

1. Type of Mail Found	2. Registered, Certified, Insured, or C.O.D. No.
3. Sender's Name	5. Postmark Date
4. Sender's Address(es)	
6. Addressee's Name	
7. Address(es) of Addressee	
8. Disposition	
9. Label Attached *(If pouch or sack label is not furnished, give the name of the post office at fault, and reason why label is not attached.)*	

10. Remarks	
11. Signature ▶ ◀	12. Title

PS Form **5049**, February 1988 (See POM 571.13 and 571.14)