

Guidelines for Identifying Suspicious Mail

- You are not familiar with the name and address of sender.
- Package or letter has no return address.
- Insufficient postage.
- Is the addressee expecting the package/letter? If so, verify expected contents.
- Address block has an improper or incorrect title, name or address.
- A title but no name in the address.
- Wrong title with name in address.
- Handwritten or poorly typed addresses.
- Misspelling of common words.
- Return address and postmark are not from the same area.
- Excessive postage or unusual stamps.
- Wrapped in brown paper with twine.
- Special handling instructions on the package, such as special delivery, open by addressee only, etc.
- Marked Foreign Mail, Air Mail or Special Delivery.
- Restrictive markings such as confidential, personal, etc.
- Overwrapped, excessive tape, string or wrappings.
- Oddly shaped or unevenly weighted packages.
- Lumpy or rigid envelopes, stiffer than normal, heavier than normal, etc.
- Lopsided or uneven envelope.
- Oily stains or discolorations.
- Strange odors.
- Protruding wires or tinfoil.
- Visual distractions (drawings, unusual statements, hand drawn postage, etc.)

Do not open any suspicious mail! If you receive suspicious mail, immediately call the Mailroom staff (x1781) who will pick up the mail and handle it in accordance with established procedures.