

HOW TO IDENTIFY SUSPICIOUS PACKAGES AND LETTERS:

Some characteristics of suspicious packages and letters include the following:

- Excessive postage, no postage, non-canceled postage
- Handwritten or poorly typed addresses.
- Incorrect titles

- Title, but no name
- Misspelling of common words, names, places or titles
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided, uneven, rigid or bulky envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions
- Ticking sound
- Marked with restrictive endorsements, such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address
- Any letter or package that has suspicious or threatening messages written on it
- Unexpected envelopes from foreign countries

10/17/01