



SUSPECT LETTER & PACKAGE RECOGNITION

- Excessive Postage
- Handwritten or poorly typed address
- Incorrect titles
- Title, but no name
- Misspellings of common words
- Oily stains, discolorations or odor
- No return address
- Excessive weight
- Lopsided or uneven envelope
- Protruding wires or aluminum foil
- Excessive security material such as masking tape, string, etc.
- Visual distractions such as drawings
- Ticking sound or odd noises
- Marked with restrictive endorsements such as "Personal" or "Confidential"
- Shows a city or state in the postmark that does not match the return address

This is only a general checklist. Immediately report any suspicious letter or package to your supervisor. Persons in charge shall immediately notify the district's Judicial Marshal's Office for instruction.