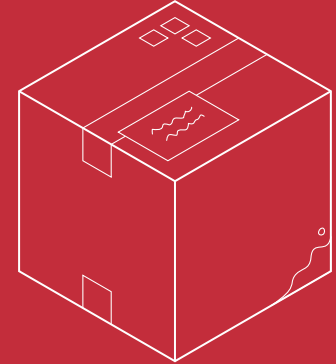




# MAIL SAFETY INFORMATION



## 1. What are some characteristics of suspicious mail?

- No return address
- Restrictive markings such as “personal,” “confidential,” etc.
- Sealed with excessive tape or string
- Misspellings of common words
- Handwritten or poorly typed address
- Excessive postage
- Foreign mail, air mail, or special delivery
- Oily stains or discoloration
- Excessive weight
- Incorrect title of addressee or titles but no names
- Rigid or bulky envelope
- Lopsided or uneven envelope
- Protruding wires or tin foil

## 2. What should you do if you receive a parcel that is unexpected or unknown with any combination of the characteristics noted in question 1?

- DO NOT move, open, cover, or investigate the package.
- Move people out of the area, but DO NOT activate the alarm system
- CONTACT University Police 801-585-2677

**NEED HELP?** For help with campus mail, green card mail, or for info about FedEx's SendSuite shipping program, please contact us at 801-581-6171.