

Police Inc. No. \_\_\_\_\_

Fire Inc. No. \_\_\_\_\_

## **Suspicious Mail Questionnaire**

for use by law enforcement officers

### **Victim**

- Obtain the name, date of birth, address, and telephone number of victim.
- Is the envelope at a residence or business? If it is a business, obtain business name, address, and type of business.
- What is the occupation/employment of the victim? What are the victim's duties?
- Has the victim received threats by mail or telephone before? If yes, give details. Why does the victim think that he/she would be targeted?

### **Envelope**

- Who or what is listed as the addressee on the envelope?
- Who or what is listed as the return address on the envelope? Is the victim familiar with the sender?
- Is the envelope typewritten or handwritten?
- Does the envelope have a postmark? Where?
- Does the envelope have a stamp? What kind of stamp? How many? Is there a meter strip?
- What kind of envelope (business, personal, etc.)?
- How was the envelope sealed (tape, adhesive, etc.)?
- Are there any additional markings on the exterior of letter?
- Are there any stains on the exterior of the letter? Describe.

### **Letter**

- Obtain summary of content of letter.
- Is there an overt threat contained within the letter? Provide exact wording. If yes, notify the FBI.
- Are there any stains visible on the letter?
- Off-white, white or yellowish tan powder? If yes, notify the FBI.

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### **How To Identify Suspicious Packages And Letters**

- Off-white or yellowish powder Do Not Touch — Notify FBI and fire department
- Threat-specific — Do Not Touch - Notify the FBI and fire department
- Excessive postage
- Handwritten or poorly-typed addresses
- 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 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

### **Safety Considerations**

- Do not touch or transport powders or liquid. Notify the fire department for handling.
- Do not transport packages. Notify the fire department or Bomb Squad.
- Transport only to the designated storage facility.
- Place only in clear plastic zip-lock bag.
- Clearly ID all items with a police incident number.
- Place the gloves you used in a Ziploc bag.