

# NBCUniversal

## BUSINESS RELATED PROHIBITED ITEMS CLEARANCE FORM FOR MAIL SERVICES & GLOBAL SECURITY

This form should be filled out and submitted to NBCUniversal Mail Services prior to the delivery of the package to NBCUniversal Mail Services. Failure to complete and submit this form in advance may result in package being immediately returned to the sender and/or delays caused by internal investigation clearance by Global Security. Please see attached list for items that need to be reported on this form. Please email completed form to [mailservices.ucs@nbcuni.com](mailto:mailservices.ucs@nbcuni.com). You will receive a confirmation email. if you do not receive a confirmation, please call Mail Services at ext. 7-5444.

Vendor Name: \_\_\_\_\_

Recipient Name (person responsible): \_\_\_\_\_

Company: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

Product Name: \_\_\_\_\_ Product # (optional): \_\_\_\_\_

Nature of Use: \_\_\_\_\_

Courier (ex: USPS, FedEx, UPS, Amazon, etc.): \_\_\_\_\_

Tracking #: \_\_\_\_\_

Building #/Room # Where Item Will Be Stored: \_\_\_\_\_

After use item will be (choose one below, sign and date):

1. Destroyed \_\_\_\_\_
2. Placed in inventory for future use \_\_\_\_\_
3. Surrendered to Security for disposal \_\_\_\_\_
4. Other (explain) \_\_\_\_\_

***Please attach image of item(s) ordered.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## NBCUniversal Mail Services Prohibited Items List

- Firearms & Projectile Weapons
  - Firearms or similar device that expels a projectile through the action of an explosive
  - BB or pellet guns
  - Compressed air guns
  - Antique firearms
  - Flare guns
  - Realistic replica or toy firearms
  - Spear guns
  - Starter pistols
  - Stun guns, cattle prods, dart-firing stun guns, and other electric weapons or controlled devices
  - Ammunition, shotgun shells or firearm cartridges, black powder, smokeless propellant powder
  - Slingshots
- Bladed, Edged, or Sharp Tools or Implements
  - Axes and hatchets
  - Bows and arrows
  - Ice axes/ice picks
  - Throwing stars (martial arts)
  - Knives, sabers, swords, daggers, and other bladed devices with a blade of more than 2 ½ inches
  - Razor-type blades such as box cutters, utility knives, and razor blades not in a cartridge, but excluding safety razors
- Club-like items and Striking Devices
  - Billy clubs
  - Blackjacks
  - Brass knuckles
  - Night sticks
  - Martial arts weapons, including nunchucks and kubatons
  - Crowbars
- Destructive Devices, Explosives, or Combustible Chemical Compounds and Mixtures
  - Blasting caps or detonators
  - Dynamite, nitroglycerin, trinitrotoluene, ammonium nitrate, and others
  - Fireworks
  - Gunpowder
  - Hand grenades, mines, bombs, rockets, missiles, pipe bombs, plastic explosives
  - Realistic replicas of explosives or similar devices
  - Explosive or expanding gases
  - Gas torches
  - Flammable Liquids (i.e., gasoline, turpentine, and paint thinner)
  - Flares
  - Gasoline
  - Aerosol sprays

- Disabling Chemicals or Other Dangerous Items
  - Mace, pepper spray, tear gas, tear gas gun, or other chemical spray designed for self-defense
  - Spillable batteries, except those in wheel chairs or similar devices used by a mobility impaired individual
  - Spray paint
  - Poisonous gases
  - Chlorine and bleach
  - Compressed gas cylinders, including fire extinguishers
  - Toxic industrial chemicals and/or materials