

To create a customs form for International packages:

Go to: usps.com

Drop down under International heading to "**Complete Customs Forms**"

Scroll down and Click on blue box that says "**Create Forms**" – middle of page

Customs Form

-- Sender Information

-- Recipient information

Enter Package Details

-- Weight

-- Total Package Value)

Click on **Next: Select a Service** (blue box)

Select a Service – FIRST CLASS INT'L (Delivery time varies by destination)

Select **First Class Package International Service**

Click on **First Class Package International Service** (Choose your own box)

Click on **Next: Enter Customs Information** (blue box)

Note: a package over 4 pounds will automatically be deemed as Priority Mail.

OR:

Select a Service – PRIORITY MAIL INT'L (6-10 business days) or

PRIORITY MAIL EXPRESS INT'L (3-5 business days)

Select **Priority Mail International or Priority Mail Express Int'l**

Click on **which box or envelope you will be using** - example: Priority Mail International Service (Choose your own box)

Click on **Next: Enter Customs Information** (blue box)

Enter Package Information

-- Drop down to select Contents

-- Contents Description

-- Comments (not mandatory)

Enter Item Information

-- Detailed description

-- Item Value

-- Quantity

-- Weight

-- **Skip** HS Tariff Number (commercial senders only)

-- Country of Origin

-- Click on **add item(s)** box - Items you have added will appear below

Enter Export Information

-- Choose an AES Exemption

-- Drop down to first selection: NOEEI 30.37a - package value is less than \$2500

Restriction and Prohibitions

Click on **Next: Review and Print** (blue box)

Check information to make sure everything is correct

Form 2976 Summary – First Class International

Printer options: select 2 pages per sheet

Click on **Print Customs Forms** (blue box)

Adhere **one** copy as label (next to address information) for First Class Int'l package - keep other copy(s) for your records.

Form 2976 Summary for Priority Mail Int'l and Priority Mail Express Int'l

Click on **Print Customs Forms** (blue box)

Insert the first three copies *making sure copy showing bar code is on top* into sleeve and adhere next to address information on front of package.

Keep other copy(s) for your records.

Click on **Finish**