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'
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