Go to USPS.com
Under International select
Complete Customs Form
If you would like to create an account to pay postage online, click 'Ship Now' under complete customs form otherwise click 'Create Forms'.
Fill out sender and recipient information
Select the destination
Enter the weight of the package and value
Click select service
Select express mail, priority mail, or first class international
Select what type of package (this page was for first class-priority and express will be similar)
Enter package information
(the basic contents)
Enter each item, its value and its weight. If you have multiple items click “add item” after completing each. Select country of origin.

NOTE: the total weight and value will add up on the right each time you select add item, make sure the totals match with your initial weight and value.
Chose an exemption most will be the top one

“NOEEI 30.37(a)” for shipments when the value of each class of goods is $2,500 or less. Mailers cannot apply this exemption to shipments that require an export license or to shipments to countries identified as terrorist-supporting countries in the Export Administration Regulations (currently, Cuba, Iran, North Korea, Sudan, and Syria).

“NOEEI 30.36” for shipments to Canada that do not require an export license.

“NOEEI 30.37(h)” for shipments of gift parcels and humanitarian donations as defined in 15 CFR § 740.12. This exemption may apply only to qualifying shipments to certain terrorist-supporting countries identified in 524.21c (currently, Cuba, North Korea, and Sudan). In addition, the mailer must endorse the item with the marking “GFT — Export License Not Required” on the address side of the package. The mailer must also write “GFT” in the same block as the AES Exemption on the applicable required customs declaration, as described in 527. The mailer must also complete all other blocks of the customs declaration form — including the “Detailed description of contents.”

Then click review and print

Choose an AES Exemption

Restrictions & Prohibitions

PROHIBITIONS:
Arms, ammunition, weapons, parts and components of weapons, and other related equipment. Cosmetics, currency notes (paper money), traveler’s checks, securities parallel to bearer, platinum, gold or silver, manufactured or not, precious stones, jewelry, and other valuable articles except in insured Priority Mail International parcels. Other prohibited articles include: live animals, plants, and plant products; foods, including fish and fish products; alcoholic beverages; and tobacco products.
Check information to see if correct
You may go back if needed
Make sure you are connected to a printer then
Click print customs form
If after clicking “print” and this screen does not come up you may have to upgrade your version of adobe reader at http://get.adobe.com/reader/

DO NOT CLOSE THIS WINDOW

If the print screen doesn't come up, you can click “edit and reprint” on the lower left then get your updated Adobe Reader.
Otherwise you will have to enter all of the information again

Click ok on the print screen
Click finish
Bring all copies to the post office with your package for mailing.