

# Go to USPS.com

## Under International select

### Complete Customs Form

The screenshot shows the USPS.com website interface. At the top, there are links for 'English', 'Customer Service', 'My USPS', and 'Register / Sign In'. The main navigation bar includes 'Quick Tools', 'Mail & Ship', 'Track & Manage', 'Postal Store', 'Business', 'International', and 'Help'. The 'International' menu is open, listing options such as 'Print & Ship International', 'Calculate International Prices', 'International Services', 'Preparing International Shipments', 'Complete Customs Forms', 'Military & Diplomatic Mail', 'Send Money Abroad', and 'Passports'. An orange arrow points to 'Complete Customs Forms'. Below the navigation is a 'CLICK-N-SHIP® Print a Label Now' button and a 'POPULAR LINKS' section with links to 'Prices', 'Passports', 'PO Boxes™', 'File a Claim', and 'USPS Newsroom'. The background features a Lunar New Year postage stamp with a rooster and the text 'LUNAR NEW YEAR'.

al/customs-forms.htm



Desktop

**If you would like to create an account to pay postage online click ship now under complete customs form otherwise click create form.**

The screenshot shows the USPS.COM website interface. At the top, there are navigation links for 'English', 'Customer Service', 'My USPS', and 'Register / Sign In'. The main navigation bar includes 'Quick Tools', 'Mail & Ship', 'Track & Manage', 'Postal Store', 'Business', 'International', and 'Help'. The 'International' section is active, showing a sidebar with options like 'Print & Ship International', 'Calculate International Prices', 'International Mail Services', 'Preparing International Shipments', 'Complete Customs Forms', 'Military & Diplomatic Mail', 'Send Money Abroad', and 'Passports'. The main content area is titled 'Complete Customs Forms' and contains the text: 'Find the Right Form. You often need a customs form to ship overseas. The form you need depends on the service you're using and the value of your shipment. Use Click-N-Ship® or our online customs form tool to guide you through the process.' Below this text is a 'Ship Now' button. To the right, there is a preview of a customs form with the following details: 'From WASHINGTON, DC USA', 'To MIRELA ALEAKOVIA, Mise Stupara 24, Banja Luka, BOSNIA-HERZEGOVINA', and 'Detailed description of contents'. Below the main content, there is a section titled 'Just Need a Customs Form?' with the text: 'If you didn't complete your customs form using Click-N-Ship or you're using an international service that doesn't give you that option, use our online tool to fill out the correct customs form.' Below this text is a 'Create Forms' button. To the right of this section, under the heading 'What You'll Need', there is a list of requirements: 'Recipient address', 'Package weight', 'Package value', 'Shipping service', 'Contents' value', and 'Contents' weight'. At the bottom of the page, there is a taskbar with icons for various applications and a 'Desktop' label.

# Fill out sender and recipient information

## Select the destination

USPS® - Customs Form - Mozilla Firefox

Edit View History Bookmarks Tools Help

Inbox (1) - mailingservices@macalester.e... Outlook Web App USPS.com® -- Customs Forms USPS® - Customs Form

https://cns.usps.com/go/ShippingInformationAction\_input

Most Visited Macalester College S 1600grand Campus Directory Macalester Webfile Macalester e-mail Outlook Web App Paychex Time and La...

Quick Tools Ship a Package Send Mail Manage Your Mail Shop Business Solutions

### Customs Form

\*indicates a required field

Enter Package Information Choose a Service Customs Information Review and Print

#### Sender Information

**\*First and Last Name and/or Company Name**

First Name M.I. Last Name

Company Name

\*Street Address

Apt / Suite / Other

\*City

\*State ZIP Code™

\*Phone Number

Reference Number (if applicable) ⓘ

#### Recipient Information

If you're shipping to an APO/FPO/DPO or a territory of the United States, please select "United States" in the the destination dropdown.

\*Select a Destination

Select

**\*First and Last Name and/or Company Name**

First Name M.I. Last Name

Company Name

Ship to P.O. Box

\*Address 1

Address 2

Address 3



# Enter the weight of the package and value

## Click select service

Customs Form - Mozilla Firefox

View History Bookmarks Tools Help

mailingservices@macalester.e... Outlook Web App USPS.com@ - Customs Forms USPS@ - Customs Form

https://cns.usps.com/go/ShippingInformationAction\_input

Macalester College 1600grand Campus Directory Macalester Webfile Macalester e-mail Outlook Web App Paychex Time and La...

\*State  \*ZIP Code™

\*Phone Number

Reference Number (if applicable)

Address 2

Address 3

\*City

Province  Postal Code

Email / Phone Number / Fax Number

**Enter package details**

\* Enter Weight  lbs  oz \* Total Package Value  \$

Please read our privacy policy

**Privacy Act Statement:** Your information will be used to satisfy reporting requirements for customs purposes. Collection is authorized by 39 U.S.C. 404, 404a, and 407; 13 U.S.C. 301-307; and 50 U.S.C. 1702. Providing the information is voluntary, but if not provided, we may not process your transaction. We do not share information with third parties without your consent.

**Next: Select a Service**

LEGAL: Privacy Policy > Terms of Use >

OH USPS.COM: Government Services > Buy Stamps & Ship >

OH ABOUT.USPS.COM: About USPS Home > Newsroom >

OTHER USPS SITES: Business Customer Gateway > Retail Incentives >

USPS@ - Customs ... 2012 2 Microsoft Office ... Student\_Employment... Publication1 - Microso... self evaluation

# Select express mail, priority mail, or first class international

The screenshot shows the USPS Customs Form website in a Mozilla Firefox browser. The page title is "Customs Form" and it includes a navigation bar with "Quick Tools" and buttons for "Ship a Package", "Send Mail", "Manage Your Mail", "Shop", and "Business". The main content area is titled "Customs Form" and has a "Back to Customs Form® Home" button. Below this is a progress bar with four steps: "Enter Package Information", "Choose a Service", "Customs Information", and "Review". The "Choose a Service" step is active, showing a "Select a service" section. Three orange arrows point to the "Express Mail International®", "Priority Mail International®", and "First-Class Mail International®" options. Below these are several "Flat Rate" envelope and box options, each with a "Post Office Price" listed. The browser's address bar shows the URL: "https://cns.usps.com/go/CustomsServicePostageOptionsAction!input.action?form.labelId=GemVKgJ6Oe9EAgrM4nJ%252F4A%253D%253D&form.packageId=YATnQBh1gDehHdib7nwjHA%253D%253D". The taskbar at the bottom shows several open applications, including "USPS® - Customs...", "2012", "2 Microsoft Office...", "Student\_Employment...", "Publication1 - Microso...", and "self evaluation".

Customs Form

Quick Tools | Ship a Package | Send Mail | Manage Your Mail | Shop | Business

Enter Package Information | Choose a Service | Customs Information | Review

Select a service

Price based on shipping a 2 lb. 4 oz. package (valued at \$20.00) from **USA** to **Spain** on **01/10/2013**.  
Prices for each service are shown, but payment will not be collected until you complete your shipment at the Post Office.

**Express Mail International®**  
Delivery Time: Varies

**Priority Mail International®**  
Delivery Time: Varies

**First-Class Mail International®**  
Delivery Time: Varies

**Flat Rate Window Envelope**  
10" x 5"  
Post Office Price: \$16.95

**Priority Mail® International Service**  
(Choose your own box)  
Post Office Price: \$42.70

**Flat Rate Envelope**  
12-1/2" x 9-1/2"  
Post Office Price: \$16.95

**Gift Card Envelope**  
10" x 7"  
Post Office Price: \$16.95

**Small Flat Rate Envelope**  
10" x 6"  
Post Office Price: \$16.95

**Legal Flat Rate Envelope**  
15" x 9-1/2"  
Post Office Price: \$16.95

**Padded Flat Rate Envelope**  
9-1/2" x 12-1/2"  
Post Office Price: \$16.95

**Large Flat Rate Envelope**  
12" x 12" x 5-1/2"  
Post Office Price: \$16.95

USPS® - Customs... | 2012 | 2 Microsoft Office... | Student\_Employment... | Publication1 - Microso... | self evaluation

Select what type of package  
(this page was for first class-  
priority and express will be  
similar)



### Select a Service

Price based on shipping a 2 lb. 4 oz. package (valued at \$20.00) from ZIP Code™ 55105 to SPAIN on 01/10/2013.  
Prices for each service are shown, but payment will not be collected until you complete your shipment at the Post Office.

**Did You Know?**  
You can save up to 16% on shipping online. We'll print your form and a postage-paid label for you.  
[Get Started ?](#)

**Express Mail International®**  
Delivery Time: 2-3 Business Days

**Priority Mail International®**  
Delivery Time: 6-10 Business Days

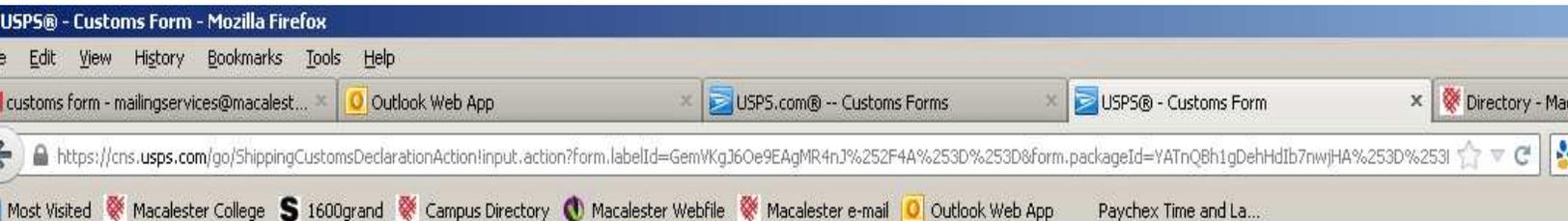
**First-Class Mail International®**  
Delivery Time: Varies

**First-Class Mail International® Package**  
(Choose your own box)  
  
Post Office Price: \$19.45

**First-Class Mail International® Large Envelope**  
(Choose your own envelope)  
  
Post Office Price: \$18.20

[Back](#) [Next: Enter Customs Form](#)

# Enter package information (the basic contents)



[Back to Customs Form@ Home](#)

Enter Package Information

Choose a Service

Customs Information

Review and Print

## Enter package information

Provide as much information as possible and any relevant information about the contents of your shipment.



\*Contents  
Note: If your mail contains a dangerous good, including any item with a flammable, explosive, or toxic substance, you must use the Dangerous Goods Declaration form.

Documents

Contents Description

Comments

Reference Number (if applicable)

**!** Must add at least 1 item up to 4 items.

## Enter item information

Please provide information about item(s) you are shipping. Select "Add Item" to declare another item in your package.

\*Detailed Description

**For commercial senders only.**

HS Tariff Number

Country of Origin

Select One

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.

The screenshot shows the USPS Customs Form interface in a Firefox browser. The page is titled "Enter item information" and includes a warning: "Must add at least 1 item to your package." The form contains several input fields: "Detailed Description", "Item Value" (with a dollar sign), "Quantity", and "Weight" (with "lbs" and "oz" units). To the right, there are fields for "HS Tariff Number", "Country of Origin" (with a "Select One" dropdown), "Combined Value" (displaying "\$0.00"), and "Combined Weight" (displaying "0lb 0oz"). A red "ADD ITEM(S)" button is located at the bottom right of the form. Below the main form, there are sections for "Choose an AES Exemption" and "Restrictions & Prohibitions". The "Restrictions & Prohibitions" section lists various items that are not allowed, such as arms, ammunition, weapons, and hazardous materials. At the bottom of the page, there are "Back" and "Next: Review and Print" buttons. The browser's address bar shows the URL: "/ShippingCustomsDeclarationAction?input.action?form.labelId=GemWKgJ6Oe9EAqMR4nJ%252F4A%253D%2531...packageId=YATnQBh1gDehHdIb7nwjHA%253D%2531...". The browser's taskbar at the bottom shows several open applications, including "Microsoft Office Word", "Student Employment...", and "Publication1 - Microso...".

# 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 “GIFT — 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

The screenshot shows the USPS Customs Form interface in a Mozilla Firefox browser. The page is titled "Enter item information" and includes a warning: "Must add at least 1 item up to 4 items." The form fields are as follows:

- Detailed Description:** Book
- Item Value:** \$ 20
- Quantity:** 1
- Weight:** 2 lbs 4 oz
- Combined Value:** \$ 20.00
- Combined Weight:** 2 lbs. 4 oz.

Under "Choose an AES Exemption", the "Select One" dropdown menu is open, showing two options: "NOEEI 30.37(a)" and "NOEEI 30.37(h)". An orange arrow points to the "NOEEI 30.37(a)" option.

At the bottom of the page, there is a "Next: Review and Print" button. An orange arrow points to this button.

The browser's address bar shows the URL: <https://cns.usps.com/go/ShippingCustomsDeclarationAction!input.action?form.labelId=GemVKgJ6Oe9EAgMR4nJ%252F4A%253D%253D&form.packageId=YATnQBh1gDehHdIb7nwjHA%253D%253I>

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

ITEM #	DESCRIPTION	QUANTITY	VALUE	WEIGHT	HS TARIFF #	COUNTRY OF ORIGIN	ACTION
1	Book	1	\$20.00	2 lbs 4 ozs			<a href="#">Edit</a>

Total Package Value \$20.00  
Total Package Weight 2 lbs. 4 oz.

[Back](#) [Print Customs Form](#)

LEGAL

[Privacy Policy](#) >  
[Terms of Use](#) >

OH USPS.COM

[Government Services](#) >  
[Buy Stamps & Shop](#) >

OH ABOUT.USPS.COM

[About USPS Home](#) >  
[Newsroom](#) >

OTHER USPS SITES

[Business Customer Gateway](#) >  
[Postal Inspection Service](#) >

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

The screenshot shows a Mozilla Firefox browser window with several tabs open, including USPS.com. The main content area displays a USPS Customs Form with a 'Print' dialog box overlaid. The dialog box is titled 'Print' and contains the following information:

- Printer: Wpp://print.maclester.edu/MAILL3-1
- Status: Ready
- Type: HP LaserJet 4250 PCL 6
- Print Range: All (selected)
- Page Handling: Copies: 1, Collate:
- Page Scaling: None
- Auto-Rotate and Center:
- Choose paper source by PDF page size:
- Use custom paper size when needed:
- Print to file:

The preview shows a composite of two pages of the form. An orange arrow points to the 'OK' button at the bottom of the dialog box. The background website shows a 'Thank You' message and buttons for 'Edit / Reprint' and 'Finish'.

# Click finish

# Bring all copies to the post office with your package for mailing.

The screenshot shows a Mozilla Firefox browser window with the URL <https://cns.usps.com/go/ThankYouActionInput.action?form.labelId=GemVKgJ6Oe9EAgMR4nJ%252F4A%253D%253D&form.packageId=YATnQbh1gDehHdtb7nwjHA%253D%253D&form.ther>. The page title is "USPS® - Customs Form". The main content area displays "Thank You" and the instruction: "Please take your package and completed form to a Retail Associate. You can also prepare your customs forms online at [www.usps.com](http://www.usps.com)." Below this text are two buttons: "Edit / Reprint" and "Finish". A large orange arrow points directly to the "Finish" button. The page also features a navigation bar with "Quick Tools" and "Ship a Package", "Send Mail", "Manage Your Mail", "Shop", and "Business Solutions" options. The footer contains links for "LEGAL", "ON USPS.COM", "ON ABOUT.USPS.COM", and "OTHER USPS SITES". The Windows taskbar at the bottom shows the Start button and several open applications, including "USPS® - Custo...", "Directory - Maca...", "2012", "2 Microsoft Of...", "Publication1 - Mi...", "Adobe Reader U...", and "self evaluation". The system clock shows 1:52 PM.