

**PLEASE READ THIS PRIVACY ACT STATEMENT PRIOR TO FILLING OUT**

Your information will be used to satisfy reporting requirements for customs purposes. Collection is authorized by 39 U.S.C. 401, 403, 404, 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 disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service™ auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); to domestic and international customs pursuant to federal law and agreements; and to other governmental entities with authority over exportation. For more information regarding our privacy policies, visit [usps.com/privacypolicy](https://usps.com/privacypolicy).

**INSTRUCTIONS FOR COMPLETING THIS FORM** *(Remove this page before completing this form.)*

Fill out this form fully, legibly, and completely in English using blue or black ink. Press firmly so all information transfers to all copies; otherwise, the Postal Service™ may determine the package to be unmailable. Incomplete addresses or other required entries may cause your package to be delayed or returned to sender. A false or misleading declaration may lead to a fine or seizure of the item and additional criminal and/or civil penalties. You may add a translation of the contents in a language accepted in the destination country.

Your goods may be subject to restrictions. It is your responsibility to comply with import and export regulations and restrictions (e.g., quarantine or pharmaceutical rules) and to determine what documents (e.g., commercial invoice, certificate of origin, health certificate, license, authorization for goods subject to quarantine such as plant, animal, or food products), if any, are required in the destination country. Check the country listings at <https://pe.usps.com/text/Imm/immctry.htm>, as well as the Universal Postal Union's list of prohibited items at <https://www.upu.int/en/Postal-Solutions/Programmes-Services/Postal-Supply-Chain/Customs>.

**NOTE**—Regarding Prohibited Goods: Mailers are responsible for ensuring that their shipments display no prohibited labels and contain no prohibited goods (including prohibited dangerous goods or prohibited hazardous goods). Mailability information for international shipments is available in Publication 52, Hazardous, Restricted, and Perishable Mail; Mailing Standards of the United States Postal Service, International Mail Manual (IMM®) Part 135; and the Individual Country Listings section of the IMM. The IMM and Pub 52 are both available at <https://pe.usps.com>.

**SENDER AND ADDRESSEE INFORMATION** sections: In the blocks provided, enter both the sender's and addressee's full first and last names (and middle initials, if applicable) and addresses. Incomplete names (e.g., first and/or last name initials) are not acceptable. Note: If you are shipping to an Army Post Office™, Fleet Post Office™, or Diplomatic Post Office™ (APO/FPO/DPO) address; to a U.S. Possession or Territory; to or a Freely Associated State, you do not need to enter anything in "Country", as this is treated as US Domestic Mail (the code for the destination is used in the same manner as a US State in the address block). If known, provide the telephone numbers and email addresses of the sender and addressee, as such information will facilitate customs clearance and delivery.

**SHIPMENT INFORMATION**

**Block 1:** Check all applicable boxes specifying the category of the item(s).

**Block 2:** Enter a detailed description of each item (e.g., "men's cotton shirts"). Note that general descriptions (e.g., "samples," "food products," or "toiletries") are not acceptable. If there is insufficient space on the form to list all items, use additional forms as needed. If applicable, ensure that descriptions indicate whether contents contain a new mailable lithium-ion battery, installed in the device.

**INSTRUCTIONS FOR COMPLETING THIS FORM (Continued)** *(Remove this page before completing this form.)*

**Blocks 3–5:** Enter the quantity of each item listed and the weight (in pounds and ounces) and value (in U.S. dollars) of each individual unit of each listed item.

**Block 6:** For the entire package, enter the total weight in pounds and ounces and the total value in U.S. dollars. Multiply the quantity of each item by each unit's weight and value, then sum the results to get total weight and value.

**Blocks 7–8:** If known, provide the email addresses of the sender and addressee, as such information will facilitate customs clearance and delivery.

**Blocks 9–12:** Enter, if known and applicable, the Exporter's and Importer's References and Telephone Numbers. (A reference might be a tax code, invoice number, or VAT number used for sales tax.)

**Blocks 13–14:** Enter either an AES ITN in Block 13 or an exemption in Block 14. When shipping a package internationally (including to a Freely Associated State) or to/from a U.S. possession or territory, U.S. law requires the mailer to file information with Customs before mailing, unless exempt. The AES ITN is the confirmation number that the mailer receives after filing. Exemptions refer to the Census rule that allows shipment without filing.

- 30.36: shipment to Canada
- 30.37(a): each type of good in the package (per Schedule B Export Codes at [www.census.gov/foreign-trade/schedules/b](http://www.census.gov/foreign-trade/schedules/b)) is valued at \$2,500 or less
- 30.37(h): gift parcel or humanitarian donation (may be limited or unavailable under U.S. embargo rules)
- 30.37(w): shipment to APO/FPO/DPO address
- Other: see Census Bureau rules at 15 CFR Part 30

Exemptions may not apply, and an AES ITN may be required if the package requires a federal export license; contains a "defense article" regulated by the U.S. Department of State; involves a party on the BIS Unverified List; or involves a party, country, or region under U.S. embargo. To file information and get an ITN, visit <https://ace.cbp.dhs.gov>. For additional information, visit [www.census.gov/foreign-trade/aes/index.html](http://www.census.gov/foreign-trade/aes/index.html); call 800-549-0595; and refer to IMM Part 520 and U.S. Postal Service® Publication 699, Special Requirements for Shipping Internationally.

**Blocks 15–17:** Use these areas to enter a License Number, Certificate Number, and/or Invoice Number, if applicable.

**Blocks 18–20:** Enter the length, width, and height of the postal item in inches.

**Block 21:** Check the appropriate box or boxes if the contents are subject to quarantine restrictions (plant, animal, food products, etc.) and/or sanitary/phytosanitary inspection.

**Block 22:** Check the appropriate box to specify instructions in case of non-delivery. Items returned to the sender are subject to return charges (see IMM Part 771).

**Block 23:** Sign and date the form. Your signature certifies that all entries are true and correct and that the item(s) being mailed do not contain any undeclared, non-mailable, prohibited, or restricted contents under postal, customs, or destination country laws. Your signature also certifies compliance with all applicable federal export licensing and filing laws and confirms your liability for the item(s) being mailed.

**Blocks 24–25:** Enter, if known, the 6-digit Harmonized System (HS) code (some countries may require more than the 6-digit code). Enter, if known, the "Country of Origin," which is the country where the goods originated (where they were produced/manufactured or assembled).



**USPS®-USE ONLY: Place barcode label here.**

## USPS Customs Declaration and Dispatch Note

- This form is not the official Customs Form, but an intake sheet used in its creation.
- Print in English using blue or black ink and see instructions on cover sheet.
- See the Privacy Notice on the reverse of Copy 4.

SENDER'S INFORMATION			SHIPMENT INFORMATION (CONTINUED) — BOXED AREA IS FOR USPS-USE ONLY		
Full Last Name	Full First Name	MI	USPS Official Use	USPS Corporate Account	EMS Scheduled Delivery Date / /
Business Name (If applicable)		Sender's Telephone	Total Postage/Fees (U.S. \$)	Insured Value (U.S. \$)	Insured Fee (U.S. \$)
Address-1			7. Sender's Email Address		8. Addressee's Email Address
Address-2			9. Exporter's Reference (If applicable and known)		10. Exporter's Telephone (If applicable and known)
City	State	ZIP Code™	11. Importer's Reference (If applicable and known)		12. Importer's Telephone (If applicable and known)
ADDRESSEE'S INFORMATION			13. AES ITN (If applicable)		14. AES Exemption — NOEEI § (Check one If applicable) <input type="checkbox"/> § 30.36 <input type="checkbox"/> § 30.37 (a) <input type="checkbox"/> § 30.37 (h) <input type="checkbox"/> § 30.37 (w) <input type="checkbox"/> Other _____
Full Last Name	Full First Name	MI	15. License Number (If applicable)		16. Certificate Number (If applicable)
Business Name (If applicable)		Addressee's Telephone	17. Invoice Number (If applicable)		
Address-1			18. Length (Inches)	19. Width (Inches)	20. Height (Inches)
Address-2		Postal Code	21. Restrictions (If applicable — check all that apply) <input type="checkbox"/> Quarantine <input type="checkbox"/> Sanitary/Phytosanitary Inspection		22. Nondelivery Instructions (Check one) <input type="checkbox"/> Return to Sender <input type="checkbox"/> Treat as Abandoned
City	State/Province	Country	23. Sender's Signature and Date (customer must sign, accepting terms; Copy 3 is kept at Post Office)		
SHIPMENT INFORMATION			<p><b>I certify the particulars given in this customs declaration are correct. This package does not contain any undeclared dangerous items, or items prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.</b></p>		
<b>1. Category of Items (Check all that apply)</b> <input type="checkbox"/> Document <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Merchandise <input type="checkbox"/> Gift <input type="checkbox"/> Returned Goods <input type="checkbox"/> Humanitarian Donation <input type="checkbox"/> Other _____					
Office of Exchange		Customs Stamp	Affix labels here when required.		
		Customs Duty			

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### SENDER'S INFORMATION

Full Last Name	Full First Name	MI
Business Name (If applicable)		Sender's Telephone
Address-1		
Address-2		
City	State	ZIP Code™

### ADDRESSEE'S INFORMATION

Full Last Name	Full First Name	MI
Business Name (If applicable)		Addressee's Telephone
Address-1		
Address-2		Postal Code
City	State/Province	Country

### SHIPMENT INFORMATION (CONTINUED) — BOXED AREA IS FOR USPS-USE ONLY

USPS Official Use	USPS Corporate Account	EMS Scheduled Delivery Date / /
Total Postage/Fees (U.S. \$)	Insured Value (U.S. \$)	Insured Fee (U.S. \$)
7. Sender's Email Address		8. Addressee's Email Address
9. Exporter's Reference (If applicable and known)		10. Exporter's Telephone (If applicable and known)
11. Importer's Reference (If applicable and known)		12. Importer's Telephone (If applicable and known)
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**I certify the particulars given in this customs declaration are correct. This package does not contain any undeclared dangerous items, or items prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.**

### SHIPMENT INFORMATION

1. Category of Items (Check all that apply)  
 Document  Commercial Sample  Merchandise  
 Gift  Returned Goods  Humanitarian Donation  Other \_\_\_\_\_

2. Detailed Description of Contents (Enter only one item per line)	3. Quantity	4. Net Weight (Ea)		5. Value (Ea)
		Lbs.	Oz.	U.S. \$
6. Total				

### Business Mailers/Commercial Transactions or Destination Countries may require 24 and/or 25.

24. HS Tariff Number	25. Country of Origin

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Business Name (If applicable)		Sender's Telephone

Address-1		
Address-2		
City	State	ZIP Code™

### ADDRESSEE'S INFORMATION

Full Last Name	Full First Name	MI
Business Name (If applicable)		Addressee's Telephone

Address-1		
Address-2		Postal Code
City	State/Province	Country

### SHIPMENT INFORMATION

1. Category of Items (Check all that apply)

Document   
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 Other \_\_\_\_\_

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**INSURANCE AND INDEMNITY COVERAGE:** Priority Mail Express International® and Priority Mail International® parcels containing merchandise are insured against loss, damage, or missing contents up to \$200 at no additional charge. Indemnity is limited to the lesser of the actual value of the contents or \$200. If the parcel has been lost, or if it has been delivered to the addressee in damaged condition or with missing contents, payment is made to the sender, unless the sender waives the right to payment, in writing, in favor of the addressee. **Note:** Merchandise insurance that provides coverage greater than the included \$200 merchandise insurance may be available, up to a maximum limit of \$5,000, depending on country, content, and value — see IMM Exhibit 322.2 and the Individual Country Listings for insurance availability, limitations, and coverage. The purchase of merchandise insurance replaces the included \$200 merchandise insurance.

Priority Mail Express International and Priority Mail International shipments containing only nonnegotiable documents are insured against loss, damage, or missing contents up to \$100 for document reconstruction at no additional charge. No additional document reconstruction insurance is available for purchase.

**FILING CLAIMS:** To initiate an inquiry for loss, damage, or missing contents, call the International Research Group at 800-222-1811. File international indemnity inquiries and claims for loss within the time limits for the service purchased. File all claims for damage or missing contents immediately, and present the item, containers, packaging, and all contents received to the destination Post Office.

Submit evidence of mailing (e.g., original mailing receipts or wrapper) and evidence of value (e.g., sales receipt or repair estimate) in support of all claims. For complete regulations, see the IMM at <http://pe.usps.com>.

**EXCEPTIONS:** No coverage is provided for consequential losses, delay, concealed damage, spoilage of perishable items, items improperly packaged, items too fragile to withstand normal handling in the mails, or prohibited items. See *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) and the IMM for the specific types of losses that are covered, the limitation on coverage, the terms of insurance or indemnity, and the conditions of payment.

**IMPORTANT:** The Postal Service does not pay indemnity coverage for Priority Mail Express International parcels containing the following: coins; banknotes; currency notes, including paper money; securities of any kind payable to the bearer; traveler's checks; platinum, gold, and silver; precious stones; jewelry; watches; and other valuables or prohibited items. See the IMM for complete regulations.

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