

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

Print this form in English using blue or black ink, pressing firmly so all information transfers to all copies. Complete the declaration fully and legibly; otherwise, the Postal Service™ may determine the package to be unmailable. A false or misleading declaration may lead to a fine or seizure of the item and additional 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, pharmaceutical, etc.), 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, etc.), if any, are required in the destination country. Check the country listings at [pe.usps.com/text/imm/immctry.htm](http://pe.usps.com/text/imm/immctry.htm), as well as the UPU List of Prohibited Items available at [www.upu.int/customs/en/country\\_list\\_en.pdf](http://www.upu.int/customs/en/country_list_en.pdf).

**Sender Information and Addressee Information** sections: In the blocks provided, enter both the sender's and addressee's full first and last name (and middle initial, if known) and address. Incomplete names (e.g., initials) are not acceptable. If you are shipping to an APO/FPO/DPO or a territory of the United States, write "United States" in the country box. Incomplete address entries may result in delayed handling by Customs and/or the delivery office. If known, provide the telephone number of the sender and addressee, as such information will facilitate customs clearance and delivery.

**Block 1:** Check all applicable boxes specifying the category of the item(s). If the international shipment contains dangerous goods that are approved for mailing, check the box for "Dangerous Goods." Mailability information for international shipments is available in Publication 52, *Hazardous, Restricted, and Perishable Mail* (chapter 6), and in *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) Part 135. (The IMM is available online at <http://pe.usps.com>.)

**Block 2:** Enter a detailed description of each item — e.g., "men's cotton shirts." 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.

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

**Block 6:** Enter the total net weight, and enter the total value in U.S. dollars.

**Blocks 7–8:** If known, provide the email address 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 Reference and Telephone Number. (The references might be a tax code, invoice number, or VAT number used for sales tax.)

**Block 13–14:** The mailer must complete either Block 13 or 14 before the Postal Service will accept a package for mailing. Except for shipments to APO/FPO/DPO addresses, enter an Automated Export System (AES) Internal Transaction Number (ITN) or an AES Downtime Citation in Block 13, if applicable. This standard may also apply when mailing items to, from, and between U.S. territories, possessions, and Freely Associated States — see DMM 608.2.5. In general, mailpieces containing any type of goods (per Schedule B Export Codes at [www.census.gov/foreign-trade/schedules/b/](http://www.census.gov/foreign-trade/schedules/b/)) valued at more than \$2,500, or requiring an export license under U.S. law, must have an ITN issued by the U.S. Census Bureau or an AES Downtime Citation, subject to certain exceptions. Mailpieces that are exempt from filing must have an AES Exemption — in such a case, complete Block 14 by checking one of the applicable codes or writing in the applicable code. Regardless of exemptions, all mailpieces must have an ITN or AES Downtime Citation if they are destined to certain countries on which the U.S. has a comprehensive embargo. To obtain an ITN and file electronically

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

through the Census Bureau's AES, or for additional information, visit [www.census.gov/foreign-trade/aes/index.html](http://www.census.gov/foreign-trade/aes/index.html) or call 800-549-0595. For additional information, refer to U.S. Postal Service® Publication 699, *Special Requirements for Shipping Internationally*, and to IMM Part 520.

**AES Exemption.** There are many types of situations that are exempt. Some of the most common ones for mailers are listed below. In order to comply with the U.S. Census Bureau's Foreign Trade Regulations, select an appropriate AES Exemption box or enter another applicable exemption listed in 15 CFR 30, Appendix C. **Note:** You cannot use an exemption if a shipment requires an export license, contains a "defense article," or involves a party on the BIS Unverified List.

- NOEEI § 30.36: A shipment, regardless of value, destined to Canada that does not require an export license.
- NOEEI § 30.37(a): Each type of goods in the shipment is valued at \$2,500 or less, if an export license is not required. **Note:** You cannot use this exemption for shipments destined to Cuba, Iran, North Korea, Sudan, or Syria.
- NOEEI § 30.37(h): An authorized gift parcel or humanitarian donation to Crimea, Cuba, North Korea, or Sudan that does not require an export license.
- NOEEI § 30.37(y): A shipment that is destined to Cuba, Iran, North Korea, Sudan, or Syria; that contains only published books, software, or similar media available for general distribution to foreign libraries or similar institutions; and that does not require an export license.

**Blocks 15–17:** Enter the License Number, Certificate Number, and/or Invoice Number, if applicable.

**Blocks 18–20:** Enter the length, width, and height of the parcel 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 nondelivery. Items returned to the sender are subject to return charges.

**Block 23:** Sign and date the form. Your signature certifies that all entries are correct and the item(s) being mailed contain no undeclared dangerous, prohibited, or restricted contents per postal, customs, or destination country regulations. Your signature also certifies compliance with all applicable federal export licensing and filing regulations and confirms your liability for the item(s) being mailed.

**Block 24–25:** Enter, if known, the 6-digit Harmonized Tariff Schedule number, which is based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. Enter, if known, the "Country of Origin," which is the country where the goods originated — i.e., where they were produced/ manufactured or assembled.

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

## USPS Customs Declaration and Dispatch Note

- Print in English using blue or black ink.
- Complete all **SHADED** fields before acceptance.
- See the Privacy Notice on the reverse of Copy 4.

### 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™

### 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)
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 (y) <input type="checkbox"/> Other _____
15. License Number (If applicable)	16. Certificate Number (If applicable)	17. Invoice Number (If applicable)
18. Length (Inches)	19. Width (Inches)	20. Height (Inches)
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
23. Sender's Signature and Date		

### ADDRESSEE'S INFORMATION

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

### SHIPMENT INFORMATION

1. Category of Items (Check all that apply)  
 Document     Commercial Sample     Merchandise     Dangerous Goods  
 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. \$
<b>6. Total</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.**

For Business Mailers, for items in Block 2 (if the information is known)	
24. HS Tariff Number	25. Country of Origin

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### ADDRESSEE'S INFORMATION

Full Last Name	Full First Name	MI
Business Name (If applicable)		Addressee's Telephone
Address-1		
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### SHIPMENT INFORMATION

1. Category of Items (Check all that apply)

Document  
  Commercial Sample  
  Merchandise  
  Dangerous Goods  
 Gift  
  Returned Goods  
  Humanitarian Donation  
  Other \_\_\_\_\_

Office of Exchange	Customs Stamp
	Customs Duty

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Affix labels here when required.

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**SHIPMENT INFORMATION**

1. Category of Items *(Check all that apply)*  
 Document    Commercial Sample    Merchandise    Dangerous Goods  
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2. Detailed Description of Contents <i>(Enter only one item per line)</i>	3. Quantity	4. Net Weight <i>(Ea)</i>		5. Value <i>(Ea)</i>
		Lbs.	Oz.	U.S. \$
6. Total				

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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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#### PRIVACY ACT STATEMENT

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](http://usps.com/privacypolicy).