

Your Guide to International Mailing

A step-by-step guide to
customs documentation and
shipping internationally

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Step 1

Prep it.

Choosing the right customs declaration form for your shipment depends on the service you use, value of the contents, package weight, and final destination. Use the chart below to find the right declaration form for your shipment.

For specific destination country requirements, please visit pe.usps.com/text/imm/immctry.htm.

How are you mailing?	Special Considerations		Form to Use
Global Express Guaranteed® (GXG)®	Valued at \$2,499 or less		PS Form 6182
Express Mail International® (EMI)	Based on specific destination country requirement		PS Form 2976 PS Form 2976-A
Priority Mail International® (PMI)	Flat Rate Envelopes	Valued at up to \$400 and weighing up to 4 pounds	None
	Small Flat Rate Boxes		PS Form 2976
	Parcel/Med/Large Flat Rate Boxes	All Values	PS Form 2976-A
First Class Mail International® (FCMI)	Valued at up to \$400 and weighing up to 4 pounds		PS Form 2976

Step 2

Label it.

Fill in all required information completely and accurately on the appropriate customs declaration form. Read the instructions carefully before filling out your declaration form.

You can save time and receive special postage discounts by preparing your customs declaration and paying for your postage online at www.usps.com/business/international-export.htm.

Place your completed shipping label and customs declaration form on the front of your shipment and make sure all information is visible and legible. Remember to sign the customs declaration form.

When using both an address label and a customs declaration, ensure the sender and recipient information is the same on both.

If any type of goods in your shipment is valued at more than \$2500 or you are shipping to one of the five U.S. embargoed countries (Cuba, Iran, North Korea, Sudan, and Syria), your shipment may require a license or other action before mailing.

Please review Publication 699, *Special Requirements for Shipping Internationally*, and visit www.usps.com/business/international-export.htm for more information on these additional requirements.

Step 3

Drop it off.

If you complete your shipping label and customs declaration form and pay for your postage online, then you can leave the rest to us.

- Drop off your shipment into a collection box.
- Leave it on your doorstep when you request free Package Pickup.
- Bring it to your local Post Office™ or any Approved Postal Provider.

Customers who handwrite their customs declaration forms **must** bring their shipment to a retail service counter at a local Post Office.

Note: Due to federal security regulations and U.S. export laws, the following cannot be left in a collection box:

- Any mail that bears postage stamps weighing more than 13 ounces or
- Any international mail with a customs declaration that was not completed and submitted online or
- Any international mail that requires a customs declaration and bears postage stamps

These items must be presented *by the customer* to an employee at a retail service counter at a Post Office location for shipment.

The United States Postal Service® is making it easier, quicker, and safer for America to ship abroad.

Outbound international shipments are subject to federal export laws and regulations that impact what can be sent to certain countries, individuals, and entities.

The U.S. Postal Service® is committed to delivering your international mail safely and timely.

Please follow the steps outlined in this brochure to prepare and send your international mail. It's as easy as 1-2-3.

- 1. Prep it.**
- 2. Label it.**
- 3. Drop it off.**

For further assistance, please call 1-800-ASK-USPS, speak with a retail associate at your local Post Office, or visit us at www.usps.com/business/international-export.htm.

A Simpler Way to Ship!

Save time and money

by completing and

paying for your

shipment online

through Click-N-Ship®!

Ship without leaving your home or office

Skip the trip to the Post Office and receive special postage discounts by printing your shipping and customs declaration forms and paying for your postage using Click-N-Ship[®], Click-N-Ship for Business[®], or an authorized PC Postage[®] vendor.

Even if you prefer not to pay for postage online, visit <http://webapps.usps.com/customsforms> to select the appropriate customs form for your shipment and complete the customs form online. Once you print the completed form and prepare your shipping label, bring your package to the Post Office for postage and shipment.

Questions?

For further assistance with international shipping:

- Go to www.usps.com/business/international-export.htm.
- Call us at 1-800-ASK-USPS[®] (1-800-275-8777).
- Speak with a retail associate at your local Post Office.

For further assistance with U.S. Census Bureau requirements, see Publication 699, *Special Requirements for Shipping Internationally*.

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