

Shipping International Packages

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

Publication 613
August 2012



Step 1

Prepare it.

Determining which customs declaration form to use for your shipment depends on the service you use, value of the contents, package weight, and final destination. The table below provides an overview of the forms requirements for international shipping.

Mailing Service	Form to Use	Special Considerations
Global Express Guaranteed® (GXG)®	PS Form 6182	Form required for certain commodities and destinations ¹ — maximum value cannot exceed \$2,499
Express Mail International®	PS Form 2976 or PS Form 2976-A ²	Form to be used based on specific destination country requirement
Priority Mail International® (PMI) Flat Rate Envelopes ³	PS Form 2976	Form required only if item: <ul style="list-style-type: none">■ Contains goods, or■ Weighs 16 ounces or more, or■ Is more than ¾" thick, or■ Is not uniformly thick
PMI Small Flat Rate Boxes ³	PS Form 2976	Always required
PMI Medium or Large Flat Rate Boxes or Other Parcels	PS Form 2976-A ²	Always required
First-Class Mail International® (FCMI) ³	PS Form 2976	Form required only if item: <ul style="list-style-type: none">■ Contains goods, or■ Weighs 16 ounces or more, or■ Is more than ¾" thick, or■ Is a flat-size item that is not uniformly thick

¹ For specific requirements, see Publication 141, *Global Express Guaranteed Service Guide*.

² Place PS Form 2976-A inside PS Form 2976-E, *Customs Declaration Envelope — CP 91*.

³ Maximum value cannot exceed \$400, and maximum weight cannot exceed 4 pounds.

Please check *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) Exhibit 123.61 for more information on the right customs declaration form for your shipment.

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

Step 2

Label it.

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

Once you have printed your combined shipping label and customs form, sign it, place it into PS Form 2976-E, *Customs Declaration Envelope – CP 91*, and then secure PS Form 2976-E to the front of your shipment, making sure all customs and shipping information remains visible and legible.

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

Remember, you can save time and receive special postage discounts by preparing your combined shipping label and customs declaration form and paying for your postage online using Click-N-Ship® service. (PS Form 6182, *Commercial Invoice*, for GXG service, is currently not available through Click-N-Ship).

If any type of goods in your shipment is valued at more than \$2,500 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.

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

Step 3

Ship it.

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

Or if you prefer, you may deposit your shipment in a collection box or bring it to a Post Office™ or any business that accepts outbound international mail on behalf of the Postal Service™.

If you handwrite your customs declaration form, you **must** bring your shipment to a retail service counter at a Post Office. (However, for PS Form 6182, *Commercial Invoice*, you may still use online services to schedule a GXG pickup.)

Note: Due to federal security and export laws and regulations, the following items cannot be left in a collection box — you must present these items for shipment to a USPS® employee at a retail service counter at a Post Office location:

- Any mailpiece that bears postage stamps and weighs more than 13 ounces.
- Any mailpiece with a customs declaration form that was not completed and submitted online.
- Any mailpiece that requires a customs declaration form and bears postage stamps.

Also, do *not* deposit the following in a collection box:

- Any mailpiece that contains hazardous materials or prohibited dangerous goods.

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.

Failure to comply with federal security and export laws and regulations will result in civil and criminal penalties.

The U.S. Postal Service® is committed to delivering your international mail in a safe and timely manner.

Please follow the steps outlined in this brochure to prepare and send your international mail.

- 1. Prepare it.**
- 2. Label it.**
- 3. Ship it.**

Ship without leaving your home or office.

Save a trip to the Post Office and receive special postage discounts by preparing your shipping label and customs declaration form and paying for your postage using Click-N-Ship® service. If you pay for postage and complete your customs declaration form online, you can schedule a pickup right from your home or office.

You can also use Click-N-Ship for Business™ or the USPS Web Tools® software to complete the customs declaration form online, and then affix electronic postage.

If you prefer to pay for postage at a Post Office location, first visit www.usps.com/ship/customs-forms.htm to select the appropriate customs declaration form for your shipment and complete it online. After you print the completed customs declaration form and prepare your shipping label, bring your package to a Post Office location to pay for postage.

Avoid having your shipment delayed.

To avoid delays, be sure to follow all instructions on the customs declaration form and complete the form legibly and accurately. If you provide a reliable phone number on the form, we can contact you if we have any questions concerning your shipment — otherwise, your shipment may be returned to you if there are any concerns.

Many household items, such as cleaning products and certain batteries, are considered hazardous materials and therefore are not allowed in the mail. However, some hazardous materials, perishable matter, and otherwise restricted matter are permitted to be mailed when certain requirements are fully met, and you must take items of this type to a retail service counter at a Post Office location. For additional information about hazardous materials, refer to *Mailing Standards of the United States Postal Service, International Mail Manual (IMM®) or Publication 52, Hazardous, Restricted, and Perishable Mail.*

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 a Post Office.

For further assistance with federal export laws and regulations, see Publication 699, *Special Requirements for Shipping Internationally.*

©2012 United States Postal Service®. All Rights Reserved. The Eagle logo and the trade dress of the Priority Mail® and Express Mail® shipping boxes are among the many registered trademarks of the U.S. Postal Service®.