



## Customs Declaration CN 22 – Sender's Declaration Instructions for Completing Customs Declaration

Please retain this copy and the detached customer copy from page 2 for your records. You will need the information contained on these pages if you contact us about the article(s) you mailed.

A PS Form 2976, *Customs Declaration CN22 – Sender's Declaration*, must be used on all First-Class Mail International® package-size items (small packets), First-Class Package International Service™ items, Priority Mail International® Small Flat Rate Boxes, M-bags, and certain Priority Mail Express International™ items. Refer to the *International Mail Manual (IMM®)* at [pe.usps.com](http://pe.usps.com) for additional information.

Also use this form on a First-Class Mail International mailpiece or Priority Mail International Flat Rate Envelopes if ANY of the following applies:

- The mailpiece weighs 16 ounces or more (the maximum weight limit is 4 pounds);
- The mailpiece exceeds 3/4 inch in thickness; or
- The mailpiece contains dutiable goods.

**NOTE:** Priority Mail International Flat Rate Envelopes and First-Class Mail International large envelopes (flats) containing only documents, weighing under 16 ounces, and meeting the flat-size characteristics do not require a PS Form 2976.

**Do not use this form for mailpieces that:** (1) Contain items valued over \$400; (2) Require an export license; (3) Contain goods (non-documents) destined to Iran, Sudan, or Syria; or (4) Contain goods destined to Cuba or North Korea, other than gift parcels or humanitarian donations as defined by 15 CFR § 740.12.

For APO, FPO and DPO destinations, use PS Form 2976 when sending certain items (all domestic mail classes). Refer to the current "Overseas Military/Diplomatic Mail" section of the latest *Postal Bulletin* at [usps.com](http://usps.com) for additional information.

Regardless of value and weight, mail sent to, from, and between U.S. possessions and territories, Freely Associated States, and APO/FPO/DPO addresses may require a customs form. Refer to *Domestic Mail Manual* Section 608.2.4 for additional information.

Goods may be subject to restrictions. It is the responsibility of the mailer to inquire about and abide by any import and export regulations and restrictions (e.g., quarantine, pharmaceutical, etc.), and to properly complete this form.

**FROM** (Sender information) and **TO** (Addressee information) sections: Enter both the sender's and addressee's full name and full address in the blocks provided. Please provide the telephone/fax number or email address of both the sender and addressee, as such information will facilitate customs clearance and delivery.

Check the box specifying the category of the item. 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 IMM Part 135.

(1) Enter a detailed description of each article — e.g., "men's cotton shirts." General descriptions — e.g., "samples," "food products," or "toiletries" — are not acceptable. (2), (3), and (4) Enter the quantity, net weight (pounds and ounces), and value of each article. (5) For commercial items only. 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. (6) Enter, if known, the "Country of Origin," which is the country where the goods originated — i.e., where they were produced/manufactured or assembled. (7) Enter the total quantity, weight, and value of all articles.

(8) AES Exemption. In order to comply with the U.S. Census Bureau's Foreign Trade Regulations, check the box "NOEEI § 30.37(a)" or "NOEEI § 30.37(h)." Further information is available in IMM Parts 526 and 527. Use the following explanations to help determine your choice:

- NOEEI § 30.37(a): Use this AES Exemption when the value of each class of goods is \$2,500 or less, if an export license is not required. Do NOT use this AES Exemption for items sent to Cuba or North Korea.
- NOEEI § 30.37(h): Use this AES Exemption for gift parcels or humanitarian donations destined to certain sanctioned countries (as of July 2013, this includes Cuba and North Korea), if the package complies with the conditions set forth in 15 CFR § 740.12.

(9) 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.

---

**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).



# USPS® Customs Declaration – CN 22

**IMPORTANT:** The item/parcel may be opened officially. See Privacy Notice on reverse of Sender's Instructions page. Please print in English and press firmly; you are making multiple copies.

**From:** Sender's Last Name First

Business

Address

City State ZIP+4®

Telephone/Fax or Email

**To:** Addressee's Last Name First

Business

Address

City State/Province Post Code

Country Telephone/Fax or Email

Documents  Commercial sample  Merchandise  Dangerous Goods

Gift  Humanitarian Donation  Other

Detailed description of contents (1)	Qty. (2)	Weight (3) lb. oz.	Value (4) (US \$)	HS Tariff # (5)	Country of Origin (6)
<h1>SAMPLE</h1>					

**Totals (7)**

\$

AES Exemption (8)

NOEEI § 30.37(a)  NOEEI § 30.37(h)

I certify the particulars given in this customs declaration are correct. This item does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.

Sender's Signature and Date (9)

Mailing Office Date Stamp

