

INSTRUCTIONS FOR COMPLETING THIS FORM *(Remove this page prior to completing the form.)*

Please 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, delay and inconvenience may result for the addressee. 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, as well as the UPU List of Prohibited Items available at www.upu.int/customs/en/country_list_en.pdf.

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. Incomplete names (e.g., initials) or incomplete address entries may result in delayed handling by Customs and/or the delivery office. Provide the telephone/fax number or email address of both the sender and addressee, as such information will facilitate customs clearance and delivery.

Block 1: Enter, if applicable, a USPS corporate account (USPSCA) number, federal agency account number, or Postal Service account number for payment by account.

Block 2: Check each box that applies to specify each category of each 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 *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) Part 135.

Block 3: Enter an Automated Export System (AES) Internal Transaction Number (ITN), AES Exemption, or if applicable, an AES Downtime Citation. One of these codes must appear in the "AES/ITN/Exemption" block before the Postal Service will accept a package for mailing. In general, mailpieces containing any type of goods (per Schedule B Export Codes at 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. 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 through the Census Bureau's AES, or for additional information, please visit www.census.gov/foreign-trade/aes or call 800-549-0595. For additional information, refer to U.S. Postal Service® Publication 699, *Special Requirements for Shipping Internationally*, and to IMM Subchapter 520.

AES Exemption: In order to comply with the U.S. Census Bureau's Foreign Trade Regulations, indicate "NOEEI § 30.37(a)," if applicable. "NOEEI § 30.37(a)" may be used 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, Iran, North Korea, Sudan, or Syria. Further information is available in IMM Parts 526 and 527.

Block 4: 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. If there is insufficient space on the form to list all articles, use additional forms as needed — on the first form (to the right of the barcode), write the following: "Additional forms enclosed." **Important:** On each subsequent form, obliterate the tracking number and barcode. Then place all forms into PS Form 2976-E (plastic envelope).

Blocks 5–7: Enter the quantity, net weight (in pounds and ounces), and value (in U.S. dollars) of each article.

Blocks 8–9: In Block 8, 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. In Block 9, enter, if known, the "Country of Origin," which is the country where the goods originated — e.g., where they were produced/manufactured or assembled.

Block 10: Enter the total weight (in pounds and ounces) of the package, including packaging (the total weight is used to calculate postage), and enter the total value in U.S. dollars.

Block 11: 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.

Blocks 12–13: Enter the Sender's Customs Reference and Importer's Reference, if applicable. (The Importer's Reference might be a tax code, importer code, or VAT number used for sales tax.)

Blocks 14–16: Enter the License number, Certificate number, and/or Invoice number, if applicable.

Insert the completed form(s) into PS Form 2976-E, *Customs Declaration Envelope — CP 97*. Enclose any commercial documents in the envelope. Do not fold the form set or wrap it around the package. The entire barcode and all information must be visible. Remove the backing sheet and affix the envelope to the package on the address side.



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Post Office To Addressee



EZ 000000120 US

Priority Mail Express International Shipping Label and Customs Form

SENDER'S INFORMATION						ACCEPTANCE INFORMATION	
From: Sender's Last Name			First Name		MI	Item Weight	
Business Name (If applicable)						Insured Amount (U.S. \$)	Insurance Fee (U.S. \$)
Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB.)						Postage (U.S. \$)	Total Postage/Fees (U.S. \$)
City			State	ZIP Code™		1. USPS Corporate Acct. No.	
Telephone/Fax Number or Email Address						Office of Origin	
ADDRESSEE'S INFORMATION						Date (Month/Day/Year)	Time
To: Addressee's Last Name			First Name		MI	Scheduled Delivery Date (Month/Day/Year)	
Business Name (If applicable)						DELIVERY INFORMATION	
Address (Number, street, suite, apt., P.O. Box, etc.)						Date (Month/Day/Year)	Time
Postal Code			City			Person	
Province			Country (Full name, not abbreviation)			Signature	
Telephone/Fax Number or Email Address						12. Sender's Customs Reference	
2. Check All That Apply: <input type="checkbox"/> Gift <input type="checkbox"/> Documents <input type="checkbox"/> Merchandise <input type="checkbox"/> Returned Goods <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Humanitarian Donation <input type="checkbox"/> Dangerous Goods <input type="checkbox"/> Other _____				3. AES/ITN/Exemption		13. Importer's Reference	
4. Detailed Description of Contents (Enter one item per line)	5. QTY	6. Weight Lbs. Ozs.		7. Value (U.S. \$)	8. HS Tariff No.	9. Country of Origin	
						14. License No.	
						15. Certificate No.	
						16. Invoice No.	
						Mailing Office Date Stamp	
10. TOTAL:							
11. 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.				Signature		Date (Month/Day/Year)	



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From: Sender's Last Name			First Name		MI	Item Weight	
Business Name (If applicable)						Insured Amount (U.S. \$)	Insurance Fee (U.S. \$)
Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB.)						Postage (U.S. \$)	Total Postage/Fees (U.S. \$)
City			State	ZIP Code™		1. USPS Corporate Acct. No.	
Telephone/Fax Number or Email Address						Office of Origin	
ADDRESSEE'S INFORMATION						Date (Month/Day/Year)	Time
To: Addressee's Last Name			First Name		MI	Scheduled Delivery Date (Month/Day/Year)	
Business Name (If applicable)						DELIVERY INFORMATION	
Address (Number, street, suite, apt., P.O. Box, etc.)						Date (Month/Day/Year)	Time
Postal Code			City			Person	
Province			Country (Full name, not abbreviation)			Signature	
Telephone/Fax Number or Email Address						12. Sender's Customs Reference	
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SENDER'S INFORMATION				ACCEPTANCE INFORMATION	
From: Sender's Last Name		First Name		MI	
Business Name (If applicable)					
Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB.)					
City		State		ZIP Code™	
Telephone/Fax Number or Email Address					
ADDRESSEE'S INFORMATION				DELIVERY INFORMATION	
To: Addressee's Last Name		First Name		MI	
Business Name (If applicable)					
Address (Number, street, suite, apt., P.O. Box, etc.)					
Postal Code		City			
Province		Country (Full name, not abbreviation)			
Telephone/Fax Number or Email Address					
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Office of Exchange				Customs Stamp	
				Customs Duty	
				Date (Month/Day/Year)	
11. 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.				DECLARATION INFORMATION Declaration by Addressee: I have received the item(s) described on this note. Addressee's Signature Date (Month/Day/Year)	
Signature				Date (Month/Day/Year)	
Please affix labels here when required.					
16. Invoice No.					
Mailing Office Date Stamp					



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SENDER'S INFORMATION						ACCEPTANCE INFORMATION			
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Business Name (If applicable)						Insured Amount (U.S. \$)	Insurance Fee (U.S. \$)		
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City		State		ZIP Code™		1. USPS Corporate Acct. No.			
Telephone/Fax Number or Email Address						Office of Origin			
ADDRESSEE'S INFORMATION						DELIVERY INFORMATION			
To: Addressee's Last Name		First Name		MI		Date (Month/Day/Year)	Time		
Business Name (If applicable)						Scheduled Delivery Date (Month/Day/Year)			
Address (Number, street, suite, apt., P.O. Box, etc.)						Date (Month/Day/Year)	Time		
Postal Code		City				Person			
Province		Country (Full name, not abbreviation)				Signature			
Telephone/Fax Number or Email Address						12. Sender's Customs Reference			
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						14. License No.			
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						Date (Month/Day/Year)	



Priority Mail Express International Shipping Label and Customs Form

IMPORTANT: *Save this receipt and present it when making an inquiry.*

Service Guarantee: This service agreement does not cover Priority Mail Express International™ shipments to countries not eligible for date-specific delivery. It also excludes international shipments delayed due to customs inspections. If the mailer submits an item at a designated USPS® Priority Mail Express International acceptance location on or before the specified deposit time for date-specific delivery to the addressee, the destination post will deliver or attempt delivery to the addressee or agent before the applicable guaranteed delivery date.

The signature of the addressee's agent or delivery employee is required upon delivery. If the destination post does not deliver or attempt delivery by the guaranteed delivery date and the mailer files a claim for a refund, the U.S. Postal Service® may refund the postage, unless the delay was caused by the following: proper detention for law enforcement purposes; strike or work stoppage; late deposit of item, forwarding, return, incorrect address, or incorrect postcode; delay or cancellation of flights; governmental action beyond the control of the Postal Service™, destination post, or air carriers; war, insurrection, or civil disturbance; breakdowns of a substantial portion of the USPS or destination post transportation network resulting from events or factors outside the control of the Postal Service or foreign postal administration; or acts of God. For details, see *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) Part 114, and *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM®) Part 942.

When the destination postal administration cannot deliver an item on the first attempt, it leaves a notice for the addressee, or follows its domestic delivery standards. If it cannot deliver the item on the second attempt, it returns the item to the sender at no additional postage.

Please consult your local Priority Mail Express™ directory for information on Priority Mail Express International services. See the IMM for details.

Insurance Coverage: The Postal Service provides insurance only in accordance with postal regulations in the IMM for international shipments. The IMM sets forth specific types of losses that are covered, the limitations of coverage, terms of insurance, conditions of payment, and adjudication procedures. For details, see the IMM, which is available at pe.usps.com. The IMM consists of federal regulations, and USPS personnel are NOT authorized to change or waive these regulations or grant exceptions. Limitations prescribed in the IMM provide, in part, the following:

- The Postal Service insures the contents of Priority Mail Express International "merchandise" items (with "merchandise" defined by postal regulations) against loss, damage, or missing contents. The Postal Service includes, at no additional charge, up to \$200 coverage for international shipments containing merchandise. The sender may purchase additional merchandise insurance coverage above \$200, up to a maximum of \$5,000. See the Individual Country Listings in the IMM for merchandise insurance limits.
- The Postal Service insures "nonnegotiable documents" (as defined by postal indemnity regulations) against loss, damage, or missing contents up to \$100 per shipment for document reconstruction, subject to additional limitations for multiple pieces lost or damaged in a single catastrophic occurrence. Document reconstruction insurance provides reimbursement for the reasonable costs incurred in reconstructing duplicates of nonnegotiable documents mailed. Document reconstruction insurance coverage above \$100 per item is *not* available. The mailer should *not* attempt to purchase additional document insurance, because additional document insurance is void.

- The Postal Service insures "negotiable items" (defined by postal regulations as items that can be converted to cash without resort to forgery), currency, or bullion up to a maximum of \$15 per item.
- Insurance coverage may vary by country and may not be available to some countries. Insurance for loss, damage, or missing contents covers the actual (depreciated) value of the contents at the time of mailing or the cost of repairs, not to exceed the limit fixed for the insurance coverage obtained.

EXCEPTIONS: The following exceptions apply to Priority Mail Express International shipments:

- The Postal Service does not pay indemnity for the following contents: coins; banknotes; currency notes, including paper money; securities of any kind payable to bearer; traveler's checks; platinum, gold, and silver; precious stones; jewelry; watches; and other valuable or prohibited articles. See the IMM for complete regulations.
- The Postal Service does not provide coverage for consequential losses due to loss, damage, or delay of Priority Mail Express International items, or for concealed damage, spoilage of perishable items, prohibited articles, and articles improperly packaged or too fragile to withstand normal handling in the mail.

COVERAGE, TERMS, AND LIMITATIONS ARE SUBJECT TO CHANGE. Please consult the IMM for additional limitations and terms of coverage.

CLAIMS: To initiate an inquiry for loss, damage, or missing contents, **call the International Inquiry Center at 800-222-1811**. To make a claim for postage refunds as a result of delayed delivery after the guaranteed delivery date, the mailer must make the claim within 30 days of the date of mailing. To make a claim for loss, damage, or missing contents, the mailer must make the claim within 90 days of the date of mailing. To make a claim for damage or missing contents, the addressee must file the claim immediately, and must present the article, containers, packaging, and all contents received to the destination postal administration. In support of all claims, the mailer must submit evidence of mailing (e.g., original mailing receipts or wrapper), evidence of insurance, and evidence of value (e.g., sales receipt or repair estimate). See the IMM for complete regulations.

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.