

## Express Mail International Service Instructions

1. Express Mail shipping supplies are available online at [www.usps.com](http://www.usps.com) or your local Post Office.
2. Verify that all information populated on each of the copies is valid.
3. Commercial senders: supply the following information to assist Customs in processing the items.
  - a. If known, enter the 6-digit HS tariff number, which must be based on the Harmonized Commodity Description and Coding System developed by the World Customs Organization. "Country of Origin" means the country where the goods originated – e.g., were produced/manufactured or assembled.
  - b. If your item is accompanied by a license a certificate and/or an invoice, enter the number.
4. Fold or cut all copies in half and arrange in numerical order with "1-Customs Declaration" copy on top. Copies must be placed into the PS Form 2976-E, Customs Declaration Envelope – CP 91 (plastic envelope).
  - a. Affix the plastic envelope to the package on the address side.
  - b. Envelope must not wrap around the package edges.
  - c. Ensure that the entire barcode and all information is visible.
  - d. If using Carrier Pickup, retain Sender's Copy then arrange remaining copies in numerical order with "1-Customs Declaration" copy on top. Copies must be placed into the PS Form 2976-E, Customs Declaration Envelope – CP 91 (plastic envelope).
  - e. If you choose to purchase postage or special services at a U.S. Postal Service retail outlet, place copies in PS Form 2976-E. The retail associate will complete the labels, and provide you with the Sender's Copy.
5. Insurance purchased online cannot be combined with additional insurance purchased at a Post Office.
6. To mail:
  - a. International packages may **NOT** be placed in a USPS collection box. Please present to a retail associate in a U.S. Postal Service retail outlet, hand to your letter carrier at the time of mail delivery or schedule a carrier pickup online at [www.usps.com/pickup](http://www.usps.com/pickup).
  - b. Item must be mailed on the mailing date selected.
7. Each shipping label number is unique and can be used only once – **DO NOT PHOTOCOPY – ONLY ORIGINAL LABEL CAN BE ACCEPTED.**

### Privacy Act Statement:

Your information will be used to satisfy reporting requirements for customs purposes. Collection is authorized by 39 USC 401, 403, and 404. 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 USPS 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); and to domestic and international customs pursuant to federal law and agreements.