

Instructions

1. Use Global Express Mail or Express Mail packaging and stickers available at <http://supplies.usps.com/> or your local Post Office.
2. Complete Contents and Comments area.
3. Sign and date each copy. Your signature is regarded as a guarantee that the particulars given are correct and that the package does not contain any dangerous substance or articles prohibited by postal regulation. Verify that all information is valid.
4. Commercial senders: supply the following information to assist Customs in processing the items.
 - 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. where produce/manufactured or assembled.
 - If your item is accompanied by a license or a certificate, enter the number. You should enclose an invoice for all commercial items.
5. Fold each of the five copies in half and arrange in numerical order with the "1-Customs Declaration" copy on top. Place into the PS 2976-E, Customs Declaration and Dispatch Note Envelope (also available online).
6. Affix the plastic envelope to the package on the address side.
 - Envelope must not wrap around the package edges.
7. Affix postage or take to local Post Office for postage payment. Insurance (above \$100 for Global Express Mail service) and additional special services are available at your local Post Office.
8. To mail:
 - International packages may NOT be placed in a U.S. Postal collection box. Please present to a Postal Service Sales and Service Associate in a Post Office, hand to your Postal Service carrier at the time of mail delivery or schedule a carrier pickup online at www.usps.com/pickup.
 - Item must be mailed within 24 hours of printing the label.
9. Each shipping label number is unique and can be used only once - **DO NOT PHOTOCOPY - ONLY THE ORIGINAL LABEL CAN BE ACCEPTED.**
10. Note: copy 4 is filed at the Post office for 30 days from date of mailing.

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 a 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.