

Shipping International Packages

It's easy when you follow this step-by-step guide.



The U.S. Postal Service® makes shipping to international destinations quick and easy.

This guide will show you the steps you need to take to help ensure your package arrives at its destination in a safe and timely manner. Inside, you'll learn how to:

- Choose your international shipping option
- Select the correct customs form
- Complete the customs form accurately

Prepare your international packages online and save time.

Pay postage online and save money too!

Thank you for choosing the USPS® for your international shipping.



SENDING AN INTERNATIONAL PACKAGE

Step 1: Select Your International Service and Corresponding Customs Form

The USPS® offers multiple shipping options to get your package to where it's going. Choose from the list of shipping options below based on your delivery needs.

Keep in mind that international shipments may be subject to customs examination in the U.S. and in the destination country. The contents and value of all items must be declared on the applicable customs form.

Select the customs form required with your shipping option of choice. (Complete instructions are provided on the form.)

Shipping Options	Form Needed
Global Express Guaranteed® 1-3 business days to 190+ countries* Date-certain delivery with money-back guarantee† Save 10% when you ship online International delivery provided by FedEx Express	PS Form 6182 (not required for all GXG shipments)
Express Mail International® 3-5 business day delivery* Date-certain delivery to select countries 8% online discount	PS Form 2976 or PS Form 2976-A‡
Priority Mail International®§ 6-10 business day delivery* 5% online discount Flat Rate Envelope Less than 16 oz., no more than ¾ inch thick, uniformly thick and containing only documents 16 oz. or more, or more than ¾ inch thick, or not uniformly thick or containing potentially dutiable contents	None PS Form 2976
Small Flat Rate Box	PS Form 2976
Parcel/Medium or Large Flat Rate Box	PS Form 2976-A
First-Class Mail International®§ Letters and Flats Less than 16 oz., no more than ¾ inch thick, uniformly thick and containing only documents 16 oz. or more, or more than ¾ inch thick, or not uniformly thick or containing potentially dutiable contents	None PS Form 2976
Packages	PS Form 2976

*For many major markets. Average number of days may vary. Visit usps.com/international for more information.

†Some restrictions apply. Visit usps.com/gxg for money-back guarantee details.

‡Varies by country. For more details see your Retail Associate or visit usps.com®

§Ship items weighing up to 4 lbs. and up to \$400 in First-Class Mail International, Priority Mail International Flat Rate Envelope and/or Priority Mail International Small Flat Rate Box. Other items can be shipped in Priority Mail International packages (up to 70 lbs.; may vary by country) and Medium and Large Flat-Rate Boxes (up to 20 lbs.).

Step 2: Complete the Customs Form

To complete your customs form, follow the instructions provided on the form itself. Use the guide below for further explanation.

The Department of Commerce, U.S. Census Bureau requires mailers to provide export information on certain international shipments. In addition, a small percentage of exports requires filing an export license application (such items include commercial commodities, software and technology). To determine if your shipment requires a license, go to www.export.gov/regulation/index.asp or call 800-872-8723 (800-USA-TRADE).

NOTE: Packages addressed to an Army Post Office™ (APO), Fleet Post Office™ (FPO) or Diplomatic Post Office™ (DPO) do not require export information or an Exemption and Exclusion Legend code.

International shipments valued at \$2,500 or less and/or not requiring an export license

Most shipments, with the exception of GXG shipments, require an Exemption and Exclusion Legend (EEL) code. For GXG shipments, you certify that no electronic export information filing is required, so the code is prefilled on the GXG International Air Waybill, PS Form 11FGG1. For other than GXG shipments, enter one of the following codes in block 11 (PS Form 2976-A) or check the appropriate box (PS Form 2976):

NOEEI 30.37(a)^{||}

for international shipments valued at \$2,500 or less that do not require an export license

NOEEI 30.36

for all shipments to Canada, regardless of value, that do not require an export license

NOEEI 30.37(h)[¶]

for authorized shipments of gift parcels or humanitarian donations

Sign Form

Once you have filled in block 11 or checked the box on your customs form, complete and sign your customs form and present it with your package to a Retail Associate.

^{||}As of January 2010, this Exemption and Exclusion Legend may not be used for items sent to Cuba, Iran, North Korea, Sudan or Syria.

[¶]As of January 2010, these countries are Cuba, North Korea and Sudan.

International shipments valued over \$2,500 and/or requiring an export license

Follow these steps to file required export information and obtain a Proof of Filing Citation (PFC) to enter on your customs form:

Note: mailers must use PS Form 2976-A and an appropriate shipping option when a PFC is required.

1. Log on to www.aesdirect.gov and follow the instructions for registering and completing the AES Certification Quiz.**
2. For the "Port of Export" code for shipping through the Postal Service™, enter 8000.
3. For the "Mode of Transport," enter Mail.
4. Leave the carrier as "SCAC/IATA," and leave the conveyance name fields blank.

After you have successfully filed your electronic export information, you will receive an alphanumeric Internal Transaction Number (ITN). The PFC consists of the letters AES followed by the ITN—for example, AES X20080930987654.

Sign Form

Once you have filled in block 11 with the PFC, complete and sign your customs form and present it with your package to a Retail Associate.

**The downtime citation includes the word "AESDOWN," your AES filer ID and the date—for example AESDOWN123456789 9/30/2010. For further information, please call the Census Bureau's AES hotline at 800-549-0595, Option 1.

Prepare your international packages online and save time!
Pay postage online and save money too!

Next time, save time. Ship online.

Prepare your international packages online and save money too!

- Save when you pay online at **www.usps.com**
- Complete your customs form online and print
- Order free packaging and plastic pouch, PS Form 2976-E to attach your shipping label
- To request Free Package Pickup, visit Schedule a Pickup on **usps.com®**
- Track international shipments
- Visit **www.usps.com/onlinepostage** for more information about online shipping

Even if you don't want to pay online, prepare your customs forms and save time:

- Visit **http://webapps.usps.com/customsforms**
- Select the appropriate PS form
- Complete your customs form online and print
- Prepare your shipping label
- Attach documents to your package using the plastic pouch, PS Form 2976-E
- Bring it into the Post Office™ and pay for postage

Questions?

For further assistance with international shipping:

- Go to **www.usps.com/international** or speak with a Retail Associate

For further assistance with U.S. Census Bureau requirements:

- Contact the U.S. Census Bureau hotline, toll-free, at 1-800-549-0595 and follow the automated options
- View the U.S. Census Bureau Export Regulation website tutorial at **www.census.gov/foreign-trade/aes/exporttraining/videos/index.html**