

Customs Forms and Online Shipping Labels USPS-Produced Customs Declaration Forms

As required under 123.6, only four customs declaration forms are used for international mail:

- a. **PS Form 2976, Customs Declaration CN 22 — Sender's Declaration.**- 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* 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* 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

Detailed description of contents (1)							Qty. (2)	Weight (3) lb. oz.	Value (4) (US \$)	HS Tariff # (5)	Country of Origin (6)
SAMPLE											
Totals (7)											
<input type="checkbox"/> Documents <input type="checkbox"/> Commercial sample <input type="checkbox"/> Merchandise <input type="checkbox"/> Dangerous Goods <input type="checkbox"/> Gift <input type="checkbox"/> Humanitarian Donation <input type="checkbox"/> Other							Mailing Office Date Stamp				
AES Exemption (8) <input type="checkbox"/> NOEEI § 30.37(a) <input type="checkbox"/> 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)											

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 _____

PS Form 2976, July 2013 PSN 7530-01-000-9833 2 - Shipping Label (left) and Customer Copy (right)


- b. **PS Form 2976-A, Customs Declaration and Dispatch Note** — CP 72. - 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's Last Name		First	MI	Insured Amount (US \$)	SDR Value
Business				\$	\$
Address (Number, street, suite, apt., P.O. Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB.)					
City		State	ZIP+4®	Insurance Fees (US \$)	Total Postage/Fees (US \$)
Telephone/Fax or Email		13. Sender's Customs Reference (if any)			
TO: Addressee's Last Name		First	MI	14. Importer's Reference - Optional (if any)	
Business		15. Importer's Contact (select one) ☐ Telephone ☐ Fax ☐ Email			
Address (Number, street, suite, apt., P.O. Box, etc.)		Declaration by ADDRESSEE: I have received the parcel described on this note. ADDRESSEE'S Signature and Date			
Postcode		City	Month Day Year		
State/Province		Country	18. Invoice No.		
Office of Exchange		Please affix labels here when required.			
5. Check All That Apply:		6. Other Restrictions: (pertains to No. 7)		7. Total Gross Wt: (all items Lbs. & Ozs.)	
<input type="checkbox"/> Gift <input type="checkbox"/> Returned Goods <input type="checkbox"/> Dangerous Goods <input type="checkbox"/> Other <input type="checkbox"/> Documents <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Other <input type="checkbox"/> Merchandise <input type="checkbox"/> Humanitarian Donation <input type="checkbox"/> Other		11. Restrictions: <input type="checkbox"/> Quarantine <input type="checkbox"/> Sanitary or Phytosanitary Inspection		8. Total Value US \$ (all items)	
10. AES/ITN/Exemption		12. 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. If non-deliverable: <input type="checkbox"/> Treat as Abandoned <input type="checkbox"/> Return to Sender <input type="checkbox"/> Redirect to Address Below	
PS Form 2976-A, July 2013 PSN 7530-01-000-9834		Do not duplicate this form without USPS® approval.		3 - Dispatch Note	

- c. **PS Form 2976-B, Priority Mail Express International Shipping Label and Customs Form.** **Note:** For international mail, PS Form 2976-B is used only for Priority Mail Express International items. However, as noted in DMM 703.2.3, PS Form 2976-B is also used with Priority Mail Express items sent to APO/FPO/DPO destinations.

SENDER'S INFORMATION		ACCEPTANCE INFORMATION	
From: Sender's Last Name		First Name	MI
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/Fee (U.S. \$)
City		1. USPS Corporate Acct. No.	
State		Office of Origin	
ZIP Code™		Date (Month/Day/Year)	
Telephone/Fax Number or Email Address		Scheduled Delivery Date (Month/Day/Year)	
ADDRESSEE'S INFORMATION		DELIVERY INFORMATION	
To: Addressee's Last Name		Date (Month/Day/Year)	Time
First Name		Person	
MI		Signature	
Business Name (if applicable)		12. Sender's Customs Reference	
Address (Number, street, suite, apt., P.O. Box, etc.)		13. Importer's Reference	
Postal Code		14. License No.	
Province		15. Certificate No.	
Country (Full name, not abbreviation)		16. Invoice No.	
Telephone/Fax Number or Email Address		Mailing Office Date Stamp	
2. Check All That Apply:		10. TOTAL:	
<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		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.	
3. AES/ITN/Exemption		Signature	
4. Detailed Description of Contents (Enter one item per line)		Date (Month/Day/Year)	
5. QTY	6. Weight Lbs. & Ozs.	7. Value (U.S. \$)	8. HS Tariff No.
			9. Country of Origin
PS Form 2976-B, July 2013 PSN 7530-17-000-0377		1 - Customs Declaration	

- d. **PS Form 2976-R, USPS Customs Declaration and Dispatch Note.** This form is available only as a hard copy that customers use as a worksheet that they must present with their mail item at a USPS retail service counter. The retail associate enters the information into the retail system or Customs Form Online (see [123.742](#)), and then generates and prints the appropriate customs form to affix to the mail item. Customers cannot use PS Form 2976-R as a stand-alone customs form.

 **UNITED STATES POSTAL SERVICE®**

USPS®-USE ONLY: Place barcode label here.

USPS Customs Declaration and Dispatch Note

■ Print in English using blue or black ink.
■ Complete all **SHADED** fields before acceptance.
■ See the Privacy Notice on the reverse of Copy 4.

SENDER'S INFORMATION

Full Last Name | Full First Name | MI
Business Name (if applicable) | Sender's Telephone
Address-1
Address-2
City | State | ZIP Code*

ADDRESSEE'S INFORMATION

Full Last Name | Full First Name | MI
Business Name (if applicable) | Addressee's Telephone
Address-1
Address-2 | Postal Code
City | State/Province | Country

SHIPMENT INFORMATION

1. Category of Items (Check all that apply)
 Document Commercial Sample Merchandise Dangerous Goods
 Gift Returned Goods Humanitarian Donation Other

2. Detailed Description of Contents (Enter only one item per line)

3. Quantity

4. Net Weight (Ea)
Lbs. | Oz.

5. Value (Ea)
U.S. \$

6. Total

SHIPMENT INFORMATION (Continued) — BOXED AREA IS FOR USPS-USE ONLY

USPS Official Use | USPS Corporate Account | EMS Scheduled Delivery Date
Total Postage/Fees (U.S. \$) | Insured Value (U.S. \$) | Insured Fee (U.S. \$)

7. Sender's Email Address | 8. Addressee's Email Address
9. Exporter's Reference (if applicable and known) | 10. Exporter's Telephone (if applicable and known)
11. Importer's Reference (if applicable and known) | 12. Importer's Telephone (if applicable and known)
13. AESTITN (if applicable) | 14. AES Exemption — NOEEI \$ (Check one if applicable)
 \$ 30.99 \$ 30.37 (a) \$ 30.37 (b)
 \$ 30.37 (c) Other
15. License Number (if applicable) | 16. Certificate Number (if applicable) | 17. Invoice Number (if applicable)
18. Length (inches) | 19. Width (inches) | 20. Height (inches)
21. Restrictions (if applicable — check all that apply)
 Quarantine Sanitary/Phytosanitary Inspection
22. Nondelivery Instructions (check one)
 Return to Sender Treat as Abandoned
23. Sender's Signature and Date

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

For Business Mailers, for items in Block 2 (if the information is known)

24. HS Tariff Number | 25. Country of Origin

PS Form 2976-R, April 2016 PSN 7530-17-000-7992

IMPORTANT: This package may be opened officially.

3 - Post Office Copy

PS Form 2976-E, Customs Declaration Envelope — CP 91, is a plastic envelope that is used to carry and protect the PS Form 2976-A, PS Form 2976-B, and PS Form 2976-R customs form sets (see [123.75](#)). PS Form 2976-ES, *Small Customs Declaration Envelope*, is a small plastic envelope that is used to carry and protect the PS Form 2976-A, PS Form 2976-B, and PS Form 2976-R customs form sets used with Priority Mail International small Flat Rate Envelopes and Small Flat Rate Priced Boxes and other small parcels that require a customs form.



FOR USE ONLY BY OR FOR USPS® MAILING
Misuse may be a violation of federal law.

BARCODE APPEARS OVER THIS AREA



PS Form 2976-ES, April 2016
PSN 7530-17-000-7993

