New USPS Regulation

As of November 5, 2012, concerning all international packages: Customs forms must be filled out electronically online. To do this, go to https://cns.usps.com/go/ShippingInformationAction_input

Your page should look like the one above. Fill in your information, and the recipient’s information. You may estimate the weight at the bottom of the page. Anything over 4 pounds, however must go priority mail and you will not be given a choice on the next page. When you have entered all the necessary information, click “Next: Select a Service”
First Class International will be your cheapest rate. You will most often want to choose this option. Click the top right box that says “First Class International”
. Next you will be asked if you have a package or large envelope. Make your selection and click the blue button at the bottom of the page to proceed to the next page.
On this page you will list the contents of your package. I have chosen “Documents” from the first drop down menu. I said that my package contains historical documents. In the middle box, give a more detailed description, if you can. Give a value, quantity, and choose Country of Origin. After you have entered this information, click “Add Items”. You should now see the items listed below. If you have more items to add, do so and click add items again to add them to the list. Next choose an AES Exemption. If your package value is less than $2,500, choose the top option. You should now be able to proceed to the next page....
…where you can review and make sure you have all your information entered correctly. If you need to edit, there are little buttons under each section of information. If you choose an edit button, you will need to go back through all the pages again from that point on, but your information will still be there. You should not have to re-enter anything, just make any changes you need to and come back to this page, page by page. When everything looks good click the button that says “Print Customs Form”
Wait for your print command box to pop up. Please do not close out your browser until you have your printed form. (This is experience speaking) Something may happen and your document may not print. If you close out your browser you will have to re-enter all your information again.

After you have printed this form, sign and date it, lightly tape it to your package and send it over to us. We will determine the correct postage and send it on its way.

The customs form shown above is for first class international postage. If you needed to send your package Priority (If it is over 4 pounds or has a values greater than $400), your form will consist of 5 pages. Please send them all over to us, but you may keep the one that says customer copy. The post office needs all the other copies.

Congratulations, you did it! 😊

If you have questions or problems, give me a call and I will help any way I can.

Nancy Simpson – Mail Services Supervisor
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