

ALERT: USPS IS FOLLOWING STRATEGIES AND MEASURES RECOMMENDED BY THE CDC AND PUBLIC HEALTH DEPARTMENTS. [READ MORE](#)

Search or Track Packages



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Pay for and print shipping labels



Stamps & Supplies

Forever® Stamps: \$0.55
Postage Stamps \$8.00



Informed Delivery®

Digitally review your incoming mail.

Need just a Customs form, Start at USPS.COM

USPS Service Alerts

Despite the global health challenges we are facing, USPS remains committed to serving you. The safety of our customers and employees remains our top priority as we provide the essential service of delivering your mail every day. Get the latest updates on

ALERT: USPS IS FOLLOWING STRATEGIES AND MEASURES RECOMMENDED BY THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES TO REDUCE THE RISK OF SPREADING COVID-19.

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Select "International"



Print International Labels



Use our online scheduler to make a **passport appointment.**

Schedule Today

And then select "Completing Customs Forms"

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Global Express Guaranteed

Priority Mail Express International

Priority Mail International

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Sending International Shipments

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Pay for and print shipping labels.



Stamps & Supplies

Forever® Stamps: \$0.55

Postcard Stamps: \$0.35

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Digitally preview your incoming mail.

Search or Enter a Tracking Number



USPS Service Alerts

ALERT: USPS IS FOLLOWING STRATEGIES AND MEASURES RECOMMENDED BY THE CDC AND PUBLIC HEALTH DEPARTMENTS. [READ MORE](#)

Customs Forms

Filling Out Customs Forms Online

You usually need a customs form to ship overseas, even with APO, FPO, and DPO mail. The form you need depends on the USPS® mail service you're using and the total value of what you're sending. Use Click-N-Ship® to print both international postage and custom forms or use the [USPS Customs Forms tool](#) to just print forms.

Print Postage & Forms



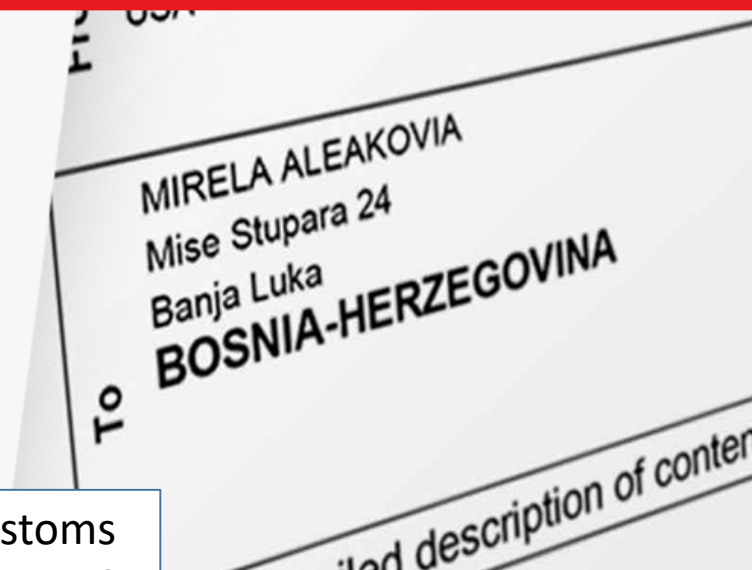
VERY important, select "USPS Customs Forms tool"! Selecting "Print Postage & Forms" will take you to Click-N-Ship, there you will have to pay online.

ALERT: As of March 13, 2020, USPS

About Completing Customs Forms

Do all shipments need a customs form?

You do not need a customs form if you're sending First-Class Mail International® that weighs under 16 ounces.



Customs Form

* indicates a required field

Sender Information

* First and Last Name and/or Company Name

* First Name

M.I.

* Last Name

Company

* Street Address

Apt / Suite / Other

* City

APO

* State

AE - Armed Forces Europe

* ZIP Code™

09114-0036

* Phone Number

Reference Number (if applicable)

You may enter up to 10 characters.

Email

richard.j.sturm.civ@mail.mil

Enter package details

The maximum combined length and girth for

Recipient Information

If you're shipping to an APO/FPO/DPO or a territory of the United States, please select "United States" in the destination dropdown.

* Select a Destination

UNITED STATES

* First and Last Name and/or Company Name

First Name

M.I.

Last Name

Company

* Address 1

Apt / Suite / Other

* City / APO / FPO / DPO

Westminster

* State

CO - COLORADO

* ZIP Code™

80030-5122

Email

Sender & recipient information.
You MUST use a stateside telephone number. If you do not have one, we recommend using your DSN

Apt / Suite / Other

* City

APO

* State

AE - Armed Forces Europe

* ZIP Code™

09114-0036

* Phone Number

Reference Number (if applicable) [i](#)

Email

richard.j.sturm.civ@mail.mil

* Address 1

Apt / Suite / Other

* City / APO / FPO / DPO

Westminster

* State

CO - COLORADO

* ZIP Code™

80030-5122

Email

Enter package details

The maximum combined length and girth for Priority Mail/Priority Mail Express is 108".

The maximum combined length and girth for USPS Retail Ground is 130".

This is the TOTAL weight of your parcel! Not individual item weight.

* Weight

4

lbs

01

oz

☐ This package has a dimension measuring over 12".

Please read our privacy policy

Regarding financial transaction issues, to a U.S. Postal Service addressee, 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); to domestic and international customs pursuant to federal law and agreements; and to other governmental entities with authority over such matters. For more information regarding our privacy policy, please visit [usps.com/privacy](#).

Next: Select a Service



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Customs Form

* indicates a required field

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Select a Service

Price based on shipping a 4 lb. 0 oz. package from ZIP Code™ 09114 to 80030

Delivery Time : Service standards to this location are not available at this time.

Prices for each service are shown, but payment will not be collected until you complete your shipment at the Post Office™.

Priority Mail Express®

Priority Mail®



Window Flat Rate Envelope

10" x 5"



Post Office Price: \$7.75

Priority Mail® Service (Non-flat Rate)

(Choose your own box)



Post Office Price: \$13.95

Flat Rate Envelope

12-1/2" x 9-1/2"



Post Office Price: \$7.75

Small Flat Rate Envelope

6" x 10"



Post Office Price: \$7.75

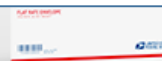
Gift Card Flat Rate Envelope

10" x 7"



Post Office Price: \$7.75

Legal Flat Rate Envelope



Post Office Price: \$8.05

Padded Flat Rate Envelope



Post Office Price: \$8.40

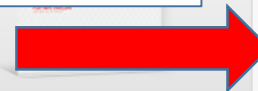
Large Flat Rate Box

23-11/16" x 11-3/4" x 3"
12 1/4" x 12 1/4" x 6"



Post Office Price: \$21.10

Select a service. We will use a Large Flat Rate box for this example





Post Office Price: \$7.75



Post Office Price: \$13.95



Post Office Price: \$7.75



Post Office Price: \$7.75

Gift Card Flat Rate Envelope
10" x 7"



Post Office Price: \$7.75

Legal Flat Rate Envelope
15" x 9-1/2"



Post Office Price: \$8.05

Padded Flat Rate Envelope
9-1/2" x 12-1/2"



Post Office Price: \$8.40

Large Flat Rate Box
23-11/16" x 11-3/4" x 3"
12 1/4" x 12 1/4" x 6"



Post Office Price: \$21.10

Medium Flat Rate Box
11" x 8-1/2" x 5-1/2"
13-5/8" x 11-7/8" x 3-3/8"



Post Office Price: \$15.05

Small Flat Rate Box
5-3/8" x 8-5/8" x 1-5/8"



Post Office Price: \$8.30

Select "Next" after you select
your choice of service



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[Next: Enter Customs Information](#)



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Customs Form

* indicates a required field

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If given the option, select a Non-delivery option. Not all options selected on the previous page will give you this option

Non-delivery options

* Non-delivery Option

Select One

Select One

Return to Sender

Treat as Abandoned

Redirect to a different address



Enter package information

Provide as much information as possible and any relevant information about the contents of your shipment.



* Contents

Note: If your mailing contains a dangerous good, including any item with a lithium battery, you must choose the Dangerous Goods option.

Select One

Contents Description

Comments

For commercial senders only.

Reference Number (if applicable)

License Number

Certificate Number

Invoice Number

Enter item information

Please provide information about item(s) you are shipping. Select "Add Item" to declare another item in your package.

Must add at least 1 item and up to 30 items.

* Detailed Description

For commercial senders only.

HS Tariff Number

Country of Origin

Customs Form

* indicates a required field

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Non-delivery options

* Non-delivery Option

[Return to Sender](#)

Destination

UNITED STATES

Enter general content information here

Enter package information

Provide as much information as possible and any relevant information about the contents of your shipment.



* Contents

Note: If your mailing contains a dangerous good, including any item with a lithium battery, you must choose the Dangerous Goods option.

[Gifts](#)

Contents Description ⓘ

German Coffee

Comments ⓘ

For commercial senders only.

Reference Number (if applicable) ⓘ

License Number ⓘ

Certificate Number ⓘ

Invoice Number ⓘ

Enter item information

Please provide information about item(s) you are shipping. Select "Add Item" to declare another item in your package.

⚠ Must add at least 1 item and up to 30 items.

* Detailed Description ⓘ

German Coffee

For commercial senders only.

HS Tariff Number ⓘ

Country of Origin ⓘ

GERMANY

Enter item information

Please provide information about item(s) you are shipping.
Select "Add Item" to declare another item in your package.

Here you will add specific item information. Note: The weight you enter will be multiplied by the item quantity. Here you cannot exceed the total weight you entered on the 5th page.

! Must add at least 1 item and up to 30 items.

* Detailed Description ⓘ

German Coffee

* Item Value

\$20.00

* Quantity

2

* Weight ⓘ

2

lbs

0

oz

For commercial senders only.

HS Tariff Number ⓘ

Country of Origin ⓘ

GERMANY

ADD ITEM(S)

Total package weight: 0 lbs. 0 oz.

Total weight: 4 lbs. 0 oz.

Then, click here to add the item to your customs form

Items You Have Added

There are currently no items added. You can add an item by filling in the form above.

Enter export information

International packages within certain categories, accepted by the Postal Service or any delivery company, must display an Internal Transaction Number, an AES Downtime Citation if unable to procure an ITN, or an AES Exemption. Please provide the following:

☐ Check if your shipment requires an Export License ⓘ

Choose an AES Exemption ⓘ

Choose the appropriate AES Exemption from the dropdown.

* AES Exemption ⓘ

Select One

Or

For additional exemptions call the U.S. Census Bureau at 1-800-549-0595, option #3, then enter the AES Exemption below

Back

Next: Review and Print

When you have added an item, this list will populate below

Enter item information

Please provide information about item(s) you are shipping.
Select "Add Item" to declare another item in your package.

⚠ Must add at least 1 item and up to 30 items.

* Detailed Description ⓘ

* Item Value

* Quantity

* Weight ⓘ

lbs

oz

For commercial senders only.

HS Tariff Number ⓘ

Country of Origin ⓘ

Select



ADD ITEM(S)

Total package weight: 4 lbs. 0 oz.

Total weight: 4 lbs. 0 oz.

Items You Have Added

ITEM #	DESCRIPTION	QUANTITY	VALUE	WEIGHT	HS TARIFF #	COUNTRY OF ORIGIN	ACTIONS
1	German Coffee	2	\$20.00	2 lbs. 0 oz.		GERMANY	Edit / Delete

Entries 1-1

Total Package Value: \$40.00

Total Package Weight: 4 lbs. 0 oz.

Enter export information

International packages within certain categories, accepted by the Postal Service or any delivery company, must display an Internal Transaction Number, an AES Downtime Citation if unable to procure an ITN, or an AES Exemption. Please provide the following:

☐ Check if your shipment requires an Export License ⓘ

Choose an AES Exemption ⓘ

Choose the appropriate AES Exemption from the dropdown.

* AES Exemption ⓘ

Select One



Or

For additional exemptions call the U.S. Census Bureau at 1-800-549-0595, option #3, then enter the AES Exemption below

Please provide information about item(s) you are shipping.
Select "Add Item" to declare another item in your package.

* Item Value


\$

* Quantity

* Weight 

lbs

oz

Country of Origin 

Select

ADD ITEM(S)

Total package weight: 4 lbs. 0 oz.

Total weight: 4 lbs. 0 oz.

Items You Have Added

ITEM #	DESCRIPTION	QUANTITY	VALUE	WEIGHT	HS TARIFF #	COUNTRY OF ORIGIN	ACTIONS
1	German Coffee	2	\$20.00	2 lbs. 0 oz.		GERMANY	Edit / Delete

Entries 1-1

Total Package Value: \$40.00

Total Package Weight: 4 lbs. 0 oz.


Enter export information

International packages within certain categories, accepted by the Postal Service or any delivery company, must display an Internal Transaction Number, an AES Downtime Citation if unable to procure an ITN, or an AES Exemption. Please provide the following:

☐ Check if your shipment requires an Export License 

Choose an AES Exemption 

Choose the appropriate AES Exemption from the dropdown.

* AES Exemption 

Select One

Select One

NOEEI 30.37(a): Package value is less than \$2500

NOEEI 30.37(h): Authorized gift or humanitarian donation

I have an export license eg: AES ITN
X20100630123456

You must select an AES Exemption

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[Next: Review and Print](#)

Customs Form

* indicates a required field

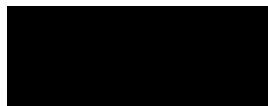
[Back to Customs Form® Home](#)

Form 2976-A Summary

Please confirm the information you have entered. If you would like to edit your information, then click the appropriate "Edit" link to make your changes. Otherwise, click on the "Print Customs Form" button to create your completed Customs Form.

[Customs Instructions](#)

Sender Information



[Edit](#)

Recipient Information



[Edit](#)

Non-Delivery Information

Non-delivery Option: Return to Sender

Package Information

Value: \$40.00

Weight: 4 lbs 0 oz

[Edit](#)

Service Information

Priority Mail®

Large Flat Rate Box

[Edit](#)

Customs Information

Form: 2976-A

Contents: Gifts

AES/ITN/Exemption: NOEEI
30.37(a)

[Edit](#)

Printer Options

This is a summary of your customs form. Click the "Edit" if you need to update or make corrections to any information

Non-Delivery Information

Non-delivery Option: Return to Sender

Package Information

Value: \$40.00

Weight: 4 lbs 0 oz

[Edit](#)

Service Information

Priority Mail®

Large Flat Rate Box

[Edit](#)

Customs Information

Form: 2976-A

Contents: Gifts

AES/ITN/Exemption: NOEEI
30.37(a)

[Edit](#)

Printer Options

☒ Standard (8.5" x 11")
2 pages per sheet

☐ Thermal Printer Compatible (4" x 6")
1 page per sheet

Items You Have Added [Restrictions and Prohibitions](#)

ITEM #	DESCRIPTION	QUANTITY	VALUE	WEIGHT	HS TARIFF #	COUNTRY OF ORIGIN	ACTIONS
1	German Coffee	2	\$20.00	2 lbs. 0 oz.		GERMANY	Edit

Entries 1-1

Total Package Value: **\$40.00**

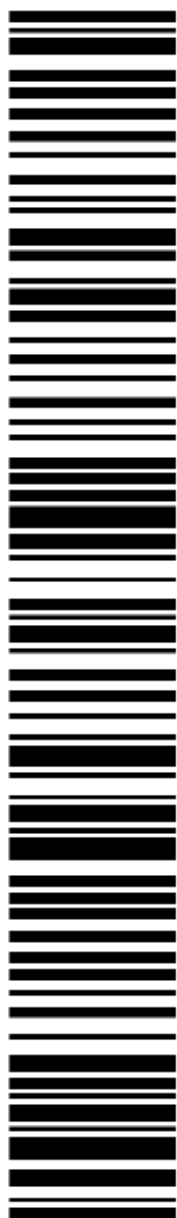
Total Package Weight: **4lbs. 0oz.**

[Back](#)

And here we go!



[Print Customs Forms](#)



9405 5036 9930 0306 5152 07

F
R
O
M

3144756646

MID: 699300

CP72-CUSTOMS DECLARATION

Origin Post:
US POSTAL SERVICEDate of Mailing:
04/02/2020

Importer's reference:

Importer's contact:

P

U.S. POSTAGE
REQUIRED

Detailed description of contents

Qty

Net Weight
(lbs.oz)Value
(US\$)HS Tariff
NumberOrigin
Country

Insured Value: \$

0.00

German Coffee

2

2

0

40.00

DE

SDR Value: \$

0.00

Insured Fee: \$

0.00

Postal charges/
Fees: \$

21.10

Category of items: GIFT

TOTAL

40.00

Exporter's reference:

Exporter's contact:

Total D

H:

AES ITN/Exemption

30.37a

Inv

Certificate No(s)

I certify the particulars given in this customs declaration are correct. This form 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

RICAHRD STURM

04/02/2020

Return to Sender Instructions in case of nondelivery:
Return to Sender

4.0 lb.

T
O

Customs Form

* indicates a required field

[Back to Customs Form® Home](#)

Thank you for choosing the United States Postal Service®.

To ship this package and pay postage, please take the package and printed customs form to a Post Office™ Retail Associate.

[Find USPS®](#)

In the future, consider using Click-N-Ship® to create customs forms and purchase postage online for international destinations, APO/FPO/DPO destinations, and U.S. possessions, territories and Freely Associated States.

[Click-N-Ship®](#)

NOTE: You will receive a new label number if you edit your customs form. Please be sure to use this new label number when tracking your package.

That's all there is to it folks. But, as always, feel free to contact us should you encounter any issues

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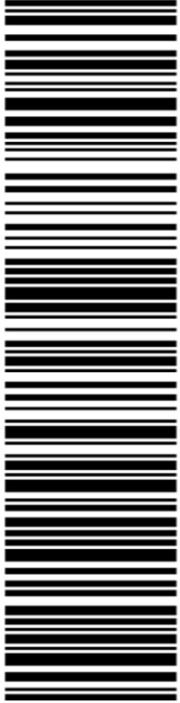



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For APO to APO follow the instructions below.

1. Create a customs form as you would if you were mailing it stateside
2. When you get to the page where you select “Type of Service” select Priority Non Flat Rate
3. Complete the rest of the Customs form as normal
4. Print out the customs form
5. Before you tape the form to your parcel, Blacken out the “P” in the upper right corner of the Customs form

 9405 5036 9930 0304 7512 87	FROM	5555555555 MID: 699300		CP72-CUSTOMS DECLARATION					
		JANE DOE CMR 445 BOX 111111 APO AE 09046		Origin Post: US POSTAL SERVICE Date of Mailing: 04/01/2020					
				Importer's reference:					
				Importer's contact:					
	Detailed description of contents		Qty	Net Weight (lbs.-oz)		Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
	Books		1	5 0		5.00		US	0.00
									SDR Value: \$ 0.00
									Insured Fee: \$ 0.00
									Postal charges/Fees: \$ 10.20
	Category of items: GIFT		TOTAL	5 0		5.00	I certify the particulars given in this customs declaration are correct. This form 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.		
Exporter's reference:		Exporter's contact: 5555555555		Total Dimensions: L: W: H:					
AES ITN/Exemption 30.37a		Invoice/License Certificate No(s)							
		 5.0 lb.							
TO	JOHN DOE CMR 480 BOX 22222 APO AE 09128					Overseas Military/Diplomatic Mail			
PS Form 2976-A (March 2015) Customs Forms Online Do not duplicate this form without USPS approval. This item may be opened officially.									