

# SOP – Shipping Internationally - USPS

## Address package as normal in the US:

From: Sender's Info To: Jose Gonzalez  
Carrera 16, Calles 53 & 54, 53-39,  
Barquisimeto, Lara 3001, Venezuela

## Instructions:

### 1. Pick up Form - USPS Customs Declaration and Dispatch Note

**UNITED STATES POSTAL SERVICE®**

**USPS Customs Declaration and Dispatch Note**

**INSTRUCTIONS FOR COMPLETING THIS FORM** (Remove this page before completing this form.)

Print this form in English using blue or black ink, pressing firmly so all information transfers to all copies. Complete the declaration fully and legibly; otherwise, the Postal Service™ may determine the package to be unmailable. A false or misleading declaration may lead to a fine or seizure of the item and additional penalties. You may add a translation of the contents in a language accepted in the destination country.

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](http://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](http://www.upu.int/customs/en/country_list_en.pdf).

**Sender Information and Addressee Information** sections: In the blocks provided, enter both the sender's and addressee's full first and last name (and middle initial, if known) and address. Incomplete names (e.g., initials) are not acceptable. If you are shipping to an APO/FPO/DPO or a territory of the United States, write "United States" in the country box. Incomplete address entries may result in delayed handling by Customs and/or the delivery office. If known, provide the telephone number of the sender and addressee, as such information will facilitate customs clearance and delivery.

**Block 1:** Check all applicable boxes specifying the category of the item(s). If the international shipment contains dangerous goods that are approved for mailing, check the box for "Dangerous Goods." Publication 52, *Hazardous, Restricted, and Perishable Mail* (chapter 6), and in *Mailing Standards of the United States Postal Service*, International Mail Manual (IMM) Part 135. (The IMM is available online at <http://pe.usps.com>.)

**Block 2:** Enter a detailed description of each item — e.g., "men's cotton shirts." General descriptions — e.g., "samples," "food products," or "toiletries" — are not acceptable. If there is insufficient space on the form to list all items, use additional forms as needed.

**Blocks 3-5:** Enter the quantity, net weight (in pounds and ounces), and value (in U.S. dollars) of each item.

**Block 6:** Enter the total net weight, and enter the total value in U.S. dollars.

**Blocks 7-8:** If known, provide the email address of the sender and addressee, as such information will facilitate customs clearance and delivery.

**Blocks 9-12:** Enter, if known and applicable, the Exporter's and Importer's Reference and Telephone Number. (The references might be a tax code, invoice number, or VAT number used for sales tax.)

**Block 13-14:** The mailer must complete either Block 13 or 14 before the Postal Service will accept a package for mailing. Except for shipments to APO/FPO/DPO addresses, enter an Automated Export System (AES) Internal Transaction Number (ITN) or an AES Downtime Citation in Block 13, if applicable. This standard may also apply when mailing items to, from, and between U.S. territories, possessions, and Freely Associated States — see DMM 608.2.5. In general, mailpieces containing any type of goods (per Schedule B Export Codes at [www.census.gov/foreign-trade/schedules/b/](http://www.census.gov/foreign-trade/schedules/b/)) valued at more than \$2,500, or requiring an export license under U.S. law, must have an ITN issued by the U.S. Census Bureau or an AES Downtime Citation, subject to certain exceptions. Mailpieces that are exempt from filing must have an AES Exemption — in such a case, complete Block 14 by checking one of the applicable codes or writing in the applicable code. Regardless of exemptions, all mailpieces must have an ITN or AES Downtime Citation if they are destined to certain countries on which the U.S. has a comprehensive embargo. To obtain an ITN and file electronically

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

IMPORTANT: This package may be opened officially.

Instructions (page 1 of 2)

### 2. Fill out the next page:

Sender's Information

Addressee's Information

Shipment Information

**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.

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

USPS Office 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. AES ITN (if applicable) 14. AES Exemption — NOEE (Check one if applicable)  
☐ 30.36 ☐ 30.37 (a) ☐ 30.37 (b)  
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) 22. Nondelivery Instructions (Check one)  
☐ Quarantine ☐ Return to Sender  
☐ Sanitary/Phytosanitary Inspection ☐ 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 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

1. Category of item (check one that applies)  
☐ Documentary Commercial Sample ☐ Merchandise ☐ Dangerous Goods  
☐ Gift ☐ Returned Goods ☐ Humanitarian Donation ☐ Other

2. Description of Contents (one item per line)

3. Quantity 4. Net Weight (Ea) 5. Value (Ea)  
Lbs. Oz. U.S. \$

6. Total

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1 - Customs Declaration

Sender email address. – Take to the counter, the Clerk will take care of the rest!