

USPS CUSTOM FORM INSTRUCTION

- Step 1. www.usps.com
- Step 2. Hover mouse over **International**
- Step 3. Select **Print Customs Form**
- Step 4. Click **Create a Customs Form**
- Step 5. Select either **U.S. Territory or United States**.
- If you are shipping internationally, please come to the counter with your address information ready.
- Step 6. Select No if it is **NOT** a document
- Step 7. Enter **Sender Zip Code** followed by **Recipient Zip Code**
- Step 8. If there are **No Lithium Batteries, Perfume, Alcohol, Perishables, or Hazardous Materials**, Select **Continue**
- Step 9. **DO NOT** PUT WEIGHT OR DIMENSIONS
- Step 10. **Do NOT** select a shipping method. **Press Continue**. Your shipping service will be selected at the counter.
- Step 11. Enter **Sender Information** (Must have a **PSC Box or Unit Address on island**)
- Phone Number - Please exclude the area code and leave out the first digit of the phone number.No dashes.
- Step 12. Enter **Recipient Information**
- If sending a Return, please put the "Company Name" in the First and Last Name block. Step 13. Choose a Non-Delivery option
- Step 14. Select a Package Contents option
- Step 15. Select **NO** to commercial sender
- Step 16. Describe items in **detail** (**Do Not put 'Gifts', 'Toys', 'Food', 'Snacks', 'Clothes', etc.**)
- Click the **Add+** to add item and/or to close out item list
- Step 17. Confirm it is **NOEEI 30.37(a): Each type in the shipment is less than \$2500**.
- Step 18. After reviewing your customs information, please scroll down and select **Label Printer Compatible (4" x 6")** before selecting **Print Military Receipt**
- Step 19. At this point you can change the label dimensions to **4" x 6"** and then select **Print**
- Or **Take a picture of the barcode** to show the clerk
- Or **Email Customs Form Receipt** to your phone