

PirateShip.com  
QR Code



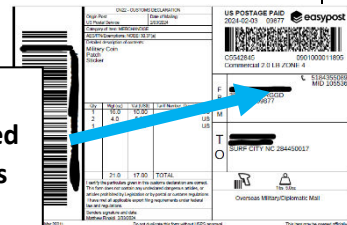
- Step 11: Ensure item origin is USA
- **Make sure total weight of items = total weight of the box previously entered in dimension section.**
  - **Estimate weight will suffice.**
- Step 12: After adding all items, select “**Get Rates**”
- Step 13: “**Choose Service**”
  - “**Priority Mail**” “**Ground Advantage**” “**Express**” are your options.
- Step 14: Buy label.
- Step 15: Enter payment method.
  - If payment method does not get accepted, contact **PirateShip** support and they will fix the issue on their end. Once rectified, the payment should be accepted.

You can use your phone or computer at home to create a label! Please print and **bring the label and package to the Post Office!** The library or USO has printer access!

**\*PLEASE NOTE\***

- If you do not have the correct dimensions or weight on the package, Pirate Ship may charge additional fees or reimburse your account later.
- If you make a mistake or print on the incorrect type of label you must request a refund with Pirate Ship!
- **YOU MUST HAVE AN ADDRESS ON ISLAND TO SHIP OUT PARCELS**

The label **MUST** look like this to be accepted unless it only contains documents!





# HOW-TO-GUIDE

## On Pirate Ship (Pirateship.Com)

Kadena Post Office does not own or have rights to PirateShip.com

### SHORT ON TIME?

From the convenience of your personal phone or home computer, you can access Pirate Ship to create your shipping labels. Print and **bring your label and package to the Post Office**

**DO NOT** use Pirate Ship for **APO to APO**. Bring the package into the Post Office and we will process it.

**Choose USPS only! We cannot accept any other courier labels.**

- Step 1: **Create a free account.**
- Step 2: Click **“Create your first label.”**
- Step 3: Enter **“To”** address.
- Step 4: Enter your **PSC** mailing address for **“Send From”** address **\*REQUIRED TO PRINT ON A CUSTOMS FORM**
- Step 5: Select **“Type of Packaging”**
  - **Ex: “Priority Box”** select what type of Priority box or envelope you are using
  - **Ex: “Box or Rigid box”** or **“Envelope”** if you are using your own box
    - If you are using your own box, enter the dimensions and weight. Scales are available at the Post Office.
- Step 6: Enter the total package weight.
- Step 7: Select an extra service if applicable.
- Step 8: Ensure **“Hazardous Materials”** is **NOT** selected.
  - Overseas Military Post Offices **CANNOT** ship **batteries, cologne/perfume, alcohol, or tobacco products of any kind.**

**NOTE:** Anything that is **RECHARGEABLE** contains lithium batteries and are prohibited for shipment.

- Step 9: Select **“Customs Form” \*REQUIRED\***
  - For **“Package Content Type”** Select Gift
- Step 10: **“Customs Line Item #1”** Enter each item inside the package. Select **“Add Line Item”** to input additional items.
  - For item description, **BE SPECIFIC!** If description is too vague, we can **NOT** accept your parcel and you will be required to re-accomplish the customs form.

“Toy”→**“Race car toy no batteries”**

“Gift”→**“Canvas Picture”**

“Household goods” → **“Ceramic Vase”**

“Miscellaneous” → **“Pens/Pencils”**