

# ***18th WING***

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*Integrity - Service - Excellence*

## **USPS Custom Forms FOR RETURNS**





# Step 1

English Locations Support Informed Delivery Register / Sign

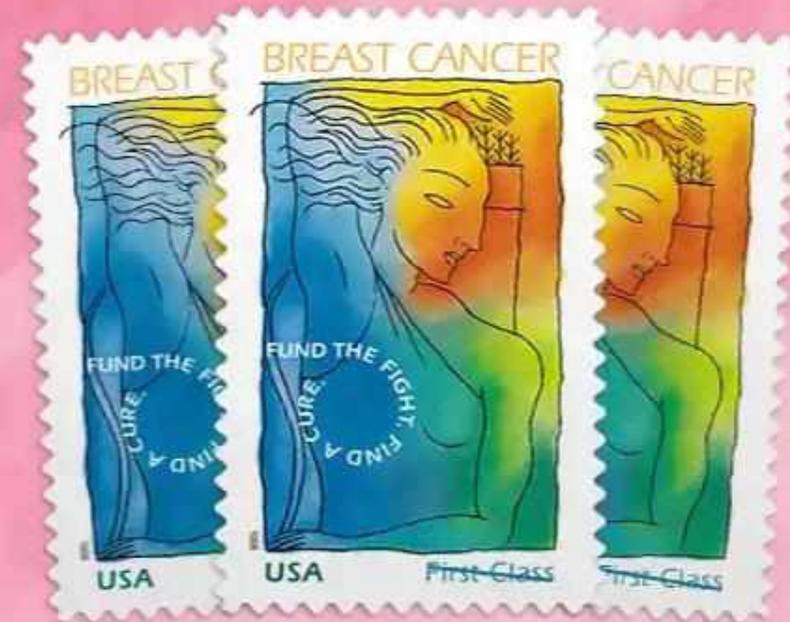
Send Receive Shop Business International Help

- [www.usps.com](http://www.usps.com)
- Please Ensure Parcel Is Less Than 70lbs.

## Help Fund the Fight

Purchase the Breast Cancer Research semipostal stamp and help fund research to find a cure for breast cancer.

Buy Now





# Step 2

- Hover Mouse Over International

The screenshot shows the USPS website navigation menu. The 'International' tab is highlighted with a red border. A callout box on the left contains the instruction 'Hover Mouse Over International' with an arrow pointing to the 'International' tab. Below the navigation menu, the 'Learn About' section is visible, containing links for 'International Sending', 'Military & Diplomatic Mail', and 'Sending Money Abroad'. The 'International Sending' section includes links for 'How to Send a Letter Internationally', 'How to Send a Package Internationally', 'International Shipping Restrictions', 'Shipping Internationally Online', and 'International Insurance & Extra Services'. The 'Comparing International Shipping Services' section includes links for 'Global Express Guaranteed', 'Priority Mail Express International', 'Priority Mail International', 'First-Class Package International Service', and 'First-Class Mail International'. The 'Filing an International Claim' and 'Requesting an International Refund' sections are also visible.



# Step 3

- Click Print Customs Form

 Calculate International Prices

 Print International Labels

 **Print Customs Forms**

Use our online scheduler to make a

Shop

Business

International

Help

## Learn About

### International Sending

How to Send a Letter Internationally

How to Send a Package Internationally

International Shipping Restrictions

Shipping Internationally Online

International Insurance & Extra Services

Completing Customs Forms

Military & Diplomatic Mail

Sending Money Abroad

### Comparing International Shipping Services

Global Express Guaranteed

Priority Mail Express International

Priority Mail International

First-Class Package International Service

First-Class Mail International

Filing an International Claim

Requesting an International Refund



# Step 4

- Scroll Down Click Create a Customs Form

## Total Package weight

The total weight of your package so we can provide you with accurate pricing.



## Value of Each Item in Package

The value (in US \$) of each individual item in your package to calculate total value and populate the appropriate customs form.

Create a Customs Form

## Package Dimensions (optional)

If you know the measurements of your package (length, width, height), we can provide you with lowest cost and fastest delivery shipping recommendations.



## Sender & Recipient Address

Your full name and address along with the full name and address for the person or business to whom the shipment will be sent.



# Step 5

- Select The Radio United States Button.

Military and Diplomatic  
(APO, FPO, DPO)

U.S. Territories and Freely Associated States  
(American Samoa, Federated States of Micronesia, Guam, North Mariana Islands, Puerto Rico, Republic of Palau and U.S. Virgin Islands)

United States  
(For shipments coming from the U.S. Military or U.S. Territories to the 50 United States)

Back



# Step 6

- Select No and Continue

Step 2 / 14

## Customs Form

\* indicates a required field

**Are you shipping only documents that weigh under a pound using Priority Mail, First Class, or Retail Ground?**

\*Please indicate if you are shipping only documents that weigh under a pound using Priority Mail, First Class, or Retail Ground.

Yes

No

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Continue



# Step 7

- Input Desired Zip Codes
- Please Note:
- If TDY or Deployed Less Than 6 Months Please See Clerks.

\*Sender ZIP Code™

96367

Back

Enter Recipient ZIP Code™

Please enter the recipient ZIP Code™.

\*Recipient ZIP Code™

e.g. 00939



# Step 8

- Acknowledge Below and Continue

## Domestically Prohibited Items and Restrictions

### Prohibitions: United States

These items may not be sent to the United States.

### Restrictions: United States

These restrictions apply when shipping to the United States.

It's important that you avoid these items to ensure fast, safe and legal shipments and avoid delays in customs offices.

- Air Bags
- Ammunition
- Explosives
- Gasoline
- Marijuana (medical or otherwise)

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Continue



# Step 9

- Input Weight, Dimensions, and Continue
- *For Home Use, Weight Can Be An Estimated Weight As The Parcel Weight Will Be Verified At The Clerk Counter.*
- **Do Not Use Priority Boxes For Returns as You Will Have to Pay**

The maximum package weight permitted by USPS is 70 lbs.

Package Weight

 lbs oz

If you know your package dimensions, please tell us so we can provide shipping recommendations for lowest price and fastest delivery.

Length

 in

Width

 in

Height

 in

Back

Continue



# Step 10

- Select (*Choose Your Own Box*). Be Sure to Measure Out The Dimensions

Package Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail® (1) (Choose your own box)		\$19.50
<input type="radio"/> Priority Mail® (1) Large Flat Rate Box 23-11/16" x 11-3/4" x 3" 12-1/4" x 12-1/4" x 6"		\$22.45
<input type="radio"/> Priority Mail® (1) APO/FPO Large Flat Rate Box 12" x 12" x 5-1/2"		\$22.45
<input type="radio"/> Priority Mail® (1) Medium Flat Rate Box 11" x 8-1/2" x 5-1/2" 13-5/8" x 11-7/8" x 3-3/8"		\$17.05
<input type="radio"/> Priority Mail® (1) Small Flat Rate Box 5-3/8" x 8-5/8" x 1-5/8"		\$10.40
<input type="radio"/> Priority Mail® (1) Flat Rate Envelope 12-1/2" x 9-1/2"		\$9.90
<input type="radio"/> Priority Mail® (1) Legal Flat Rate Envelope 15" x 9-1/2"		\$18.20
<input type="radio"/> Priority Mail® (1) Padded Flat Rate Envelope 9-1/2" x 12-1/2"		\$10.60
<input type="radio"/> Priority Mail® (1) Gift Card Flat Rate Envelope 10" x 7"		\$9.90
<input type="radio"/> Priority Mail® (1) Small Flat Rate Envelope 6" x 10"		\$9.90
<input type="radio"/> Priority Mail® (1) Window Flat Rate Envelope 10" x 5"		\$9.90

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# Step 11

Input ex. PSC 80 BOX  
(Your Box Number)

Select AP – American  
Forces Pacific

Sender Information

\*First Name  MI.

\*Last Name

Company (Only required if first and last name are not provided)

\*Street Address

Apt/Suite/Other

\*City

\*State  \*ZIP Code™

Select One  96367

Phone Number

Reference Number (if applicable) (1)  
You may enter up to 10 characters.

Input ex. APO, FPO For  
City

## TIP:

- Input Your Phone Number No Dashes
- For Japanese Numbers Leave Out +81 and the First 0 in the Number



# Step 12

## Input Desired Recipient Information

### For All Returns:

- Put Company Name In First and Last Name Fields
- Nothing Goes In Company Field
- Depicted On The Right, Is An Example Of An Amazon Return Label And How It Should Read In USPS Site.
- \*\*\* Please Note Amazon Uses Different Addresses. Verify The Address Provided On The Label Is Being Used For This Screen.

**Recipient Information**

Destination: UNITED STATES

\*First Name  M.I.

\*Last Name

Company (Only required if first and last name are not provided)

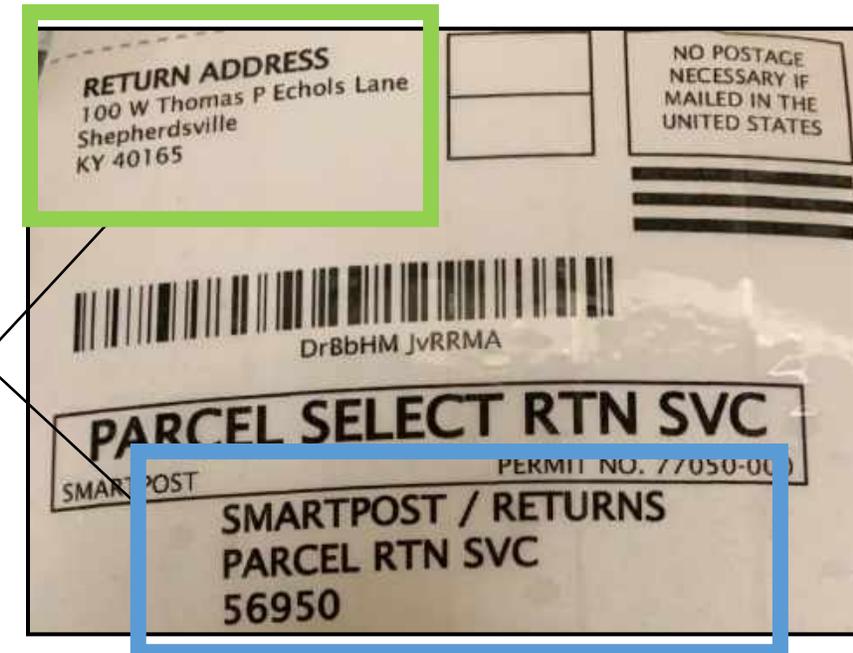
Ship to PO Box

\*Address 1

Address 2

\*City

\*State  \*ZIP Code™





# Step 13

Select Return To Sender

USPS.COM Quick Tools Send Receive Shop Business International Help

Step 6 / 14

### Customs Form

What should we do if your package cannot be delivered to the recipient?

\*Non-delivery Option:

Return to Sender

Treat as Abandoned

Back Continue



# Step 14

Select Returned Goods

No Additional Comment  
Necessary Unless Selecting  
Other

Step 9/14

### Customs Form

\* indicates a required field

What category is the contents of your package?

\*Package Contents:

- Documents
- Gifts
- Merchandise
- Returned Goods
- Humanitarian Donation
- Commercial Sample
- Dangerous Goods  
(Select this option if you are shipping lithium batteries)
- Other

Additional Comments

max 125 characters



# Step 15

Select No Then  
Continue

Are you a commercial sender?

Yes

No

Select yes if your package contents require an HS Tariff, certificate, license, or invoice number.

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Continue



# Step 16

Input Description (***Be Specific***), Quantity, Value, and Weight.

\*\*\*NOTE: Quantity Will Multiply Value. Therefore, Divide The Value and Weight By Each Item.

## Add items to your package.

Must add at least one item with a maximum of 30.

Please note, the sum of all item weight entered will be validated against the total package weight, and must be less than or equal to that amount in pounds and ounces.

Item #	* Description	* Qty	* Value	* Weight
1	<input type="text" value="CoCo's Kurry Packet"/>	<input type="text" value="1"/>	<input type="text" value="\$ 10"/>	<input type="text" value="1 lbs 0 oz"/>
			Total Items Value ⓘ \$10	Total Items Weight ⓘ 1 lbs. 0 oz.
				Total Package Weight 1 lbs. 0 oz.

ⓘ You have met the maximum for Total Package Weight. If you would like to add another item, you must edit or remove an item.

[Prohibitions and Shipping Restrictions](#)

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Continue



# Step 17

Select Continue Unless  
Item Is Valued More  
than \$2500.

Please confirm export information for your package.

An AES Exemption has been pre-selected for you based on your package information.

If you agree with the pre-selected option, please continue. To change the selection, choose a different option from the dropdown.

AES Export Options: ⓘ

NOEE 30.37(a): Each type of goods in the shipment is less than \$2500

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# Step 18

- Double Check The Sender and Recipient Addresses Are Correct
- Leave Print Option As Standard
- Select Print Custom Form

- A PDF Will Appear In The Upper Right Hand Conner Of The Screen
- Select The Top PDF
- Print

**Customs Form**

Customs Form 2976A-Summary

Please confirm the information you have entered. To edit your information, click the appropriate 'Edit' link to make changes. Then click on the 'Print Customs Form' button to create your completed Customs Form.

<b>Package Details</b> Package weight: 1 lb. Package value: \$10 <a href="#">Edit</a>	<b>Shipping &amp; Pricing</b> Priority Mail® (Choose your own box) \$10.85 <a href="#">Edit</a>	<b>Sender Address</b> [Redacted] <a href="#">Edit</a>	<b>Recipient Address</b> [Redacted] <a href="#">Edit</a>
<b>Non-delivery Option</b> Return to Sender <a href="#">Edit</a>	<b>Package Contents</b> Gifts <a href="#">Edit</a>	<b>Export Information</b> AES Exemption: NOEEI 30.37(a) <a href="#">Edit</a>	

**Items in Your Package** [Edit](#)

Item #	Description	Qty	Value	Weight
1	CoCos Kuryr Packet	1	\$10	1 lbs. 0 oz.
			Total Value ⓘ	Total Items Weight ⓘ
			\$10	1 lbs. 0 oz.
			Total Package Value	Total Package Weight
			\$	1 lbs. 0 oz.

**Print Options**

- Standard (8.5" X 11")  
2 page sheet
- Label Printer Compatible (4" X 6")  
1 page sheet

[Back](#) [Print Customs Form](#)

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