

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