International USPS Customs Form Online:

1. Go to USPS.com

2. Scroll to the bottom of the page and click on 'Ship Internationally'.

3. Click on 'Complete Customs Forms' on the left side of the page.
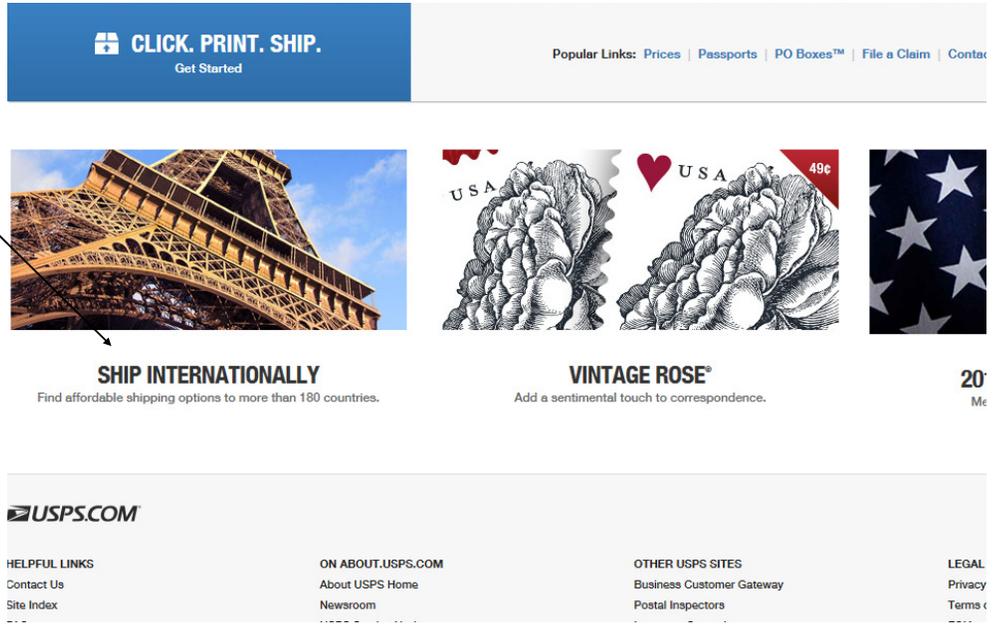
4. At the bottom of the page click on 'Create Forms'.

5. Fill out all required information. You will need the weight of your package, you can send the package over to the mailroom for the weight then send the form when it is complete.

6. Click 'Next: Select a Service'.

7. Click 'First Class Mail International'.

8. Click 'First Class Package International Service'.

9. Click 'Next: International Customs Information' and enter all the information. Choose AES Exemption. Always select NOEEI 30.37 (a).

10. Click 'Next: Review and Print'.

11. Print off the form and SIGN it!! Send over to the mailroom with the customs forms. Call us at ext 3350 with any questions!