

# ***18th WING***

---

*Integrity - Service - Excellence*

## Visual How To Make USPS Custom Form For MPS



UNCLASSIFIED


 9405 5016 9933 0003 6400 69

FROM	U.S. POSTAGE U.S. POSTAL SERVICE 11/09/2022		<b>P</b> U.S. POSTAGE REQUIRED
	CP73-CUSTOMS DECLARATION Single Piece Total of Pieces: 11/09/2022		
Detailed description of contents [Redacted]		Qty: 1 Net Weight (lb.oz): 1 Value (USD): 20.00	HS Tariff Number: Origin Country: Weight Category: Parcel Weight (lb.oz): 10.30
Category of Item: RETURNED GOODS Exporter's name: [Redacted] Exporter's address: [Redacted] Total number of pieces: 1		TOTAL: 1, 1, 20.00	Verify the preferences given in this customs declaration are correct. This form does not contain any prohibited dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have read all applicable export and import restrictions under Federal law and regulations. Sender's Signature and Date: [Redacted] 11/09/2022
TO [Redacted]		Return to Sender instructions in case of undeliverable: Return to Sender	

**DO NOT USE  
 PRIORITY  
 BOXES FOR  
 MPS  
 OTHERWISE  
 WILL REQUIRE  
 PAYMENT**

**Correct Form**

**All Packages Require The  
 Correct Custom Form  
*Excluding Documents***

# Step 1



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

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

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

Use our online scheduler to make a



Calculate International Prices



Print International Labels



Print Customs Forms





# Step 3

- Click Print Customs Form

The screenshot shows the USPS website's navigation menu with tabs for Shop, Business, International, and Help. The International tab is active, displaying a 'Learn About' section with various links. A red box highlights the 'Print Customs Forms' link, and a black arrow points from a text box above to this link.

**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**

**Calculate International Prices**

**Print International Labels**

**Print Customs Forms**

**Use our online scheduler to make a**

# 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.

## 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.



## 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.



## 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.

**Create a Customs Form**

# Step 5

- Select The Radio Button For Military and Diplomatic

Step 1 / 14

## Customs Form

[FAQs >](#)

\* indicates a required field

### Where are you shipping to?

\*Please select a destination:

Canada

All Other International Countries

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](#)

[Continue](#)

# 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

Back

Continue



# Step 7

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

\*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)

Back

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.*

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
- Continue

Package Type	Scheduled Delivery	Price
<input checked="" type="radio"/> Priority Mail® ⓘ (Choose your own box)		\$19.50
<input type="radio"/> Priority Mail® ⓘ 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® ⓘ APO/FPO Large Flat Rate Box 12" x 12" x 5-1/2"		\$22.45
<input type="radio"/> Priority Mail® ⓘ 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® ⓘ Small Flat Rate Box 5-3/8" x 8-5/8" x 1-5/8"		\$10.40
<input type="radio"/> Priority Mail® ⓘ Flat Rate Envelope 12-1/2" x 9-1/2"		\$9.90
<input type="radio"/> Priority Mail® ⓘ Legal Flat Rate Envelope 15" x 9-1/2"		\$10.20
<input type="radio"/> Priority Mail® ⓘ Padded Flat Rate Envelope 9-1/2" x 12-1/2"		\$10.60
<input type="radio"/> Priority Mail® ⓘ Gift Card Flat Rate Envelope 10" x 7"		\$9.90
<input type="radio"/> Priority Mail® ⓘ Small Flat Rate Envelope 6" x 10"		\$9.90
<input type="radio"/> Priority Mail® ⓘ Window Flat Rate Envelope 10" x 5"		\$9.90

# Step 11

- Input ex. PSC 80 BOX (Your Box Number)
- **IF DEPLOYED, TDY, OR NAVY, A U.S. ADDRESS CANNOT BE USED TO SEND OUT A PARCEL FROM ANY BASE ON OKINAWA. PLEASE OBTAIN AND USE YOUR DEPLOYED UNIT ADDRESS**

Sender Information

\*First Name  M.I.

\*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

Email

Reference Number (if applicable) ⓘ

You may enter up to 10 characters

- Input ex. APO, FPO For City
- **Postage Is Required If The APO, FPO Destination Is In U.S. or U.S. Territory ex. Alaska, Hawaii, Guam**

Select AP – American Forces Pacific

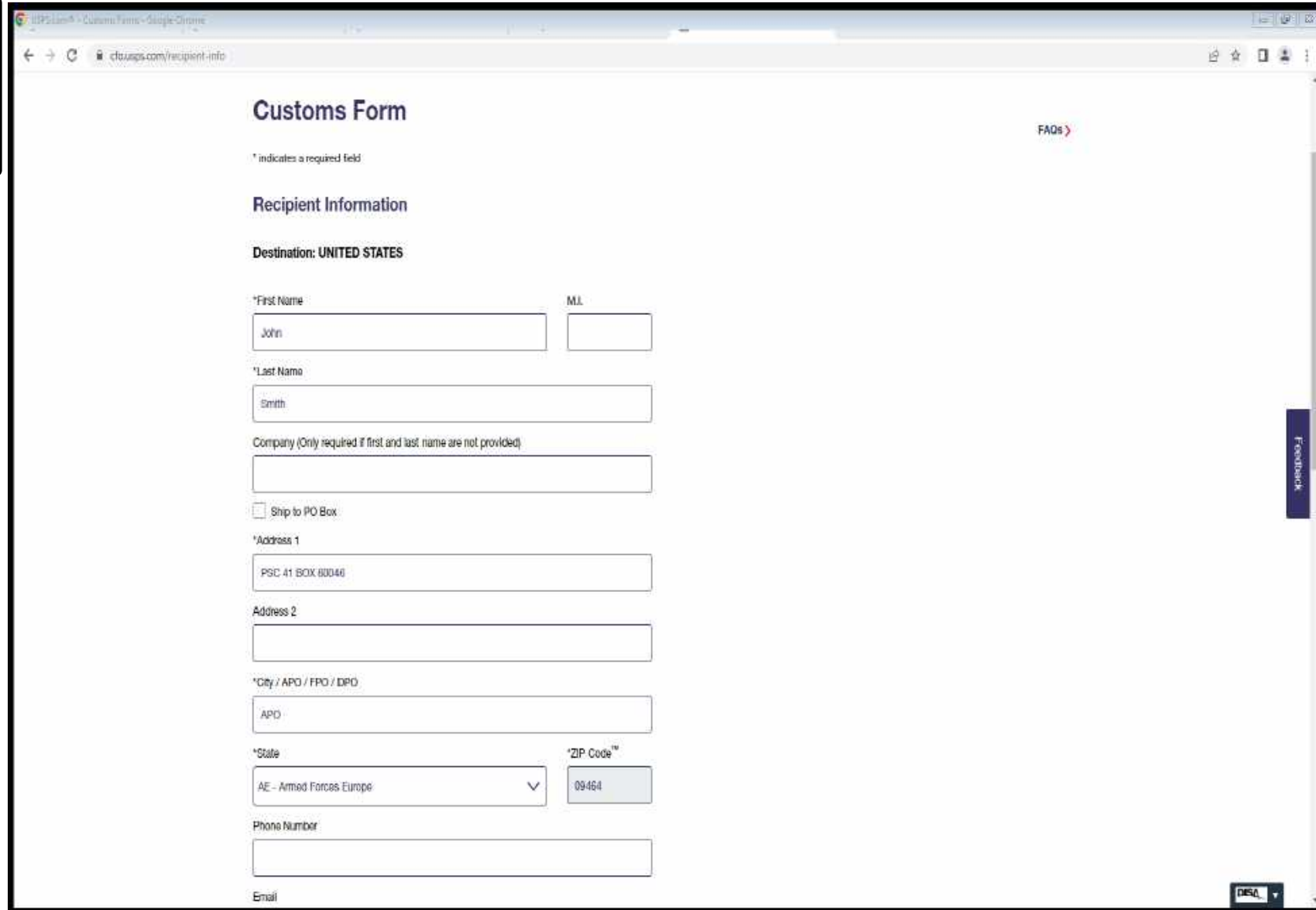
## TIP:

- 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



The screenshot shows a web browser window with the URL [ctb.usps.com/recipient-info](https://ctb.usps.com/recipient-info). The page title is "Customs Form" and there is a "FAQs" link in the top right. A note states "\* indicates a required field". The form is titled "Recipient Information" and shows the destination as "UNITED STATES".

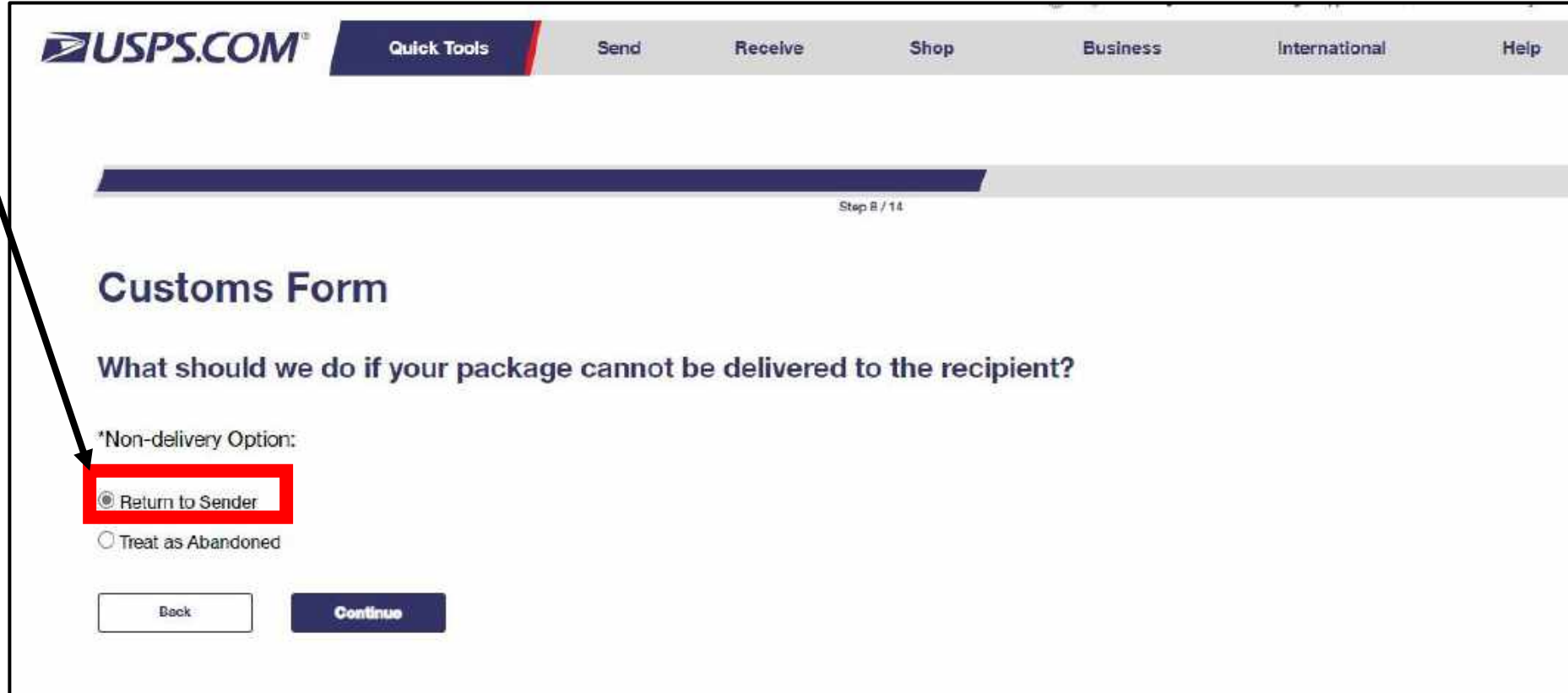
Fields and values shown:

- \*First Name: John
- M.I.: (empty)
- \*Last Name: Smith
- Company (Only required if first and last name are not provided): (empty)
- Ship to PO Box: (unchecked)
- \*Address 1: PSC 41 BOX 80046
- Address 2: (empty)
- \*City / APO / FPO / DPO: APO
- \*State: AE - Armed Forces Europe
- \*ZIP Code™: 09464
- Phone Number: (empty)
- Email: (empty)

A "Feedback" button is visible on the right side of the page.

# Step 13

Select Return To Sender



USPS.COM Quick Tools Send Receive Shop Business International Help

Step 8 / 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 Indented Category Ex.  
Gifts Then Continue

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

Back

Continue

No Additional Comment Necessary  
Unless Selecting Other

# 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.

Back

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](#)

Back

Continue



# PRO TIP

Item #	* Description	* Qty	* Value	* Weight		
1	CoCo's Kurry Packet	5	\$	1	oz	Edit  Remove
2	<input type="text" value="Packs of Kit Kats"/>	<input type="text" value="5"/>	<input type="text" value="\$"/>	<input type="text" value="0"/> lbs	<input type="text" value="1"/> oz	<input checked="" type="checkbox"/> +Add  Remove
3	Packets of Pokemon Cards	5	\$	1	oz	Edit  Remove
4	Family Mart Cookies	5	\$	1	oz	Edit  Remove
5	<input type="text"/>	<input type="text"/>	<input type="text" value="\$"/>	<input type="text" value="0"/> lbs	<input type="text" value="0"/> oz	Remove

Total Items Value ⓘ \$0      Total Items Weight ⓘ 1 lbs. 4 oz.

Total Package Weight 5 lbs. 0 oz.

## If You Are Not Seeing A Continue Button:

- Ensure All Add Options Are Selected To Show The Edit Option
- Ensure Description, Quantity, And Weight Have Been Filled In
- The Value Section Can Be Skipped As The Quantity Will Multiply It Out
- For The Weight Section, Input 1 oz As The Quantity Will Multiply It Out
- The Amount Being Charged Is Initial Weight From Step 9

# 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: ⓘ

NOEEI 58.37(a): Each type of goods in the shipment is less than \$2500

Back

Continue

# 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 Kury Packet	1	\$10	1 lbs. 0 oz.
			Total Value ⓘ \$10	Total Items Weight ⓘ 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 Compaction (4" X 6")  
1 page sheet

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