

# USPS Customs Declaration Form

## Option #1 • Click-N-Ship (Pre-Paid) • MUST have a USPS account

If you don't have a **USPS account**, please **Register** for an account. Its **100% free** and **easy** to complete. The USPS Online customs form website requires a **phone number** before you can proceed with the creation of an online customs form. However, the site also allows you to enter "0000000000," using the standard American telephone number digits to create an online customs form.

1. **LOG INTO:** <https://www.usps.com/>.

Once you're on the site, please **sign in** to your account.

2. On the top bar click on **Mail & Ship Tab**. On the drop down, click **CLICK-N-SHIP**

3. Once you click **Click-N-Ship**, **4 Tabs** at the top should appear...

4. **Create Label Tab** – Input the specific details that will be going on your **shipping label**. **Extra insurance** as well as **extra services** (i.e. signature confirmation) are also located on this tab.  
(You only fill in the information with an **asterisk\*** next to it.)

5. **Preferences Tab** – In this tab, you will input:

- **Whether or not your package is shipping at flat rate.**
- **Re-input package weight/dimensions.**
- **Notification/Label printing preferences.**
- **Specify return address.**

6. **Shipping History Tab**

This tab will have a **list of your previous shipments** using Click-N-Ship.

7. **Address Book Tab** – Addresses you've added in the past.

8. Once the order is in your complete, you can proceed to the payment page and then finally...

9. The printing of your label!



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(Should look similar to this.)

## Option #2 • No USPS account needed • Must pay at the finance counter

1. Log on to <https://www.usps.com/international/customs-forms.htm>

2. Click on the link that reads USPS Customs Form Tool.

3. Input **TO** and **FROM** address. Once complete, click the button **select a service** at the very bottom.  
(You only fill in the information with an **asterisk\*** next to it.)

4. Choose which service you'd like (based on what type of box/envelope you're using).

5. The next page features:

- **Non-Delivery Options**
- **Contents of your package**
- **Details of the contents including weight and value**
- **Export Information**

\*For the **AES Exemption** most will choose **NOEEI. 30.37 (a) Package value is less than \$2500\***

Once complete, click on **review and print**.

6. On the review and print page, please confirm the information you have entered. If you would like to edit your information, then click the appropriate "Edit" link to make your changes.

Otherwise, click on the **"Print Customs Form"**

7. Final product before you print.

8. After label is printed, please head to the finance counter to finish payment process.



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