USPS Custom Form procedure changes

Soon postal customers will have to complete their customs forms online prior to presenting their packages to the mailing windows.

You may do this one of two ways:

1. From home: Use the U.S. Postal Service's online customs-form tool at https://www.usps.com/international/customs-forms.htm or Click-N-Ship at https://reg.usps.com/login.

2. From the APO: If you can't do it from home, use the new computer workstations in the lobbies of the APOs in Brussels, Chièvres, Schinnen or SHAPE to complete customs forms online on the USPS website. APO staff will be available to assist you if you are having difficulties. Be specific when writing the descriptions of your contents. General terms like "Gifts," "Clothes," "Toys" and "Misc" will no longer be accepted. Each piece of mail requiring a customs form must be validated and approved in the automated postal system before departing the APO. If a customs form has a description that is too vague, it will be flagged and you will have to retrieve your mail from the APO. Be thorough, and list each item and quantity of each item. USPS officials state that sending mail Priority Express and Priority using Click-N-Ship (and paying by credit card) is less expensive than paying retail at a post-office counter. Click-N-Ship gives you everything you need online, including your customs form and postage. Just use your home scale

and round to the nearest pound to save both time and money.

Reading over the procedures before trying to use the new system will save you time and frustration. (See graphic next page.)

Step by Step procedures to filling out your U.S. Customs Forms online at usps.com

1. Log on to USPS.com and scroll on International



2. On drop down menu click on Complete Customs Forms

International
Print & Ship International
Calculate International Prices
International Mail Services
Preparing International Shipments
Complete Customs Forms
Military & Diplomatic Mail



4. Fill in data blocks step by step then Click Next: Select a Service

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5. Select a Service then click

chessel an obgang a 13 h. Tax parkage? an for each service are shown, but a shipment at the Post Office.	un 39 Cush ^{on} Bittel to Salidt on ETOLOHIE payment will not be collected until you	complete	You can seek set to 10% on pursage by stepping unline. Workput you instrume form and cominge paid later. Get Stamlet 7
Viority Mail Express [®] along Time Violes	Printity Mail ² Delary Tea Table		
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Gift Card Flat Rate () Envelope 197 - 7	Legal Plat Rate Envelope (j) 15'x3-12'	Padded Flat Rate () Envelope 5-12" x 0-12"	Large Plat Rate Box (2) D-1116731104732 1210731210732
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6. Enter item information. You Next: Enter Customs Information. must declare all items and value. Click Next: Review and Print

Enter item information Passe production about being) you are shoping Select "Add tem" to doclare another item in your package	"Detailed Description	For commercial senders only. HS Tariff Number 👔	
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7. Print two pages (4 Forms) and bring to your local Post Office with package; (1) Customers; (1) Post Office; (2x) With Package (U.S. Customs)

