

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.

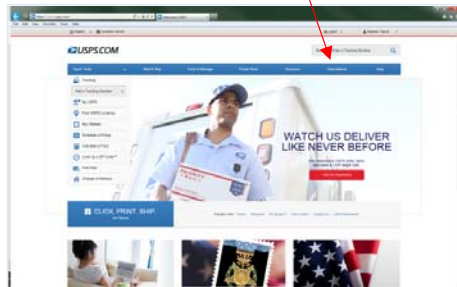
Be specific when writing the descriptions of your contents. General terms like "Gifts," "Clothes," "Toys" and "Misc" will no longer be accepted. Each piece of mail requiring a customs form must be validated and approved in the automated postal system before departing the APO. If a customs form has a 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.

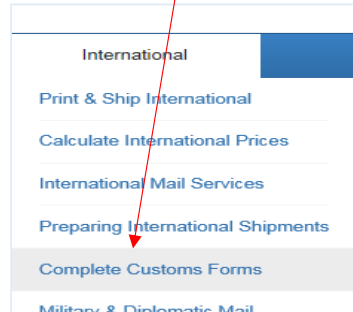
Reading over the procedures before trying to use the new system will save you time and frustration. (See graphic next page.)

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

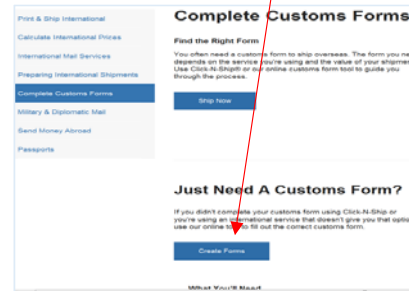
1. Log on to USPS.com and scroll on *International*



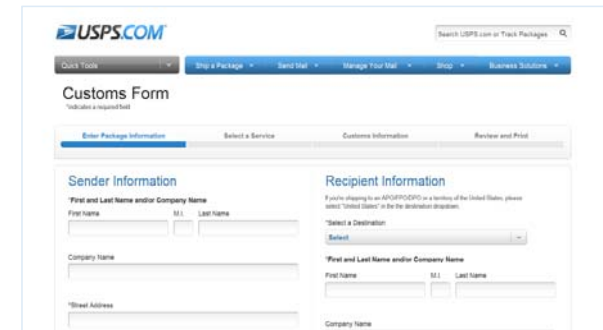
2. On drop down menu click on *Complete Customs Forms*



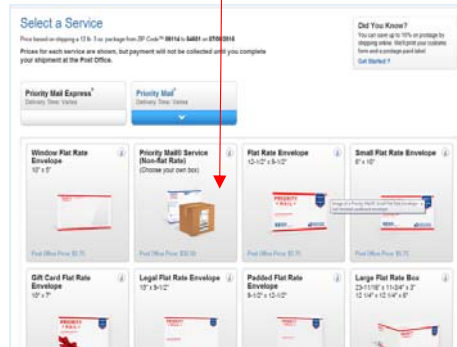
3. Click on *CREATE FORMS*



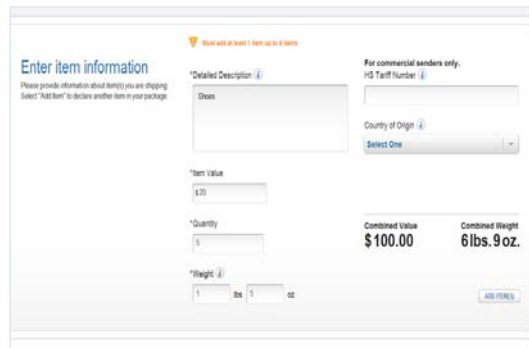
4. Fill in data blocks step by step then Click *Next: Select a Service*



5. Select a Service then click *Next: Enter Customs Information.*



6. Enter item information. You must declare all items and value. Click *Next: Review and Print*



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)

