



Guidelines for Privately Printed Customs Declaration Forms

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Document Control

Version	Date	Description of Changes
1.0	3/31/2015	Initial published version
1.1	5/13/2015	Updated label specs in section 7 and 8
1.1	5/13/2015	Added the barcode section measurements in both millimeters and in inches
1.1	5/13/2015	Added more clarity to Permit Imprint Indicia requirements
1.1	5/13/2015	Added more clarity to both the Scan and the Signature standardized symbol use
1.2	8/12/2015	Added additional updates pertaining to Custom Form examples
1.3	9/01/2015	Added additional updates pertaining to Custom Form examples Scan and Signature standardized symbol use. Updated Appendix F's examples.
1.3	11/20/2015	Added Appendix G: Service Icon Block

1. General Information

1.1 Purpose

The *Guidelines for Privately Printed Customs Declaration Forms* provides technical guidance for the implementation of the United States Postal Service (USPS or Postal Service) Customs Declaration Forms.

The purpose of this document is to consolidate the customs form specifications for Priority Mail Express International (PMEI), Priority Mail International (PMI), First-Class Mail International (FCMI), First-Class Package International Service (FCPIS), International Priority Airmail (IPA), International Surface Airlift (ISAL), and ePackets.

1.2 Background

The Postal Service refers to privately printed forms and labels as those that are created by the customer. Customers who prefer to print their own labels rather than use the labels provided by the Postal Service generally do so in order to automate their labeling process. Privately printed forms and labels must meet the specifications provided. The Postal Service must approve all barcoded customs declaration forms and the associated electronic customs data file before use to ensure that they satisfy technical requirements.

Due to federal export regulations, the Postal Service currently requires the electronic customs information on all mail items that bear a customs declaration, in order to facilitate federal oversight. This applies to items mailed to overseas military and diplomatic Post Office addresses, and non-military U.S. Possessions, Territories, and Freely Associated States, as well as to international mail.

Approval to privately print customs forms is available only to commercial mailers for items paid with permit imprint and entered at a Bulk Mail Entry Unit (BMEU) or via the Electronic Verification System (eVS). In order to comply with various federal agencies' requirements, a mailer must be able to successfully demonstrate that they can electronically transmit customs related data to USPS prior to final approval. For details related to the customs data requirements, see *Export Compliance Customs Data Requirements* available on [RIBBS](#).

Privately printing customs declaration forms is one of many options available to mailers who wish to present items requiring a customs form at USPS® facilities. Other options include, Click-N-Ship®, Click-N-Ship for Business®, USPS® Global Shipping Software, authorized PC Postage vendors. USPS®-produced customs forms that are available at all Post Office™ retail facilities may be used for items presented at USPS retail facilities.

1.3 Impact on Non-Compliance

1.3.1 Delay or Return of Mail

If privately printed customs forms do not meet the specifications provided in this document or a data transmission error occurs and a shipper or mailer does not provide the required electronic information prior to the shipment arriving at a Postal Service facility, the mail will be delayed, reviewed for export compliance, and possibly held for further inspection or returned to the mailer due to non-compliance.

1.3.2 Mail Refusal

If a shipper or consolidator fails to ship using certified labels and barcodes, or provides incorrect electronic information or no information at all, that mailer will be subject to mail refusal at a Postal Service acceptance facility.

1.4 Harmonized Customs Declaration

With participation from several Posts, including the US Postal Service, an e-Commerce Interconnect Program (eCIP) workgroup has designed a harmonized label. The use of this label will allow the Postal Service and participating foreign posts to optimize end-to-end processing of international letter packages and parcels. The harmonized label format will be the only approved format for electronically generated customs declaration forms by or on behalf of the USPS.

1.4.1 Handwritten or Other Edits

Per IMM section [123.32](#), mailers must electronically transmit customs declaration information for items bearing a privately printed customs form; therefore, handwritten or other edits not included in the electronic data transmitted with the form are not considered certified and are ineffective. Should an edit be required, the mailer should regenerate the customs form by updating the information electronically.

2. Approval to Privately Print Customs Declaration Forms

2.1 Electronic Postage Payment

It is recommended that privately printed customs forms include payment information. A customs form that includes payment information is known as an integrated customs form. An integrated customs form should include indicia as per *Mailing Standards of the United States Postal Service Domestic Mail Manual (DMM®)* section [604](#). Evidence of postage payment should appear in the upper right hand corner of the customs form.

Each mail piece sent under this payment method must bear a permit imprint indicia showing that postage is paid and include the applicable mail class. Permit imprint indicia must be prepared in one of the formats outlined in IMM section [152](#) and DMM sections [604](#) and [705](#). Mail pieces may bear a company permit imprint, in which the exact name of the company or individual holding the permit is shown in the indicium in place of the city, state, and permit number. The mailer may substitute the abbreviation "INTL" in place of "INTERNATIONAL" in any of the indicia formats. Mailings prepared with a company permit imprint must comply with the standards in DMM [604.5.3.9](#).

2.2 Mailer ID (MID) and Mail Ownership

All mailers utilizing the Privately Printed customs declaration program are required to use a conforming Mailer ID (MID). Mailers are required to include information that identifies the mailing agent and mail owner (i.e., by/for mailing relationship). When mailing agents make mailings on behalf of one or more clients (mail owners), they must request a unique MID for each client to designate package ownership. Both eVS and non-eVS mailing agents must assign a unique MID for each client. This MID will be used exclusively for that client, for mailings with that particular mailing agent. Both the Shipping Services File and XML file contain fields for this information.

2.3 Customs Form Certification

All mailers utilizing the Privately Printed customs declaration program must obtain certification through the Confirmation Services Support Team. The key components for certification include:

1. Obtain MID by enrolling in Tracking only or eVS through the USPS Business Customer Gateway.
2. Completion of PS Forms 5113 and 5114.
3. The development and submission of an approved sample electronic customs data file.

4. The development and submission of approved samples of the applicable customs declaration form(s).

Upon approval, mailers will be assigned a unique barcode range based on their projected monthly volume.

The Customs Form Certification Checklist is available on [RIBBS](#) and provides instructions to complete the certification process. Questions concerning certification can be directed to the Confirmation Services Support Team at 877-264-9693.

2.4 Customs Form Recertification

Customers may be required to recertify privately printed customs forms under the following conditions:

1. Regulatory changes by the Universal Postal Union (UPU) or U.S. Federal agencies necessitate the revision of USPS Customs Declaration Forms.
2. Custom forms on mail pieces inducted into the mail stream do not meet the specifications outlined in this document or the *Export Compliance Customs Data Requirements*.
3. A USPS need that necessitates a national recertification for all mailers previously approved to privately print customs forms.

If recertification is required, the Postal Service will notify the customer in writing of the mandatory changes.

2.5 USPS Privacy Notification

The following United States Postal Service's Privacy Act Statement must be displayed at the locations where customers provide personal and identifiable information (name, address, phone number, email, etc.) Such locations may include, but are not limited to the following: your company's website and/or order forms. The Privacy Act Statement may also be recited to customers prior to customers relaying personal and identifiable information.

USPS PRIVACY ACT STATEMENT:

Your information will be used to satisfy reporting requirements for customs purposes. Collection is authorized by 39 U.S.C. 401, 403, 404, and 407; 13 U.S.C. 301-307; and 50 U.S.C. 1702. Providing the information is voluntary, but if not provided, we may not process your transaction. We do not disclose your information to third parties without your consent, except to facilitate the transaction, to act on your behalf or request, or as legally required. This includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a U.S. Postal Service auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors or other entities aiding us to fulfill the service (service providers); to domestic and international customs pursuant to federal law and agreements; and to other governmental entities with authority over exportation.

2.6 Reference Materials

Business Requirements for Customs Forms and Data Feeds:

- [Export Compliance Customs Data Requirements](#)

Transportation Instruction Icons:

- [Icons \(jpg\)](#)

Relevant International Mail Manual (IMM[®]) sections:

- [IMM Section 123 Customs Forms and Online Shipping Labels](#)
- [IMM Section 123.3 Privately Printed Forms](#)

Relevant Domestic Mail Manual (DMM[®]) sections:

- [DMM Section 608.2 Domestic Mail](#)
- [DMM Section 703.2 Overseas Military and Diplomatic Post Office Mail](#)

Publications include:

- [Barcode, Package, Intelligent Mail Specification \(USPS2000508\)](#)
- [Parcel Labeling Guide](#)
- [Publication 199: Intelligent Mail Package Barcode](#)
- [Publication 205 –Electronic Verification System Business and Technical Guide](#)

3. PS Form 2976 – Customs Declaration CN22

The PS Form 2976 for letter packages is a black & white label that is oriented landscape. The example label provided below can be printed on a 4" x 6" label to meet the minimum dimensions. The label may be proportionately rescaled, with the same layout, to a larger size no greater than 5.5" x 8.5".

Those mailing to domestic locations that require customs forms please see [Appendix C](#) for variations.



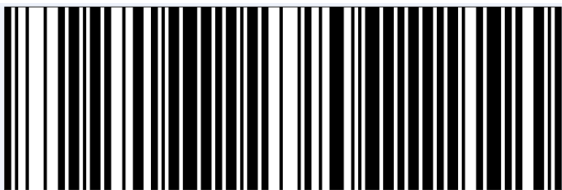
Specifications regarding the font to be used:

- All text font type should be: Arial
- All text font size should be: Scalable – minimum size of 5 (unless otherwise specified)

Exhibit 1: PS Form 2976 – Customs Declaration CN22 – Sender's Declaration

Example of standard form

**Using Permit Imprint Indicia as an example*

CN22 – CUSTOMS DECLARATION					FROM	1-123-456-7890 MID: 123456789 Jane Doe ABC Company 100 Main Street Washington, DC 20260	F	FIRST-CLASS MAIL INTERNATIONAL U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. G-999
Origin Post: US Postal Service		Date of Mailing: 3/30/2015						
Category of Item:								
AES/ITN/Exemptions:								
Detailed description of contents								
Men's cotton T-shirt					TO	3-247-466-3755 Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA		
Qty	Wgt (lb/oz)		Value (US\$)	HS Tariff Number ; Country of Origin		3-1/16"		
1	1	2	25.00	6109.10.0019 CN	 3.2 lbs 			
	1	2	25.00	TOTAL				
I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.					 LM 123 456 785 US			
Sender's Signature and Date								
PS Form 2976 (March 2015)					Do not duplicate this form without USPS approval.			
					This item may be opened officially.			

5-13/16"

3-9/16"

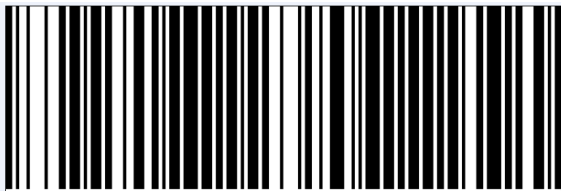
1-2/16"

1-7/16"

3-13/16"

Example with optional insert for destination address in Non-Roman characters (i.e. Cyrillic, Arabic, Mandarin, etc.)

**Using Permit Imprint Indicia as an example*

CN22 – CUSTOMS DECLARATION					FROM	1-123-456-7890 MID: 123456789 F	FIRST-CLASS PACKAGE INT'L SRV U.S. POSTAGE PAID PERMIT NO G-998 eVS										
Origin Post: US Postal Service		Date of Mailing: 3/30/2015		TO 人民网>>人民日报>>63吕秀莲 山东青岛266033 Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA													
Category of Item:																	
AES/ITN/Exemptions:																	
Detailed description of contents					3-247-466-3755 3-1/16"												
Qty	Wgt (lb/oz)	Value (US\$)	HS Tariff Number ; Country of Origin														
<table border="1"> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">TOTAL</td> </tr> </table>										TOTAL					 LM 123 456 785 US		
TOTAL																	
I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations. Sender's Signature and Date																	
PS Form 2976 (March 2015)					This item may be opened officially.												

5-13/16"

3-9/16"

3-13/16"

1-7/16"

1-1/16"

7/16"

The PS Form 2976 is an integrated shipping label and customs declaration. This form requires one, single-sided copy:

Copy 1: Customs Declaration

If there is insufficient space to enter a detailed description of all articles contained in the package in the "Detailed Description of Contents" field, an additional copy – Continuation Page – must be produced. For more information, please see section 6, [Continuation Page](#), of this document.

3.1 Header Section

The header section is positioned at the top right corner of the label and contains information on the indicia and the product or service that is used to process the item.

3.1.1 Header Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable

Position section	In the top right corner of the label
------------------	--------------------------------------

3.1.2 Data Elements

Data element	Critical	Value
Indicia	Optional	Per standards in IMM or DMM
Product/Service Name	Dependent on Product	Per standards in IMM or DMM
Product/Service Logo	Dependent on Product	

*Please see [Appendix F](#) for examples of F, I, P, and Exprès custom forms

3.2 Header Layout

The header should include the indicia, if applicable. Space in the indicia section of the header is available for the mailing service. Acceptable mailing services include:

- Priority Mail International® Flat Rate Envelope
- Priority Mail International® Small Flat Rate Box
- First-Class Mail International®
- First-Class Package International

The standards for permit imprint indicia are outlined in IMM section [152](#) and DMM sections [604](#) and [705](#).

3.3 Sender Section

The sender section is positioned at the top middle of the label and contains information on the sending party. The *sender's address*, *telephone number* and *customer Mailer ID number* are included in this section. The address information of the sender must be shown in English. The address of the sender is preceded by the text "FROM", in capitals and oriented vertically. If the sender address is longer than the space available to be printed, the sender address may be truncated (The full address still must be in the electronic data file).

3.3.1 Sender Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	At the top, middle of the label

3.3.2 FROM Indicator

Parameter	Value
Width dedicated	Scalable
Orientation	Vertical
Text Specifications	Capitalized and Bold; Arial 8 (minimum)

3.3.3 Name and Address of Sender

Parameter	Value
Width dedicated	Scalable
Characters & figures	Roman letters & Arabic numerals
Address language	English
Address block	The address is left justified in block, without any white lines. If optional lines are not used, this cannot cause white lines to appear in the address block.
Text Specifications	Arial 7 (minimum)

3.3.4 Address Elements

Data element	Critical	Value
<Full legal name>	Conditional	an1..34
<Organization name>	Conditional	an1..35
<Street number>	Mandatory	an1..5
<Street name>	Mandatory	an1..30
<Street Specification>	Conditional	an1..35
<Extension>	Conditional	an1..3
<City>	Mandatory	an1..35
<State>	Mandatory	an1..35
<ZIP Code>	Mandatory	an1..9
<Country Name>	Mandatory, if not US	an1..35

3.3.5 Address Structure

	<Full Legal Name> <Organization> <Street Number> <Extension> <Street> <Street Specification> - <City> <State> <Postal Code> <Country>		Liam Smith USPS 96 B Victory Street Los Angeles CA 90001 - United States
--	--	--	--

Telephone Number

If available, the telephone number of the sender is added in the sender section. The telephone number is preceded by a telephone symbol and is positioned in the upper right corner of the section.

Data element	Value
<Telephone Number>	an1..15
<Telephone Symbol>	☎

Criticality	Optional
Position Telephone Number	Right justified above the sender name
Text specifications	Arial 7 (minimum)

3.3.6 Mailer ID Number

The mailer ID number of the sender is added below the telephone number in the sender section. The mailer ID number is preceded by the text “MID”.

Data element	Value
<Customer Mailer ID Number>	n9
Criticality	Required
<Customer Mailer ID Number indicator>	“MID”
Position Mailer ID Number	Right justified below telephone number, if provided
Text specifications	Arial 7 (minimum)

3.4 Addressee Section

The addressee section is positioned below the sender section and header section and contains information on the receiving party. The *addressee's address* and *telephone number* are mentioned in this section. The address information of the addressee must be shown in Roman letters and Arabic numerals. The address information is indented to the right and is preceded by the text “TO”, in capitals and oriented horizontally. If the Addressee address is longer than the space available to be printed, the address may **not** be truncated.

3.4.1 Section Dimensions

Parameter	Value
Height section	1 - 2/16 inches
Width section	3 – 9/16 inches
Position section	Below the sender and header sections

3.4.2 TO Indicator

Parameter	Value
Width dedicated	8/16 inch
Text orientation	Horizontal, preferred
Text specifications	Capitalized and Bold; Arial 16 (minimum)

3.4.3 Address of Addressee

Parameter	Value
Width dedicated	3 - 1/16 inches

Characters & Figures	Roman letters & Arabic numerals;
	For addresses in countries where the native language uses other than Roman letters & Arabic numerals, the addressee's address may be inserted in section above the address in Roman letters & Arabic numerals
Text specifications	Lower Case, Arial 10 (minimum) <COUNTRY> Capitalized and Bold; Arial 10 (minimum) Address in Foreign Language, Arial 8 (minimum)
Address block	The address is left justified in block, without any white lines. If optional lines are not used, this cannot cause white lines to appear in the address block.

3.4.4 Address Elements

Data element	Critical	Value
<Full legal name>	Conditional	an1..34
<Organization name>	Conditional	an1..35
<Street number>	Mandatory	an1..5
<Street name>	Mandatory	an1..30
<Extension>	Conditional	an1..3
<Street Specification>	Conditional	an1..35
<Town>	Conditional*	an1..35
<Province>	Conditional*	an1..35
<Postal Code>	Conditional	an1..9
<Country Name>	Mandatory, if not US	an1..35

*It is required that either Town or Province is entered.

3.4.5 Address Structure

The address structure depends on the country of destination. Different possible structures are described in [Appendix B](#).

3.4.6 Telephone Number

If available, the telephone number of the addressee is added in the addressee section. The telephone number is preceded by a telephone symbol and is positioned in the upper right corner of the section.

Data element	Value
<Telephone Number>	an1..15
<Telephone Symbol>	☎
Position Telephone Number	Right justified above addressee name
Text specifications	Arial 8 (minimum)

TO	Liam Smith	 +32474663755
	<i>bpost</i> Munt 1 1000 Brussel België	

3.5 Transport Instruction Section

The transport instruction section contains symbols that represent operational instructions, delivery choices or item features. A set of standard symbols has been defined.

3.5.1 Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Below the addressee section

3.5.2 Standardized Symbols (operational instructions, delivery options, item features)

Icons are available on [RIBBS](#).

Parameter	Value
Height symbol	Scalable
Width symbol	Scalable
Minimum blank space between symbols	5 mm
Position of symbols	No symbol can be closer to the border than 2.5 mm
Distribution of symbols in section	Distribute the symbols evenly between the borders of the label



3.45 lbs.



Symbol	Name	Description
	Parcel Locker	<p>The symbol indicates that the item will put be in a parcel locker, where the addressee can collect the item. The symbol should be included in the transport instruction section of the label for all products where this delivery option is valid.</p> <p><i>* For future use.</i></p>
	Scan barcode	<p>The symbol indicates that the barcode should be scanned at the moment of delivery. The symbol should be included in the transport instruction section of the label for all parcels and letter packages. Not all letter packages are eligible for a scan at the moment of delivery. Please refer to the guidelines below:</p> <ul style="list-style-type: none">• PMEI scan required• PMI scan required• FCPIS scan required based on country destination• IPA/ISAL no scan required
	Signature	<p>The symbol indicates that a signature of the addressee is required at the moment of delivery. Not all letter packages are eligible for a signature on delivery. Please refer to the guidelines below:</p> <ul style="list-style-type: none">• PMEI signature required• PMI signature required• FCPIS no signature required• IPA/ISAL no signature required
	Pick up location	<p>The symbol indicates that the item will be available at any pickup location (other than a parcel locker), where the addressee can collect the item. The symbol should be included in the transport instruction section of the label for all products where this delivery option is valid.</p> <p><i>* For future use.</i></p>
 3.4 lb.	Weight	<p>The symbol indicates the gross weight of the item. The weight must be indicated on every parcel and letter package. The gross weight of the item is mentioned below the weight symbol. One decimal is shown; the weight is expressed in pounds (lb.).</p>

3.6 Barcode Section

The barcode section is positioned at the bottom right side of the label and contains the UPU S10 identifier. The application of technical specs of the barcode, as described below, is mandatory.¹ See [UPU Identifier – Barcode](#), for details on the UPU barcode.

3.6.1 Section Dimensions

Parameter	Value
Height section	1 – 2/16 inches
Width section	3 – 9/16 inches
Position section	At the bottom right side of the label
Section borders thickness above & below	Bold

3.7 Footer Section

The footer section is positioned across the bottom of the label.

3.7.1 Footer Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Across the bottom of the label

3.7.2 Data Elements

Data element	Critical	Value
Form name	Mandatory	PS Form 2976 (March 2015)
Footer Message 1	Mandatory	Do not duplicate this form without USPS Approval.
Footer Message 2	Mandatory	This item may be opened officially.

¹ The Intelligent Mail® package barcode (IMpb) may be used for APO/FPO/DPO or other domestic destinations as defined under DMM section [608.2](#) that may require a customs declaration. For more information on IMpb specifications, please see [Appendix C2](#) of this document.

3.8 CN22 Section

The CN22 section in this label covers all data elements that are included in a standard CN22 form as described by UPU.

3.8.1 Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Left part of the label

3.8.2 CN22 Content

All elements of the CN22 form are listed in the table below.

- All data elements that have “Fixed text” as a type will always appear in the CN22 form exactly as given in the example.
- All data elements that have “Variable” as a type are item specific elements and the content of these elements will vary depending on the characteristics of the postal item.
- All data elements that have “Calculated” as a type are fields of which the value is calculated based on the variable elements that vary for every specific postal item.

If there is insufficient space to enter a detailed description of all articles contained in the package in the “Detailed Description of Contents” field, an additional copy – Continuation Page – must be produced. The Continuation Page must include a human readable number – printed in an uppercase bold Arial 11 font – that matches the human readable barcode number on the other form copies. For more information, please see section 6, [Continuation Page](#).

Data element	Font type	Font size	Specs	Type	Content
CN22 Header section					
"CN22 - CUSTOMS DECLARATION"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
Operator section					
"Origin Post:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
"US Postal Service"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
"Date of Mailing:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
3/30/2015	Arial	Scalable - Min Size of 5	Bold	Variable	<date of mailing> in m/dd/yyyy
Nature of goods section					
"Category of Item:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Category of item>	Arial	Scalable - Min Size of 5	Normal	Variable	<Merchandise> and/or <Gift> and/or <Documents> and/or <Commercial Sample> and/or <Returned Goods> and/or <Humanitarian GOods> and/or <Dangerous Good> and/or <Other>
AES/ITN/Exemptions section					
"AES/ITN/Exemptions:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<AES/ITN/Exemptions>	Arial	Scalable - Min Size of 5	Normal	Variable	See Appendix E
Item content section					
"Detailed description of contents"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
Men's cotton T-shirt	Arial	Scalable - Min Size of 7	Normal	Variable	<Item_1>
Quantity					
"Qty"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
1	Arial	Scalable - Min Size of 7	Normal	Variable	<qty_of_Item_1>
Weight					
"Wgt (lb/oz)"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
Pounds					
1	Arial	Scalable - Min Size of 7	Normal	Variable	<Wgt_of_Item_1_in_lb>
Ounces					
2	Arial	Scalable - Min Size of 7	Normal	Variable	<Wgt_of_Item_1_in_oz>
Value					
"Value(US\$)"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
25.00	Arial	Scalable - Min Size of 7	Normal	Variable	<Value_of_Item_1_in_oz>
Tariff section					
"HS Tariff Number ; Country of Origin"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
6109.10.0019 CN	Arial	Scalable - Min Size of 7	Normal	Variable	<HS Tariff Number> Country of Origin

Data element	Font type	Font size	Specs	Type	Content
Total section					
1	Arial	Scalable - Min Size of 7	Normal	Calculated	<total lb of all items>
2	Arial	Scalable - Min Size of 7	Normal	Calculated	<total oz of all items>
25.00	Arial	Scalable - Min Size of 7	Normal	Calculated	<total value of all items in dollars.cents>
"TOTAL"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
Signature section					
"I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations."	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
"Senders Signature and Date"	Arial	Scalable - Min Size of 5	Normal	Variable	<Signature> <Date>

4. PS Form 2976-A – Customs Declaration and Dispatch Note CP72

The PS Form 2976-A for parcels and is a black & white label that is oriented landscape. The example label provided below can be printed on a 4" x 6" label to meet the minimum dimensions. The label may be proportionately rescaled, with the same layout, to a larger size no greater than 5.5" x 8.5".

Those mailing to domestic locations that require customs forms, please see [Appendix C](#) for variations.

Specifications regarding the font to be used:

- All text font type should be: Arial
- All text font size should be: Scalable – minimum size of 5 (unless otherwise specified)

Exhibit 2: PS Form 2976-A – Customs Declaration and Dispatch Note CP72 (Page 1)

Example of standard format

**Using Permit Imprint Indicia as an example*

F R O M	1-123-456-7890 MID: 123456789		CP72-CUSTOMS DECLARATION		P	PRIORITY MAIL INTERNATIONAL U.S. POSTAGE PAID NEW YORK, NY PERMIT NO.1		
	Jane Doe ABC Company 100 Main Street Washington, DC 20260		Origin Post: US POSTAL SERVICE	Date of Mailing: 3/30/2015				
			Importer's reference:					
			Importer's contact:					
Detailed description of contents			Qty	Net Weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
Men's cotton T-shirt			1	1 2	25.00	6109.10.0019	CN	SDR Value: \$
								Insured Fee: \$
								Postal charges/ Fees: \$
Category of items:			TOTAL	1 2	25.00	I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
Exporter's reference:		Exporter's contact:	Total Dimensions: L: W: H:					
AES/ITN/Exemption		Invoice/License/Certificate No(s)			Sender's Signature and Date			
  			Return to Sender Instructions in case of nondelivery:					
T O	3-247-466-3755		 CM 123 456 785 US					
	Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA							

PS Form 2976-A (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.

2-7/16" 3" 5-13/16"

1-2/16" 3-13/16"

Example with optional insert for destination address in a foreign language

**Using Permit Imprint Indicia as an example*

F R O M	1-123-456-7890 MID: 123456789		CP72-CUSTOMS DECLARATION		P	PRIORITY MAIL INTERNATIONAL U.S. POSTAGE PAID NEW YORK, NY PERMIT NO.1		
	Jane Doe ABC Company 100 Main Street Washington, DC 20260		Origin Post: US POSTAL SERVICE	Date of Mailing: 3/30/2015				
			Importer's reference:					
			Importer's contact:					
Detailed description of contents		Qty	Net Weight (lbs/oz)		Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
Men's cotton T-shirt		1	1	2	25.00	6109.10.0019	CN	SDR Value: \$
								Insured Fee: \$
								Postal charges/ Fees: \$
Category of items: Merchandise		TOTAL	1	2	25.00	I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
Exporter's reference:	Exporter's contact:	Total Dimensions: L: W: H:						
AES/ITN/Exemption		Invoice/License/Certificate No(s)						
Sender's Signature and Date						Return to Sender Instructions in case of nondelivery:		
  								
T O	人民网>>人民日报>>63吕秀莲 山东青岛266033		3-247-466-3755		 CM 123 456 785 US			
	Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA							

PS Form 2976-A (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.

2-7/16" 3" 5-13/16"

7/16" 11/16" 1-2/16" 3-13/16"

Exhibit 3: PS Form 2976-A - Customs Declaration and Dispatch Note CP72 (Page 2)

F R O M	1-123-456-7890 MID: 123456789		CP72-CUSTOMS DECLARATION		Page 2 - Not Valid As Proof-of-Payment for US Postage				
	Jane Doe ABC Company 100 Main Street Washington, DC 20260		Origin Post: US POSTAL SERVICE	Date of Mailing: 3/30/2015					
			Importer's reference:						
			Importer's contact:						
Detailed description of contents			Qty	Net Weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$	
								SDR Value: \$	
								Insured Fee: \$	
								Postal charges/ Fees: \$	
Category of items:			TOTAL			I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.			
Exporter's reference:	Exporter's contact:		Total Dimensions: L: W: H:			Sender's Signature and Date			
AES/ITN/Exemption		Invoice/License/Certificate No(s)			Return to Sender Instructions in case of nondelivery:				
T O	3-247-466-3755		PAGE 2 – CUSTOMS DECLARATION						
	Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA								
		CM 123 456 785 US							

PS Form 2976-A (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.



 2-7/16" 3" 5-13/16"



 1-2/16" 3-13/16"

Exhibit 4: PS Form 2976-A - Customs Declaration and Dispatch Note CP72 (Page 3)

F R O M	1-123-456-7890 MID: 123456789		CP72-CUSTOMS DECLARATION		Page 3 - Not Valid As Proof-of-Payment for US Postage
	Jane Doe ABC Company 100 Main Street Washington, DC 20260		Origin Post: US POSTAL SERVICE	Date of Mailing: 3/30/2015	
			Importer's reference:		
			Importer's contact:		
Office of Exchange			Customs Stamp		Please affix labels here when required
					Postal charges/ Fees: \$
Category of items:			Customs Duty:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.
Exporter's reference:	Exporter's contact:		Total Dimensions: L: W: H:		
AES/ITN/Exemption		Invoice/License/Certificate No(s)		Sender's Signature and Date	
Declaration by ADDRESSEE: I have received the parcel described on this note. ADDRESSEE'S Signature and Date					Return to Sender Instructions in case of nondelivery:
T O	3-247-466-3755 Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA		PAGE 3 – DISPATCH NOTE CM 123 456 785 US		
	PS Form 2976-A (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.				



The PS Form 2976-A is an integrated shipping label and customs declaration. This form is a multi-ply form requiring three, single-sided copies:

- Copy 1: Customs Declaration
- Copy 2: Customs Declaration
- Copy 3: Dispatch Note

The two Customs Declaration copies are identical except for the header and barcode sections.

If there is insufficient space to enter a detailed description of all articles contained in the package in the "Detailed Description of Contents" field, an additional copy – Continuation Page – must be produced. The Continuation Page must include a human readable number – printed in an uppercase bold Arial 11 font – that matches the human readable barcode number on the other form copies. For more information, please see section 6, [Continuation Page](#), of this document.

Note: A single-ply form option is available for select destination countries that no longer require duplicate copies of Customs Declaration or a Dispatch Note. See [Appendix D](#), for listing of countries participating in the Single-Ply Option.

4.1 Header Section

The header section is positioned at the top right side of the label and contains information on the indicia and the product or service that is used to process the item.

4.1.1 Header Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	In the top right corner of the label
Section border thickness below	Bold

4.1.2 Data Elements

Data element	Critical	Value
Indicia	Optional	Per standards in IMM or DMM
Product/Service Name	Dependent on Product	Per standards in IMM or DMM
Product/Service Logo	Dependent on Product	Logo

*Please see [Appendix F](#) for examples of F, I, P, and Exprès custom forms

4.1.3 Header Layout

On copy one; the headers should include the indicia, if applicable. Space in the indicia section of the header is available for the mailing service. Acceptable mailing services include:

- Priority Mail International[®]
- Priority Mail International[®] Medium Flat Rate Box
- Priority Mail International[®] Large Flat Rate Box

The standards for permit imprint indicia are outlined in IMM section [152](#) and DMM sections [604](#) and [705](#).

Form copy one and two are identical except for the header and barcode sections. The header section on copy one includes the indicia area with postage, if applicable. This section on copy two and three must include a watermark as noted below in the location where postage is printed on copy one.

Copy 2: Watermark to state “Page 2 – Not Valid As Proof-of-Payment for US Postage”

Copy 3: Watermark to state “Page 3 – Not Valid As Proof-of-Payment for US Postage”

4.2 Sender Section

The sender section is positioned at the top left corner of the label and contains information on the sending party. The *sender's address*, *telephone number* and *customer Mailer ID number* are included in this section. The address information of the sender must be shown in English. The address of the sender is preceded by the text “FROM”, in capitals and oriented vertically. If the sender address is longer than the space available to be printed, the sender address may be truncated (The full address still must be in the electronic data piece).

4.2.1 Sender Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	At the top, left corner of the header section
Section borders thickness below	Bold

4.2.2 FROM Indicator

Parameter	Value
Width dedicated	Scalable
Orientation	Vertical
Text specification	Capitalized and Bold; Arial 8 (minimum)

4.2.3 Address of Sender

Parameter	Value
Width dedicated	Scalable
Characters & figures	Roman letters & Arabic numerals
Address language	English
Address block	The address is left justified in block, without any white lines. If optional lines are not used, this cannot cause white lines to appear in the address block.
Text Specifications	Arial 7 (minimum)

4.2.4 Address Elements

Data element	Critical	Value
<Full legal name>	Conditional	an1..34
<Organization name>	Conditional	an1..35
<Street number>	Mandatory	an1..5
<Street name>	Mandatory	an1..30
<Street Specification>	Conditional	an1..35
<Extension>	Conditional	an1..3
<City>	Mandatory	an1..35
<State><	Mandatory	an1..35
<Postal Code>	Mandatory	an1..9
<Country Name>	Mandatory, if not US	an1..35

4.2.5 Address Structure

-	<Full Legal Name> <Organization> <Street Number> <Extension> <Street> <Street Specification> <City> <State><Postal Code> <Country>	-	Liam Smith USPS 96 B Victory Street Los Angeles CA 90001 United States
---	---	---	--

4.2.6 Telephone Number

If available, the telephone number of the sender is added in the sender section. The telephone number is preceded by a telephone symbol and is positioned in the upper right corner of the section.

Data element	Value
<Telephone Number>	an1..15
<Telephone Symbol>	☎
Criticality	Optional
Position Telephone Number	Right justified above the sender name
Text specifications	Arial 7 (minimum)

4.2.7 Mailer ID Number

The mailer ID number of the sender is added below the telephone number in the sender section. The mailer ID number is preceded by the text "MID".

Data element	Value
<Customer Mailer ID Number>	n9
Criticality	Required
<Customer Mailer ID Number indicator>	"MID"
Position Telephone Number	Right justified below telephone number if provided
Text Specifications	Arial 7 (minimum)

4.3 Addressee Section

The addressee section is positioned below the sender section and header section and contains information on the receiving party. The *addressee's address* and *telephone number* are mentioned in this section. The address information of the addressee must be shown in Roman letters and Arabic numerals. The address information is indented to the right and is preceded by the text "TO", in capitals and oriented horizontally. If the Addressee address is longer than the space available to be printed, the address may **not** be truncated.

4.3.1 Section Dimensions

Parameter	Value
Height section	1 – 2/16 inches
Width section	2 – 13/16 inches
Position section	Bottom left side of label
Section borders thickness above & below	Bold

4.3.2 TO Indicator

Parameter	Value
Width dedicated	6/16 inch
Text orientation	Horizontal, preferred
Text specification	Capitalized and Bold; Arial 16 (minimum)

4.3.3 Address of Addressee

Parameter	Value
Width dedicated	2 – 7/16 inches
Characters & Figures	Roman letters & Arabic numerals For addresses in countries where the native language uses other than Roman letters & Arabic numerals, the addressee's address may be inserted in section above the address in Roman letters & Arabic numerals
Text specifications	Lower Case, Arial 10 (minimum) <COUNTRY> Capitalized and Bold; Arial 10 (minimum) Address in Foreign Language, Arial 8 (minimum)
Address block	The address is left justified in block, without any white lines. If optional lines are not used, this cannot cause white lines to appear in the address block.

4.3.4 Address Elements

Data element	Critical	Value
<Full legal name>	Conditional	an1..34
<Organization name>	Conditional	an1..35
<Street number>	Mandatory	an1..5
<Street name>	Mandatory	an1..30
<Extension>	Conditional	an1..3
<Street Specification>	Conditional	an1..35
<Town>	Conditional*	an1..35
<Province>	Conditional*	an1..35
<Postal Code>	Conditional	an1..9
<Country Name>	Mandatory, if not US	an1..35

*Either Town or Province must be entered.

4.3.5 Address Structure

The address structure depends on the country of destination. Different possible structures are described in [Appendix B](#).

4.3.6 Telephone Number

If available, the telephone number of the addressee is added in the addressee section. The telephone number is preceded by a telephone symbol and is positioned in the upper right corner of the section.

Data element	Value
<Telephone Number>	an1..15
<Telephone Symbol>	☎
Position Telephone Number	Right justified above addressee name
Text Specifications	Arial 8 (minimum)

TO	Liam Smith	 +32474663755
	<i>bpost</i> Munt 1 1000 Brussel België	

4.4 Transport Instruction Section

The transport instruction section contains symbols that represent operational instructions, delivery choices or item features. A set of standard symbols has been defined.

4.4.1 Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Above the addressee section

4.4.2 Standardized Symbols (operational instructions, delivery options, item features)

Icons are available on [RIBBS](#).

Parameter	Value
Height symbol	Scalable
Width symbol	Scalable
Minimum blank space between symbols	5 mm
Position of symbols	No symbol can be closer to the border than 2.5 mm
Distribution of symbols in section	Distribute the symbols evenly between the borders of the label



3.45 lbs.



Symbol	Name	Description
	Parcel Locker	<p>The symbol indicates that the item will put be in a parcel locker, where the addressee can collect the item. The symbol should be included in the transport instruction section of the label for all products where this delivery option is valid.</p> <p><i>* For future use.</i></p>
	Scan barcode	<p>The symbol indicates that the barcode should be scanned at the moment of delivery. The symbol should be included in the transport instruction section of the label for all parcels and letter packages. Not all letter packages are eligible for a scan at the moment of delivery. Please refer to the guidelines below:</p> <ul style="list-style-type: none">• PMEI scan required• PMI scan required• FCPIS scan required based on country destination• IPA/ISAL no scan required
	Signature	<p>The symbol indicates that a signature of the addressee is required at the moment of delivery. Not all letter packages are eligible for a signature on delivery. Please refer to the guidelines below:</p> <ul style="list-style-type: none">• PMEI signature required• PMI signature required• FCPIS no signature required• IPA/ISAL no signature required
	Pick up location	<p>The symbol indicates that the item will be available at any pickup location (other than a parcel locker), where the addressee can collect the item. The symbol should be included in the transport instruction section of the label for all products where this delivery option is valid.</p> <p><i>* For future use.</i></p>
 3.4 lb.	Weight	<p>The symbol indicates the gross weight of the item. The weight must be indicated on every parcel and letter package. The gross weight of the item is mentioned below the weight symbol. One decimal is shown; the weight is expressed in pounds (lb.).</p>

4.5 Barcode Section

The barcode section is positioned at the bottom right side of the label and contains the UPU S10 identifier. The application of technical specs of the barcode, as described below, is mandatory.² See section 7.2, [UPU Identifier - Barcode](#), for details on the UPU barcode.

Form copy one and two are identical except for the header and barcode sections. The barcode section on copy one includes the barcode and associated human readable number. This section on copy two and three must include the human readable number, *without the barcode*, and the page identifier (i.e., “Page 2- Customs Declaration”) where the barcode is printed on copy one.

4.5.1 Section Dimensions

Parameter	Value
Height section	1 – 2/16 inches
Width section	3 inches
Position section	At the bottom right side of the label
Section borders thickness above & below	Bold

4.5.2 Barcode Human Readable Dimensions

Parameter	Value
Position section	Mandatory on all copies. On page 1 Barcode Human Readable must be centered below the barcode

4.5.3 Barcode Human Readable

Data element	Value
Text Specifications	Bold and Capitalize. Arial 11 (minimum)

4.6 Footer Section

The footer section is positioned across the bottom of the label

4.6.1 Footer Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Across the bottom of the label

² The Intelligent Mail® package barcode (IMpb) may be used for APO/FPO/DPO or other domestic destinations as defined under DMM section [608.2](#) that may require a customs declaration. For more information on IMpb specifications, please see [Appendix C](#) of this document.

4.6.2 Data Elements

Data element	Critical	Value
Form name	Mandatory	PS Form 2976-A (March 2015)
Footer Message 1	Mandatory	Do not duplicate this form without USPS Approval.
Footer Message 2	Mandatory	This item may be opened officially.

4.7 CP72 Section

The CP72 section is integrated to provide a label solution for mailers to produce a full CP72 compliant label.

Form copy one and two are identical for the CP72 section. For copy three, see section 4.8, [CP72 Dispatch Note](#).

4.7.1 Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Middle section of the label

4.7.2 CP72 Content

All elements of the CP72 form are listed in the table below.

- All data elements that have “fixed text” as a type will always appear in the CP72 form exactly as given in the example.
- All data elements that have “variable” as a type are item specific elements and the content of these elements will vary depending on the characteristics of the postal item.
- All data elements that have “calculated” as a type are fields of which the value is calculated based on the variable elements that vary for every specific postal item.

If there is insufficient space to enter a detailed description of all articles contained in the package in the “Detailed Description of Contents” field, an additional copy – Continuation Page – must be produced. The Continuation Page must include a human readable number – printed in an uppercase bold Arial 11 font – that matches the human readable barcode number on the other form copies. For more information, please see section 6, [Continuation Page](#).

4.8 CP72 Dispatch Note

Copy three of the PS Form 2876-A is the dispatch note. This copy differs from the copy one and two in the CP72 section.

4.8.1 Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Middle section of the label

All elements of the dispatch note are listed in the table below.

All data elements that have “fixed text” as a type will always appear in the CP72 form exactly as given in the example.

Data element	Font type	Font size	Specs	Type	Position
CP72 Header section					
"CP72 - CUSTOMS DECLARATION"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
Operator section					
"Origin Post:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
"US Postal Service"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
"Date of Mailing:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
3/30/2015	Arial	Scalable - Min Size of 5	Bold	Variable	<date of mailing> in m/dd/yyyy
Importer's section					
"Importer's reference"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Importer's reference>	Arial	Scalable - Min Size of 5	Normal	Variable	<tax code> &/OR <VAT no> &/OR <Importer code>
"Importer's contact"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Importer's contact>	Arial	Scalable - Min Size of 5	Normal	Variable	<Importer's telephone> &/OR <Importer's email>
Item content section					
"Detailed description of contents"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
Men's cotton T-shirt	Arial	Scalable - Min Size of 7	Normal	Variable	<Item_1>
Quantity					
"Qty"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
1	Arial	Scalable - Min Size of 7	Normal	Variable	<qty_of_Item_1>
Weight					
"Wgt (lb/oz)"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
Pounds					
1	Arial	Scalable - Min Size of 7	Normal	Variable	<Wgt_of_Item_1_in_lb>
Ounces					
2	Arial	Scalable - Min Size of 7	Normal	Variable	<Wgt_of_Item_1_in_oz>
Value					
"Value(US\$)"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
25.00	Arial	Scalable - Min Size of 7	Normal	Variable	<Value_of_Item_1_in_oz>
Tariff section					
"HS Tariff Number"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
6109.10.0019	Arial	Scalable - Min Size of 7	Normal	Variable	<HS Tariff Number>
"Origin Country"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
CN	Arial	Scalable - Min Size of 7	Normal	Variable	<Origin Country>
Insured Value section					
"Insured Value: \$"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Insured Value>	Arial	Scalable - Min Size of 5	Normal	Variable	<Insured Value>
SDR Value section					
"SDR Value: \$"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<SDR Value>	Arial	Scalable - Min Size of 5	Normal	Variable	<SDR Value>

Data element	Font type	Font size	Specs	Type	Position
Insured Fee section					
"Insured Fee: \$"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Insured Fee>	Arial	Scalable - Min Size of 5	Normal	Variable	<Insured Fee>
Postal Charges/Fees section					
"Postal Charges/Fees: \$"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Postal Charges/Fees>	Arial	Scalable - Min Size of 5	Normal	Variable	<Postal Charges/Fees>
Nature of goods section					
"Category of Items:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Category of items>	Arial	Scalable - Min Size of 5	Normal	Variable	<Merchandise> and/or <Gift> and/or <Documents> and/or <Commercial Sample> and/or <Returned Goods> and/or <Humanitarian GOods> and/or <Dangerous Good> and/or <Other>
Exporter's section					
"Exporter's reference"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Exporter's reference>	Arial	Scalable - Min Size of 5	Normal	Variable	<tax code> &/OR <VAT no> &/OR <Exporter code>
"Exporter's contact"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Exporter's contact>	Arial	Scalable - Min Size of 5	Normal	Variable	<Exporter's telephone> &/OR <Exporter's email>
AES/ITN/Exemptions section					
"AES/ITN/Exemptions:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<AES/ITN/Exemptions>	Arial	Scalable - Min Size of 5	Normal	Variable	See Appendix E
Total section					
"TOTAL"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
1	Arial	Scalable - Min Size of 7	Normal	Calculated	<total lb of all items>
2	Arial	Scalable - Min Size of 7	Normal	Calculated	<total oz of all items>
25.00	Arial	Scalable - Min Size of 7	Normal	Calculated	<total value of all items in dollars.cents>
Total Dimensions section					
"Total Dimensions" "L:" "W:" "H:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<L> <W> <H>	Arial	Scalable - Min Size of 5	Normal	Variable	<Length> & <Weight> & <Height>
Invoice/License/Certificate No(s) section					
"Invoice/License/Certificate No(s)"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Invoice> <License> <Certificate No(s)>	Arial	Scalable - Min Size of 5	Normal	Variable	<Invoice> <License> <Certificate No(s)>

Data element	Font type	Font size	Specs	Type	Position
Return to sender Instructions in case of nondelivery section					
"Return to sender Instructions in case of nondelivery:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Return to sender Instructions in case of nondelivery>	Arial	Scalable - Min Size of 5	Normal	Variable	<Return to sender Instructions in case of nondelivery>
Signature section					
"I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations."	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
"Senders Signature and Date"	Arial	Scalable - Min Size of 5	Normal	Variable	<Signature> <Date>

5. PS Form 2976-B – Customs Declaration and Dispatch Note CP72

The PS Form 2976-B for express mail service items is a black & white label that is oriented landscape. The example label provided can be printed on a 4" x 6" label to meet the minimum dimensions. The label may be proportionately rescaled, with the same layout, to a larger size no greater than 5.5" x 8.5".

Those mailing to domestic locations that require customs forms, please see [Appendix C](#) for variations.

Specifications regarding the font to be used:

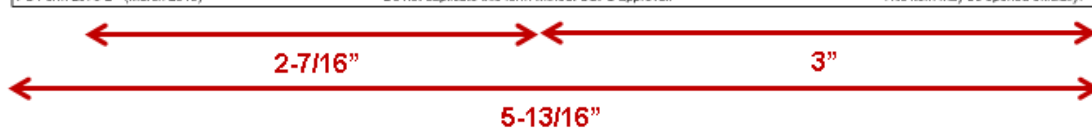
- All text font type should be: Arial
- All text font size should be: Scalable – minimum size of 5 (unless otherwise specified)

Exhibit 5: PS Form 2976-B – Customs Declaration and Dispatch Note CP72 (Page 1)

Example of standard form

**Using Permit Imprint Indicia as an example*

F R O M	1-123-456-7890 MID: 123456789		CP72-CUSTOMS DECLARATION			PRIORITY MAIL EXPRESS INT'L U.S. POSTAGE PAID NEW YORK, NY PERMIT NO.1		
	Jane Doe ABC Company 100 Main Street Washington, DC 20260		Origin Post: US POSTAL SERVICE					Date of Mailing: 3/30/2015
			Importer's reference:					
			Importer's contact:					
Detailed description of contents			Qty	Net weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
Men's cotton T-shirt			2	4 2	100.00	6109.10.0019	CN	SDR Value: \$
								Insured Fee: \$
								Postal charges/ Fees: \$ 25.99
Category of items:			TOTAL			Corporate Account #:		
Exporter's reference:		Exporter's contact:		Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
AES/ITN/Exemption		Invoice/License/Certificate No(s)						
Delivery Information								
Scheduled Delivery Date: / /		Delivery Date: / /		Delivery Time: AM / PM		Sender's Signature and Date		
						Return to Sender Instructions in case of nondelivery:		
 6.5 lbs  								
T O	3-247-466-3755				 EQ 123 456 785 US			
	Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA							



Example with optional insert for destination address in a foreign language *Using Permit Imprint Indicia as an example

F R O M	1-123-456-7890 MID: 123456789		CP72-CUSTOMS DECLARATION			PRIORITY MAIL EXPRESS INT'L U.S. POSTAGE PAID NEW YORK, NY PERMIT NO.1			
	Jane Doe ABC Company 100 Main Street Washington, DC 20260		Origin Post: US POSTAL SERVICE					Date of Mailing: 3/30/2015	
			Importer's reference:						
			Importer's contact:						
Detailed description of contents			Qty	Net Weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$	
Men's cotton T-shirt			2	4 2	100.00	6109.10.0019	CN	SDR Value: \$	
								Insured Fee: \$	
								Postal charges/ Fees: \$ 25.99	
Category of items:			TOTAL			Corporate Account #:			
Exporter's reference:		Exporter's contact:		Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.			
AES/ITN/Exemption		Invoice/License/Certificate No(s)							
Delivery Information						Sender's Signature and Date			
Scheduled Delivery Date: / /	Delivery Date: / /	Delivery Time: AM / PM	Addressee's Signature			Return to Sender Instructions in case of nondelivery:			
<div style="display: flex; justify-content: space-around; align-items: center;">    </div>									
T O	人民网>>人民日报>>63吕秀莲 山东青岛266033				 EQ 123 456 785 US	<div style="display: flex; justify-content: space-between;"> 3-13/16" 1-2/16" </div>			
	3-247-466-3755 Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA								

2-7/16"
3"

5-13/16"

Exhibit 6: PS Form 2976-B - Customs Declaration and Dispatch Note CP72 (Page 2)

F R O M	1-123-456-7890 MID: 123456789		CP72-CUSTOMS DECLARATION		Page 2 - Not Valid As Proof-of-Payment for US Postage			
	Jane Doe ABC Company 100 Main Street Washington, DC 20260		Origin Post: US POSTAL SERVICE	Date of Mailing: 3/30/2015				
			Importer's reference:					
			Importer's contact:					
Detailed description of contents			Qty	Net Weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
Men's cotton T-shirt			2	4 2	100.00	6109.10.0019	CN	SDR Value: \$
								Insured Fee: \$
								Postal charges/ Fees: \$ 25.99
Category of items:			TOTAL			Corporate Account #:		
Exporter's reference:		Exporter's contact:		Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
AES/ITN/Exemption		Invoice/License/Certificate No(s)						
Delivery Information								
Scheduled Delivery Date: / /	Delivery Date: / /	Delivery Time: AM / PM	Addressee's Signature					
Sender's Signature and Date						Return to Sender Instructions in case of nondelivery:		
<div style="display: flex; justify-content: space-between; align-items: center;"> <div> 6.5 lbs </div> <div> </div> <div> </div> </div>								
T O	人民网>>人民日报>>63吕秀莲 山东青岛266033				PAGE 2 – CUSTOMS DECLARATION EQ 123 456 785 US			
	3-247-466-3755 Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA							
PS Form 2976-B (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.								

←
→
←
→

2-7/16" 3" 5-13/16"

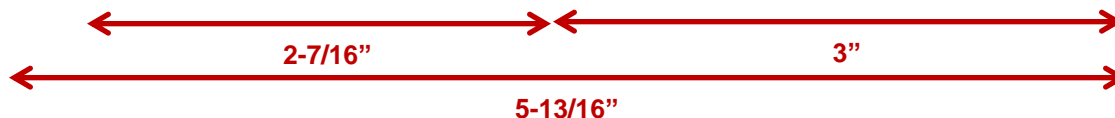
3-13/16"

1-2/16"

Exhibit 7: PS Form 2976-B - Customs Declaration and Dispatch Note CP72 (Page 3)

F R O M	1-123-456-7890 MID: 123456789		CP72-CUSTOMS DECLARATION		Page 3 - Not Valid As Proof-of-Payment for US Postage
	Jane Doe ABC Company 100 Main Street Washington, DC 20260		Origin Post: US POSTAL SERVICE	Date of Mailing: 3/30/2015	
			Importer's reference:		
			Importer's contact:		
Office of Exchange			Customs Stamp		Please affix labels here when required
					Postal charges/ Fees: \$
Category of items:			Customs Duty		Corporate Account #:
Exporter's reference:		Exporter's contact:	Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.
AES/ITN/Exemption		Invoice/License/Certificate No(s)			
Delivery Information					
Scheduled Delivery Date: / /	Delivery Date: / /	Delivery Time: AM / PM	Addressee's Signature		Sender's Signature and Date
					Return to Sender Instructions in case of nondelivery:
T O	人民网>>人民日报>>63吕秀莲 山东青岛266033		PAGE 3 – DISPATCH NOTE EQ 123 456 785 US		
	Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA				

PS Form 2976-B (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.



The PS Form 2976-B is an integrated Express Mail label and customs declaration. This form is a multi-ply form requiring three, single-sided copies:

Copy 1: Customs Declaration

Copy 2: Customs Declaration

Copy 3: Dispatch Note

The two Customs Declaration copies are identical except for the header and barcode sections.

If there is insufficient space to enter a detailed description of all articles contained in the package in the "Detailed Description of Contents" field, an additional copy – Continuation Page – must be produced. The Continuation Page must include a human readable number – printed in an uppercase bold Arial 11 font – that matches the human readable barcode number on the other form copies. For more information, please see section 6, [Continuation Page](#), of this document.

Note: A single-ply form option is available for select destination countries that no longer require duplicate copies of Customs Declaration or a Dispatch Note. See [Appendix D](#) for listing of countries participating in the Single-Ply Option.

5.1 Header Section

The header section is positioned at the top right side of the label and contains information on the indicia and the product or service that is used to process the item.

5.1.1 Header Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	In the top right corner of the label
Section border thickness below	Bold

5.1.2 Data Elements

Data element	Critical	Value
Indicia	Optional	Per standards in IMM or DMM
Product/Service Name	Dependent on Product	Per standards in IMM or DMM
Product/Service Logo	Dependent on Product	Logo

5.1.3 Header Layout

On copy one, the header should include the indicia, if applicable. Space in the indicia section of the header is available for the mailing service. Acceptable mailing services include:

- Priority Mail Express[®]
- Priority Mail Express International[®] Medium Flat Rate Box
- Priority Mail Express International[®] Large Flat Rate Box

The standards for permit imprint indicia are outlined in IMM section [152](#) and DMM sections [604](#) and [705](#).

Form copy one and two are identical except for the header and barcode sections. The header section on copy one includes the indicia area with postage, if applicable. This section on copy two and three must include a watermark as noted below in the location where postage is printed on copy one.

Copy 2: Watermark to state “Page 2 – Not Valid As Proof-of-Payment for US Postage”

Copy 3: Watermark to state “Page 3 – Not Valid As Proof-of-Payment for US Postage”

5.2 Sender Section

The sender section is positioned at the top left corner of the label and contains information on the sending party. The *sender's address*, *telephone number* and *customer Mailer ID number* are included in this section. The address information of the sender must be shown in English. The address of the sender is preceded by the text “FROM”, in capitals and oriented vertically. If the sender address is longer than the space available to be printed, the sender address may be truncated (The full address still must be in the electronic data piece).

5.2.1 Sender Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	At the top, right corner of the header section
Section borders thickness below	Bold

5.2.2 FROM Indicator

Parameter	Value
Width dedicated	Scalable
Orientation	Vertical
Text specification	Capitalized and Bold; Arial 9 (minimum)

5.2.3 Address of Sender

Parameter	Value
Width dedicated	Scalable
Characters & figures	Roman Letters & Arabic numerals
Address language	English
Address block	The address is left justified in block, without any white lines. If optional lines are not used, this cannot cause white lines to appear in the address block.
Text Specifications	Arial 7 (minimum)

5.2.4 Address Elements

Data element	Critical	Value
<Full legal name>	Conditional	an1..34
<Organization name>	Conditional	an1..35
<Street name>	Mandatory	an1..30
<Street number>	Mandatory	an1..5
<Street Specification>	Conditional	an1..35
<Extension>	Conditional	an1..3
<City>	Mandatory	an1..35
<State>	Mandatory	an1..35
<Postal Code>	Mandatory	an1..9
<Country Name>	Mandatory, if not US	an1..35

5.2.5 Address Structure

	<Full Legal Name> <Organization> <Street Number> <Extension> <Street> <Street Specification> - <City> <State> <Postal Code> <Country>		Liam Smith USPS 96 B Victory Street Los Angeles CA 90001 - United States
--	--	--	--

5.2.6 Telephone Number

If available, the telephone number of the sender is added in the sender section. The telephone number is preceded by a telephone symbol and is positioned in the upper right corner of the section.

Data element	Value
<Telephone Number>	an1..15
<Telephone Symbol>	☎
Criticality	Optional
Position Telephone Number	Right justified above the sender name
Text Specifications	Arial 7 (minimum)

5.2.7 Mailer ID Number

The mailer ID number of the sender is added below the telephone number in the sender section. The mailer ID number is preceded by the text "MID".

Data element	Value
<Customer Mailer ID Number>	n9
Criticality	Required
<Customer Mailer ID Number indicator>	"MID"
Position Telephone Number	Right justified below telephone number if provided
Text Specifications	Arial 7 (minimum)

5.3 Addressee Section

The addressee section is positioned below the sender section and header section and contains information on the receiving party. The *addressee's address* and *telephone number* are mentioned in this section. The address information of the addressee must be shown in Roman letters and Arabic numerals. The address information is indented to the right and is preceded by the text "TO", in capitals and oriented horizontally. If the Addressee address is longer than the space available to be printed, the address may **not** be truncated.

5.3.1 Section Dimensions

Parameter	Value
Height section	1 – 2/16 inches
Width section	2 – 13/16 inches
Position section	Bottom left side of label
Section borders thickness above & below	Bold

5.3.2 TO Indicator

Parameter	Value
Width dedicated	6/16 inch
Text orientation	Horizontal, preferred
Text specification	Capitalized and Bold; Arial 16 (minimum)

5.3.3 Address of Addressee

Parameter	Value
Width dedicated	2 – 7/16 inches
Characters & Figures	Roman letters & Arabic numerals
Text specifications	Lower Case, Arial 10 (minimum) <COUNTRY> Capitalized and Bold; Arial 10 (minimum) Address in Foreign Language, Arial 8 (minimum)
Address block	The address is left justified in block, without any white lines. If optional lines are not used, this cannot cause white lines to appear in the address block.

5.3.4 Address Elements

Data element	Critical	Value
<Full legal name>	Conditional	an1..14
<Organization name>	Conditional	an1..35
<Street number>	Mandatory	an1..5
<Street name>	Mandatory	an1..30
<Extension>	Conditional	an1..3
<Street Specification>	Conditional	an1..35
<Town>	Conditional*	an1..35
<Province>	Conditional*	an1..35
<Postal Code>	Conditional	an1..9
<Country Name>	Mandatory, if not US	an1..35


*Either Town or Province must be entered.

5.3.5 Address Structure

The address structure depends on the country of destination. Different possible structures are described in [Appendix B](#).

5.3.6 Telephone Number

If available, the telephone number of the addressee is added in the addressee section. The telephone number is preceded by a telephone symbol and is positioned in the upper right corner of the section.

Data element	Value
<Telephone Number>	an1..15
<Telephone Symbol>	
Position Telephone Number	Upper right corner, aligned right
Text Specifications	Arial 8 (minimum)

TO	
	Liam Smith
	<i>bpost</i>
	Munt 1
	1000 Brussel
	België
	 +32474663755

5.4 Transport Instruction Section

The transport instruction section contains symbols that represent operational instructions, delivery choices or item features. A set of standard symbols has been defined.

5.4.1 Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Above the addressee and barcode sections

5.4.2 Standardized Symbols (operational instructions, delivery options, item features)

Icons are available on [RIBBS](#).

Parameter	Value
Height symbol	Scalable
Width symbol	Scalable

Minimum blank space between symbols	5 mm
Position of symbols	No symbol can be closer to the border than 2.5 mm
Distribution of symbols in section	Distribute the symbols evenly between the borders of the label



Symbol	Name	Description
	Parcel Locker	<p>The symbol indicates that the item will put be in a parcel locker, where the addressee can collect the item. The symbol should be included in the transport instruction section of the label for all products where this delivery option is valid.</p> <p><i>* For future use.</i></p>
	Scan barcode	<p>The symbol indicates that the barcode should be scanned at the moment of delivery. The symbol should be included in the transport instruction section of the label for all parcels and letter packages. Not all letter packages are eligible for a scan at the moment of delivery. Please refer to the guidelines below:</p> <ul style="list-style-type: none"> • PMEI scan required • PMI scan required • FCPIS scan required based on country destination • IPA/ISAL no scan required
	Signature	<p>The symbol indicates that a signature of the addressee is required at the moment of delivery. Not all letter packages are eligible for a signature on delivery. Please refer to the guidelines below:</p> <ul style="list-style-type: none"> • PMEI signature required • PMI signature required • FCPIS no signature required • IPA/ISAL no signature required
	Pick up location	<p>The symbol indicates that the item will be available at any pickup location (other than a parcel locker), where the addressee can collect the item. The symbol should be included in the transport instruction section of the label for all products where this delivery option is valid.</p> <p><i>* For future use.</i></p>
 3.4 lb.	Weight	<p>The symbol indicates the gross weight of the item. The weight must be indicated on every parcel and letter package. The gross weight of the item is mentioned below the weight symbol. One decimal is shown; the weight is expressed in pounds (lb.).</p>

5.5 Barcode Section

The barcode section is positioned at the bottom right side of the label and contains the UPU S10 identifier. The application of technical specs of the barcode, as described below, is mandatory.³

Form copy one and two are identical except for the header and barcode sections. The barcode section on copy one must include the barcode, associated human readable number. This section on copy two and three must include the human readable number, *without the barcode*, and the page identifier (i.e., “Page 2- Customs Declaration”) in the location where the barcode is printed on copy one.

5.5.1 Section Dimensions

Parameter	Value
Height section	1 – 2/16 inches
Width section	3 inches
Position section	At the bottom right side of the label
Section borders thickness above & below	Bold

5.6 Footer Section

The footer section is positioned across the bottom of the label.

5.6.1 Footer Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Across the bottom of the label

5.6.2 Data Elements

Data element	Critical	Value
Form name	Mandatory	PS Form 2976-B (March 2015)
Footer Message 1	Mandatory	Do not duplicate this form without USPS Approval.
Footer Message 2	Mandatory	This item may be opened officially.

³ The Intelligent Mail® package barcode (IMpb) may be used for APO/FPO/DPO or other domestic destinations as defined under DMM section [608.2](#) that may require a customs declaration. For more information on IMpb specifications, please see [Appendix C](#) of this document.

5.7 CP72 Section

The CP72 section is integrated to provide a label solution for mailers to produce a full CP72 compliant label.

Form copy one and two are identical for the CP72 section. For copy three, see section 5.8, [CP72 Dispatch Note](#).

5.7.1 Section Dimensions

Parameter	Value
Top right corner part	
Height section	Scalable
Width section	Scalable
Position section	Middle section of the label

5.7.2 CP72 Content

All elements of the CP72 form are listed in the table below.

- All data elements that have “fixed text” as a type will always appear in the CP72 form exactly as given in the example.
- All data elements that have “variable” as a type are item specific elements and the content of these elements will vary depending on the characteristics of the postal item.
- All data elements that have “calculated” as a type are fields of which the value is calculated based on the variable elements that vary for every specific postal item.

If there is insufficient space to enter a detailed description of all article contained in the package in the “Detailed Description of Contents” field, an additional copy – Continuation Page – must be produced. The Continuation Page must include a human readable number – printed in an uppercase bold Arial 11 font – that matches the human readable barcode number on the other form copies. For more information, please see section 6, [Continuation Page](#).

5.8 CP72 Dispatch Note

Copy three of the PS Form 2876-B is the dispatch note. This copy differs from the copy one and two in the CP72 section.

5.8.1 Section Dimensions

Parameter	Value
Height section	Scalable
Width section	Scalable
Position section	Middle section of the label

All elements of the dispatch note are listed in the table below.

- All data elements that have “fixed text” as a type will always appear in the CP72 form exactly as given in the example.

Data element	Font type	Font size	Specs	Type	Position
CP72 Header section					
"CP72 - CUSTOMS DECLARATION"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
Operator section					
"Origin Post:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
"US POSTAL SERVICE"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
"Date of Mailing:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
3/30/2015	Arial	Scalable - Min Size of 5	Bold	Variable	<date of mailing> in m/dd/yyyy
Importer's section					
"Importer's reference"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Importer's reference>	Arial	Scalable - Min Size of 5	Normal	Variable	<tax code> &/OR <VAT no> &/OR <Importer code>
"Importer's contact"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Importer's contact>	Arial	Scalable - Min Size of 5	Normal	Fixed text	<Importer's telephone> &/OR <Importer's email>
Item content section					
"Detailed description of contents"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
Men's cotton T-shirt	Arial	Scalable - Min Size of 7	Normal	Variable	<Item_1>
Quantity					
"Qty"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
2	Arial	Scalable - Min Size of 7	Normal	Variable	<qty_of_Item_1>
Weight					
"Wgt (lb/oz)"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
Pounds					
4	Arial	Scalable - Min Size of 7	Normal	Variable	<Wgt_of_Item_1_in_lb>
Ounces					
2	Arial	Scalable - Min Size of 7	Normal	Variable	<Wgt_of_Item_1_in_oz>
Value					
"Value(US\$)"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
100.00	Arial	Scalable - Min Size of 7	Normal	Variable	<Value_of_Item_1_in_oz>
Tariff section					
"HS Tariff Number"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
6109.10.0019	Arial	Scalable - Min Size of 7	Normal	Variable	<HS Tariff Number>
"Origin Country"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
CN	Arial	Scalable - Min Size of 7	Normal	Variable	<Origin Country>

Data element	Font type	Font size	Specs	Type	Position
Insured Value section					
"Insured Value: \$"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Insured Value>	Arial	Scalable - Min Size of 5	Normal	Variable	<Insured Value>
SDR Value section					
"SDR Value: \$"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<SDR Value>	Arial	Scalable - Min Size of 5	Normal	Variable	<SDR Value>
Insured Fee section					
"Insured Fee: \$"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Insured Fee>	Arial	Scalable - Min Size of 5	Normal	Variable	<Insured Fee>
Postal Charges/Fees section					
"Postal Charges/Fees: \$"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
25.99	Arial	Scalable - Min Size of 5	Normal	Variable	<Postal Charges/Fees>
Nature of goods section					
"Category of Items:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Category of items>	Arial	Scalable - Min Size of 5	Normal	Variable	<Merchandise> and/or <Gift> and/or <Documents> and/or <Commercial Sample> and/or <Returned Goods> and/or <Humanitarian GOods> and/or <Dangerous Good> and/or <Other>
Exporter's section					
"Exporter's reference"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Exporter's reference>	Arial	Scalable - Min Size of 5	Normal	Variable	<tax code> &/OR <VAT no> &/OR <Exporter code>
"Exporter's contact"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Exporter's contact>	Arial	Scalable - Min Size of 5	Normal	Variable	<Exporter's telephone> &/OR <Exporter's email>
AES/ITN/Exemptions section					
"AES/ITN/Exemptions:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<AES/ITN/Exemptions>	Arial	Scalable - Min Size of 5	Normal	Variable	See Appendix E
Total section					
"TOTAL"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
<total lb of all items>	Arial	Scalable - Min Size of 7	Normal	Calculated	<total lb of all items>
<total oz of all items>	Arial	Scalable - Min Size of 7	Normal	Calculated	<total oz of all items>
<total value of all items in dollars.cents>	Arial	Scalable - Min Size of 7	Normal	Calculated	<total value of all items in dollars.cents>
Total Dimensions section					
"Total Dimensions" "L:" "W:" "H:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<L> <W> <H>	Arial	Scalable - Min Size of 5	Normal	Variable	<Length> & <Weight> & <Height>
Invoice/License/Certificate No(s) section					
"Invoice/License/Certificate No(s)"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Invoice> <License> <Certificate No(s)>	Arial	Scalable - Min Size of 5	Normal	Variable	<Invoice> <License> <Certificate No(s)>

Data element	Font type	Font size	Specs	Type	Position
Delivery Information Section					
"Delivery Information"	Arial	Scalable - Min Size of 5	Bold	Fixed text	as in example
"Schedule Delivery Date: / / "	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Schedule Delivery Date>	Arial	Scalable - Min Size of 5	Normal	Variable	<Schedule Delivery Date> in m/dd/yyyy
"Delivery Date: / / "	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Delivery Date>	Arial	Scalable - Min Size of 5	Normal	Variable	<Delivery Date> in m/dd/yyyy
"Delivery Time: AMPM"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Delivery Time>	Arial	Scalable - Min Size of 5	Normal	Variable	<Delivery Time>
"Addressee's Signature"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Addressee's Signature>	Arial	Scalable - Min Size of 5	Normal	Variable	<Addressee's Signature>
Corporate Account # section					
"Corporate Account #"	Arial	Scalable - Min Size of 5	Normal	Fixed text	
<Corporate Account #>	Arial	Scalable - Min Size of 5	Normal	Variable	<Corporate Account #>
Signature section					
"I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations."	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
"Senders Signature and Date"	Arial	Scalable - Min Size of 5	Normal	Variable	<Signature> <Date>
Return to sender Instructions in case of nondelivery section					
"Return to sender Instructions in case of nondelivery:"	Arial	Scalable - Min Size of 5	Normal	Fixed text	as in example
<Return to sender Instructions in case of nondelivery>	Arial	Scalable - Min Size of 5	Normal	Variable	<Return to sender Instructions in case of nondelivery>

6. Continuation Page

When a letter package or parcel contains more articles than can be listed on the customs declaration, a Continuation Page provides the space to list the remaining items. The Continuation Page must contain the same human readable UPU identifier as the customs declaration with items 1 – 4.

Place the Continuation Page behind pages 1 – 3 of the customs declaration form in PS Form 2976-E and adhere it to the parcel.

Exhibit 8: Continuation Page

CUSTOMS DECLARATION – CONTINUATION PAGE						
CM 123 456 785 US						
Detailed description of contents	Qty	Net Weight (lbs/oz)		Value (US\$)	For commercial items only HS Tariff Number	Origin Country

Continuation Page (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.

5-13/16"

3-13/16"

7. UPU Identifier – Barcode

USPS links item level customs data to customs barcodes. Improper customs barcode generation can cause delays in mail processing.

- Customs label barcodes must be:
 - Derived from a mailer's assigned range.
 - Unique for at least 365 days per Universal Postal Union (UPU) requirements.
 - Compliant with Code 128 symbology and UPU S10 standards using Subsets B and C as designated below.
 - A fixed length of 13 characters, except for APO/DPO and FPO mail, which may follow the Intelligent Mail[®] package barcode (IMpb) requirements.

Note: The Intelligent Mail[®] package barcode (IMpb) may be used for APO/FPO/DPO or other domestic destinations as defined under *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM[®]) section 608.2 that may require a customs declaration. For more information on IMpb specifications, please see appendix C of this document.

7.1 Barcode Structure

Barcode numbers have four components, shown in Table 1. The result has a fixed length of 13 characters.

Table 1: Barcode Components

Character No	Data Format	Component
1 and 2	a2	Service Indicator – the 2-digit Service Type Code
3 to 10	n8	Package Sequence Number – the National Customer Support Center (NCSC) assigns blocks of 8-digit sequential package identifiers after the customs form, barcode, and customs data transmission are validated
11	n1	Check digit – calculated in accordance with the algorithm found in section <i>Modulus 11 Weighted Check Digit Formula</i>
12 and 13	a2	Country code – Customs forms on international mail pieces originating in the United States carry the code "US"

Modulus 11 Weighted Check Digit Formula:

- Multiply the digits in the Package Sequence Number by the weighting factors 8 6 4 2 3 5 9 7 (i.e., multiply the first digit by 8, the second by 6 and so on)
- Calculate the sum of the weighted values
- Divide the sum by 11
- Subtract the remainder from 11
- If the result falls within the range 1 to 9, use the result as the check digit
- If the result is 10, use 0 as the check digit
- If the result is 11, use 5 as the check digit

Exhibit 9: Example calculation for an S10 barcode

Barcode Sequence #	4	7	3	1	2	4	8	2	
Weighting factors	x8	x6	x4	x2	x3	x5	x9	x7	
Weighted values	32	42	12	2	6	20	72	14	
Sum of weighted values	32 +	42 +	12 +	2 +	6 +	20 +	72 +	14 +	= 200
200 divided by 11 = 18 with a remainder of 2									
11 minus 2 = 9; the check digit is therefore 9									
Complete self-checking number: 473124829									

The table below summarizes the preferred data construct and syntax:

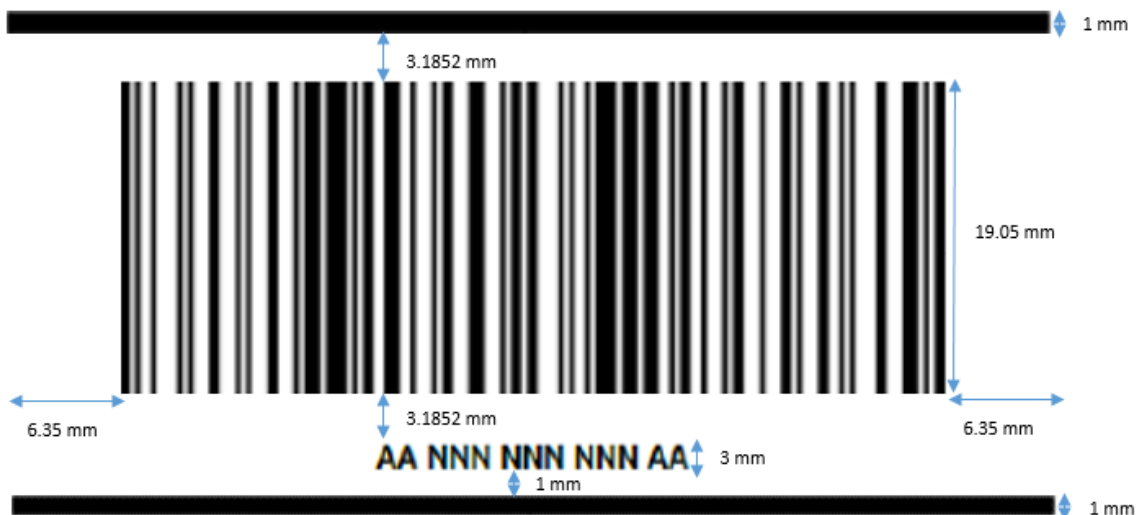
Barcode Data	Overhead
	Start Code – Subset B
2-character alpha (Product) Prefix	
First (left-most) digit of the Package Sequence ID — 1 digit	
	Shift Code – Subset C
Remainder of the Package Sequence ID — 8 digits	
	Shift Code – Subset B
Origin County Code — Always “US”	
	Modulus 103 Check Digit
	Stop Code

- **Start Code – Subset B:** Part of the barcode overhead. This character is mandatory and specifies that the barcode will start using Subset B. Subset B allows for the encoding of alphanumeric values. The start character is not shown in the human-readable representation of the barcode data.
- **Shift Code – Subset C:** Part of the barcode overhead. This character “shifts” the barcode to Subset C which allows for more space-efficient encoding of numeric values. The shift character is not shown in the human-readable representation of the barcode data.
- **Shift Code – Subset B:** Part of the barcode overhead. This character “shifts” the barcode to Subset B which allows for the encoding of alphanumeric values. The shift character is not shown in the human-readable representation of the barcode data.
- **Modulus 103 (MOD 103) Check Digit :** Part of the barcode overhead. The MOD 103 check digit is required in all Code 128 barcodes. The bar/space pattern corresponding to the check digit is printed as part of the barcode; however, the MOD 103 check digit is not included in the human-readable representation of the barcode data.
- **Stop Code:** Part of the barcode overhead. The Stop Code is required in all Code 128 barcodes. The Stop Code is not included in the human-readable representation of the barcode data.

7.2 UPU Identifier

Parameter	Value
Barcode symbology	Code 128
Character set	A-Z, 0-9
Number of characters	13 (excluding start, stop, symbology check value)
Symbology defined symbol check character	Mandatory (required by symbology)
Check digit	As specified in Table 2
Narrow element (X) dimension	0.5 mm
Wide/narrow (N) ratio	Not applicable
Intercharacter gap	Not applicable
Black Identification Bar Above	1 mm
Vertical Barcode Clear Zone Above	3.1852 mm
Barcode Height	19.05 mm
Horizontal Barcode Clear Zone Left/Right	6.35 mm
Vertical Barcode Clear Zone Below	3.1852 mm
Human Readable Height	3 mm
Vertical Human Readable Clear Zone Below	1 mm
Black Identification Bar Below	1 mm
Use of FNC4	Not permitted
Font type Human Readable	Arial
Font size Human Readable	11 (CAPITALIZE and Bold)
Structure of alphanumerical representation	AA NNN NNN NNN AA; with spaces inserted as shown to enhance readability

Example of the Barcode Section measurements in millimeters



Example of the Barcode Section measurements in inches



Table 2: Example calculation for a barcode with the UPU Identifier 47312482

Number	4	7	3	1	2	4	8	2
Weighting factors	x8	x6	x4	x2	x3	x5	x9	x7
Weighted values	32	42	12	2	6	20	72	14
Sum of weighted values	32 +	42 +	12 +	2 +	6 +	20 +	72 +	14 + = 200
200 divided by 11 = 18 with a remainder of 2								
11 minus 2 = 9; the check digit is therefore 9								
Complete self-checking number: 473124829								

7.3 Barcode Preparation

All variable numbering – barcode and human readable – must match within all locations/parts of the form. The barcode number must be in the lower right corner of the form and incorporate a human readable barcode alpha-numeric below the barcode reading left to right. These characters will serve as ready reference to assure validity of the barcode numbers.

7.4 Human Readable Barcode Number Preparation

Human readable numbering may be achieved by mechanical numbering machine, ink-jet spray printing, laser printing, or any other method providing the number conforms to American National Standards Institute X3.17, 1981 for OCR A1 and any amendments thereto. The human readable number must be printed on the Customs Declaration and the Continuation Page, if applicable.

Print Quality Requirements

7.5 Barcode Length

The overall length of the barcode is a function of the number of characters encoded and the X-dimension used.

7.6 Barcode Height

The overall minimum height of the barcode shall measure at least 0.75 inch. A shorter height may be permitted under certain conditions.

7.7 Horizontal Barcode Quiet / Clear Zone

A clear zone measuring at least ten times the X-dimension shall be maintained immediately to the left and right of the barcode. No text, images, or other markings shall appear in this area. The USPS recommends a minimum clear zone of 0.25 inch.

7.8 Vertical Barcode Quiet / Clear Zone

A clear zone measuring at least 0.1254 inch shall be maintained directly above and below the barcode. No text, images, or other markings shall appear in this area.

7.9 Printer Resolution

USPS recommends a printer with a minimum resolution of 203 dots per inch (dpi) for printing the package barcode. Dots per inch is a measure of a printer's resolution, in particular it is the number of individual dots that can be produced within a linear 1-inch (2.54 cm) space.

7.10 Reflectance / Symbol Contrast

The barcode must be printed on a substrate (e.g., shipping label) which is uniform in color. Barcode scanning equipment responds to differences between light reflected from the darkest bar and lightest space within barcode symbols, including quiet zones. Reflectance will be measured on a USPS®-specified reflectance meter or barcode verifier.

7.11 Minimum/ Maximum Reflectance

The Reflectance value of the darkest bar within the barcode symbol (R_{min}) must be equal to or less than half the reflectance value of the lightest space (R_{max}), when measured in the red spectral range between 630 nanometers (nm) and 675 nm.

$$R_{min} \leq 0.5R_{max}$$

7.12 Symbol Contrast

Symbol contrast is the difference between the highest reflectance value (R_{max}) and the lowest reflectance value (R_{min}) within the barcode symbol including the quiet zones. The symbol contrast must be greater than or equal to 40 percent.

$$\begin{aligned} SC &= R_{max} - R_{min} \\ SC &\geq 40\% \end{aligned}$$

7.13 Barcode Quality

At least 70 percent of the barcodes in each mailing must have an overall symbol grade of “B” or better when measured with the appropriate aperture size in the red spectral range between 630 nanometers (nm) and 675 nm. The remainder must measure no less than a symbol grade of “C”. Specified symbol grades are based upon the ISO/IEC 15416 Barcode Print Quality Guideline which recommends a method of measuring the quality parameters of printed barcode symbols.

The different symbol grades indicate print quality. Only the use of the appropriate aperture for the specific X-dimension of the barcode symbol under consideration will guarantee that the grade obtained from measurement of this symbol is the correct grade according to the ISO/IEC 15416 specified methodology. Therefore, in accordance with this methodology, the mailer should use a 10-mil aperture (0.250 mm) when measuring barcodes printed with X-dimensions between 0.013 and 0.021 inches (13 – 21 mils).

Appendix A: Customs Declaration Form Templates

PS Form 2976 standard (4" x 6")

CN22 – CUSTOMS DECLARATION					FROM		
Origin Post: US Postal Service		Date of Mailing:					
Category of Item:							
AES/ITN/Exemptions:							
Detailed description of contents					TO		
Qty	Wgt (lb/oz)	Value (US\$)	HS Tariff Number ; Country of Origin				
			TOTAL				
I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.							
Sender's Signature and Date							
PS Form 2976 (March 2015)					Do not duplicate this form without USPS approval.		
					This item may be opened officially.		

PS Form 2976 with optional insert (4" x 6")
(For use when providing destination address in a foreign language)

CN22 – CUSTOMS DECLARATION					FROM				
Origin Post: US Postal Service		Date of Mailing:							
Category of Item:									
AES/ITN/Exemptions:									
Detailed description of contents					TO				
Qty	Wgt (lb/oz)	Value (US\$)	HS Tariff Number ; Country of Origin						
			TOTAL						
I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.									
Sender's Signature and Date									
PS Form 2976 (March 2015)					Do not duplicate this form without USPS approval.		This item may be opened officially.		

PS Form 2976 with IMpb (4" x 6")
(For use only for domestic destinations requiring a customs declaration form)

	CN22 – CUSTOMS DECLARATION				F R O M		
	Origin Post: US Postal Service		Date of Mailing:				
	Category of Item:						
	AES/ITN/Exemptions:						
	Detailed description of contents						
					TO		
	Qty	Wgt (lb/oz)	Value (US\$)	HS Tariff # ; Origin Country			
				TOTAL			
I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.							
Sender's Signature and Date							
PS Form 2976 (March 2015)				Do not duplicate this form without USPS approval.		This item may be opened officially.	

PS Form 2976-A standard template (4" x 6")
Page 1 – Customs Declaration

F R O M			CP72-CUSTOMS DECLARATION				
			Origin Post: US POSTAL SERVICE	Date of Mailing:			
			Importer's reference:				
			Importer's contact:				
Detailed description of contents		Qty	Net Weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
							SDR Value: \$
							Insured Fee: \$
							Postal charges/ Fees: \$
Category of items:		TOTAL			I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
Exporter's reference:	Exporter's contact:	Total Dimensions: L: W: H:					
AES/ITN/Exemption		Invoice/License/Certificate No(s)					
					Sender's Signature and Date		
					Return to Sender Instructions in case of nondelivery:		
T O							
PS Form 2976-A (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.							

****Items going to domestic destinations, or countries listed in [Appendix D](#), do not need Page 2 (Customs Declaration) or Page 3 (Dispatch Note)**

PS Form 2976-A with optional insert (4" x 6")
(For use when providing destination address in a foreign language)
Page 1 – Customs Declaration

F R O M			CP72-CUSTOMS DECLARATION						
			Origin Post: US POSTAL SERVICE		Date of Mailing:				
			Importer's reference:						
			Importer's contact:						
Detailed description of contents			Qty	Net Weight (lbs/oz)		Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
									SDR Value: \$
									Insured Fee: \$
									Postal charges/ Fees: \$
Category of items:			TOTAL				I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
Exporter's reference:	Exporter's contact:	Total Dimensions: L: W: H:							
AES/ITN/Exemption			Invoice/License/Certificate No(s)				Sender's Signature and Date		
							Return to Sender Instructions in case of nondelivery:		
T O									
PS Form 2976-A (March 2015)			Do not duplicate this form without USPS approval.				This item may be opened officially.		

****Items going to domestic destinations, or countries listed in [Appendix D](#), do not need Page 2 (Customs Declaration) or Page 3 (Dispatch Note)**

PS Form 2976-A standard template (4" x 6")
Page 2 – Customs Declaration

F R O M			CP72–CUSTOMS DECLARATION		Page 2 - Not Valid As Proof-of-Payment for US Postage			
			Origin Post: US POSTAL SERVICE	Date of Mailing:				
			Importer's reference:					
			Importer's contact:					
Detailed description of contents			Qty	Net Weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
								SDR Value: \$
								Insured Fee: \$
								Postal charges/ Fees: \$
Category of items:			TOTAL			I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
Exporter's reference:	Exporter's contact:	Total Dimensions: L: W: H:						
AES/ITN/Exemption			Invoice/License/Certificate No(s)			Sender's Signature and Date		
						Return to Sender Instructions in case of nondelivery:		
T O						PAGE 2 – CUSTOMS DECLARATION		
PS Form 2976-A (March 2015)			Do not duplicate this form without USPS approval.			This item may be opened officially.		

PS Form 2976-A standard template (4" x 6")
Page 3 – Dispatch Note

F R O M			CP72–CUSTOMS DECLARATION		Page 3 - Not Valid As Proof-of-Payment for US Postage
			Origin Post: US POSTAL SERVICE	Date of Mailing:	
			Importer's reference:		
			Importer's contact:		
Office of Exchange			Customs Stamp		Please affix labels here when required
					Postal charges/ Fees: \$
Category of items:			Customs Duty:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.
Exporter's reference:	Exporter's contact:	Total Dimensions: L: W: H:			
AES/ITN/Exemption			Invoice/License/Certificate No(s)		Sender's Signature and Date
Declaration by ADDRESSEE: I have received the parcel described on this note. ADDRESSEE'S Signature and Date					Return to Sender Instructions in case of nondelivery:
T O					PAGE 3 – DISPATCH NOTE
PS Form 2976-A (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.					


PS Form 2976-A with IMpb (4" x 6")
(For use only for domestic destinations requiring a customs declaration form)

F R O M			CP72-CUSTOMS DECLARATION					
			Origin Post: US POSTAL SERVICE		Date of Mailing:			
			Importer's reference:					
			Importer's contact:					
	Detailed description of contents		Qty	Net Weight (lbs/oz)		Value (US\$)	HS Tariff Number	Origin Country
								SDR Value: \$
								Insured Fee: \$
								Postal charges/ Fees: \$
Category of items:		TOTAL				I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
Exporter's reference:	Exporter's contact:	Total Dimensions: L: W: H:						
AES/ITN/Exemption		Invoice/License/Certificate No(s)						
							Sender's Signature and Date	
							Return to Sender Instructions in case of nondelivery:	
T O								

PS Form 2976-A (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.

****Items going to domestic destinations, or countries listed in [Appendix D](#), do not need Page 2 (Customs Declaration) or Page 3 (Dispatch Note)**

PS Form 2976-B standard template (4" x 6")
Page 1 – Customs Declaration

F R O M			CP72-CUSTOMS DECLARATION					
			Origin Post: US POSTAL SERVICE	Date of Mailing:				
			Importer's reference:					
			Importer's contact:					
Detailed description of contents			Qty	Net Weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
								SDR Value: \$
								Insured Fee: \$
								Postal charges/ Fees: \$
Category of items:			TOTAL			Corporate Account #:		
Exporter's reference:		Exporter's contact:		Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
AES/ITN/Exemption		Invoice/License/Certificate No(s)						
Delivery Information								
Scheduled Delivery Date: / /		Delivery Date: / /		Delivery Time: AM / PM		Addressee's Signature		Sender's Signature and Date
								Return to Sender Instructions in case of nondelivery:
T O								


PS Form 2976-B (March 2015)

Do not duplicate this form without USPS approval.

This item may be opened officially.

****Items going to domestic destinations, or countries listed in [Appendix D](#), do not need Page 2 (Customs Declaration) or Page 3 (Dispatch Note)**

PS Form 2976-B with optional insert (4" x 6")
(For use when providing destination address in a foreign language)
Page 1 – Customs Declaration

F R O M			CP72-CUSTOMS DECLARATION					
			Origin Post: US POSTAL SERVICE	Date of Mailing:				
			Importer's reference:					
			Importer's contact:					
Detailed description of contents			Qty	Net Weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
								SDR Value: \$
								Insured Fee: \$
								Postal charges/ Fees: \$
Category of items:			TOTAL			Corporate Account #:		
Exporter's reference:		Exporter's contact:		Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
AES/ITN/Exemption		Invoice/License/Certificate No(s)						
Delivery Information								
Scheduled Delivery Date: / /		Delivery Date: / /		Delivery Time: AM / PM		Addressee's Signature		
						Sender's Signature and Date		
						Return to Sender Instructions in case of nondelivery:		
T O								

PS Form 2976-B (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.

****Items going to domestic destinations, or countries listed in [Appendix D](#), do not need Page 2 (Customs Declaration) or Page 3 (Dispatch Note)**


PS Form 2976-B standard template (4" x 6")
Page 2 – Customs Declaration

F R O M			CP72-CUSTOMS DECLARATION			Page 2 - Not Valid As Proof-of-Payment for US Postage		
			Origin Post: US POSTAL SERVICE		Date of Mailing:			
			Importer's reference:					
			Importer's contact:					
Detailed description of contents			Qty	Net Weight (lbs/oz)	Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
								SDR Value: \$
								Insured Fee: \$
								Postal charges/ Fees: \$
Category of items:			TOTAL			Corporate Account #:		
Exporter's reference:		Exporter's contact:		Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
AES/ITN/Exemption		Invoice/License/Certificate No(s)						
Delivery Information								
Scheduled Delivery Date: / /		Delivery Date: / /		Delivery Time: AM / PM		Addressee's Signature		Sender's Signature and Date
								Return to Sender Instructions in case of nondelivery:
T O						PAGE 2 – CUSTOMS DECLARATION		
PS Form 2976-B (March 2015)			Do not duplicate this form without USPS approval.			This item may be opened officially.		

PS Form 2976-B standard template (4" x 6")
Page 3 – Dispatch Note

F R O M			CP72-CUSTOMS DECLARATION		Page 3 - Not Valid As Proof-of-Payment for US Postage
			Origin Post: US POSTAL SERVICE	Date of Mailing:	
			Importer's reference:		
			Importer's contact:		
Office of Exchange			Customs Stamp		Please affix labels here when required
					Postal charges/ Fees: \$
Category of items:			Customs Duty		Corporate Account #:
Exporter's reference:		Exporter's contact:	Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.
AES/ITN/Exemption		Invoice/License/Certificate No(s)			
Delivery Information					Sender's Signature and Date
Scheduled Delivery Date: / /	Delivery Date: / /	Delivery Time: AM / PM	Addressee's Signature		Return to Sender Instructions in case of nondelivery:
T O					PAGE 3 – DISPATCH NOTE
PS Form 2976-B (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.					

PS Form 2976-B with IMpb (4" x 6")
(For use only for domestic destinations requiring a customs declaration form)

F R O M			CP72-CUSTOMS DECLARATION						
			Origin Post: US POSTAL SERVICE		Date of Mailing:				
			Importer's reference:						
			Importer's contact:						
	Detailed description of contents		Qty	Net Weight (lbs/oz)		Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$
									SDR Value: \$
									Insured Fee: \$
									Postal charges/ Fees: \$
	Category of items:		TOTAL				Corporate Account #:		
	Exporter's reference:		Exporter's contact:		Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.		
AES/ITN/Exemption		Invoice/License/Certificate No(s)							
Delivery Information									
Scheduled Delivery Date:		Delivery Date:	Delivery Time: AM / PM		Addressee's Signature		Sender's Signature and Date		
								Return to Sender Instructions in case of nondelivery:	
T O									

PS Form 2976-B (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.

****Items going to domestic destinations, or countries listed in [Appendix D](#), do not need Page 2 (Customs Declaration) or Page 3 (Dispatch Note)**

Continuation Page (4" x 6")

CUSTOMS DECLARATION – CONTINUATION PAGE						
Detailed description of contents	Qty	Net Weight (lbs/oz)		Value (US\$)	For commercial items only	
					HS Tariff Number	Origin Country

Continuation Page (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.

Appendix B: Foreign Post Address Formats

Australia

TO	<Given Name> <Name> <Organisation> <Street> <Street Number> <Extension> <Street Specification> <Town> <Region> <Postal Code> <COUNTRY>
----	---

TO	John Grace Powerhouse Museum 22 Harris Street Sidney NSW 2001 AUSTRALIA
----	---

China - Urban Address

TO	<Addressee> <Premise> <Street> <Postcode> <Province> <COUNTRY>
----	---

TO	Mr. ZHANG Jun No.1 Jianguomenwai Avenue 100004 BEIJING P.R. CHINA
----	--

China - Rural Address

TO	<Addressee> <Locality> <Sub-province 2> <Sub-province> <Postcode> <Province> <COUNTRY>
----	--

TO	Mr. SHEN Li Naritu Town Zengxianglan County, Xilinguole Zone 027212 NEIMENGGU P.R. CHINA
----	--

France

TO	<Given Name> <Name> <Organisation> <Street Number> <Extension> <Street> <Postal Code> <Town> <COUNTRY>
----	--

TO	Jean Durand 25 Rue des Fleurs 33500 Libourne FRANCE
----	--

Germany

TO	<Given Name> <Name> <Organisation> <Street> <Street Number> <Extension> <Street Specification> <Postal Code Town> <COUNTRY>
-----------	--

TO	Folke Czerwinski Deutsche Post Platz der Deutschen Post 1 53113 Bonn GERMANY
-----------	--

Ireland - Dublin Districts

TO	<Given Name> <Name> <Organisation> <Street Number> <Extension> <Street> <Street Specification> <County> <Postal Code> <COUNTRY>
-----------	--

TO	Eddie McDonalds The Irish Times 24 Tara Street Dublin 2 IRELAND
-----------	---

Ireland - County Dublin & Provincial

TO	<Given Name> <Name> <Organisation> <Street Number> <Extension> <Street> <Street Specification> <Town> <County> <COUNTRY>
-----------	--

TO	Bryan McBean Smith and Company 24 Main Street New Ross Wexford IRELAND
-----------	---

Latvia

TO	<Given Name> <Name> <Organisation> <Street>, <Street Number>, <Extension> <Street Specification> <Town>, <Region>, <District>, <Postal Code> <COUNTRY>
-----------	---

TO	Otto Tabuns Latvian Institute Pils iela, 21, B Riga, Riga District, 1050 LATVIA
-----------	---

Malta

TO	<Given Name> <Name> <Organisation> <Street> <Street Number> <Extension> <Street Specification> <Town> <Postal Code> <COUNTRY>
----	--

TO	Tim Adam Allied Newspapers Limited St Paul Street 341 A Valetta VLT 1211 MALTA
----	--

New Zealand

TO	<Given Name> <Name> <Organisation> <Street Number> <Extension> <Street> <Street Specification> <Town> <Postal Code> <COUNTRY>
----	--

TO	Liam Smith New Zealand Post 96 B Victory Street Orewa 0931 NEW ZEALAND
----	--

United Kingdom

TO	<Given Name> <Name> <Organisation> <Street> <Street Number> <Extension> <Street Specification> <Town> <Region> <Postal Code> <COUNTRY>
----	---

TO	Sandra Pollard Amazon 1 A Chappel Hill Heswall Bournemouth BH1 1AA UNITED KINGDOM
----	---

Appendix C: Intelligent Mail Package

Those shipping to domestic locations that require customs forms can use IMpb or UPU.

The barcode specifications below only apply to APO/FPO/DPO or other domestic destinations as defined under *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM[®]) section 608.2 that may require a customs declaration. Instructions on barcode creation may be found in appendix A of the *Parcel Labeling Guide* at https://ribbs.usps.gov/barcode_cert/documents/tech_guides/ParcelLabelingGuide.pdf.

Barcode

- The barcode must use GS1-128 barcode symbology
- The barcode must utilize a 1-digit, Mod 10 check digit
- The barcode must be at least 0.50" in height
- The barcode must have an X-dimension measuring between 0.013" and 0.021" and remain constant throughout the barcode symbol
- The barcode must have a minimum clear space above and below of .125"
- The barcode must have a minimum clear space of .25" to either side

Human readable alpha-numeric

- The text should be printed in an uppercase bold sans serif font, which results in characters of 0.09" to 0.125" (baseline to capsline)
- The text should be centered below the barcode
- The text must have a clear space of 0.125" to 0.25" between the text and barcode
- The text shall not exceed the length of the identification bars
- The text should be parsed into groups of 4 with any remaining digits grouped at the end
- When using the Intelligent Mail[®] Package (IMpb), the human readable shall not include the Application Identifier 420 or the ZIP Code⁴


Domestic Shipments Needing Customs Forms Address Formats

- Army/Air Post Office (APO)
PFC JOHN DOE
PSC 3 BOX 4120
APO AE 09021
- Fleet Post office (FPO)
SEAMAN JOSEPH SMITH
UNIT 100100 BOX 4120
FPO AP 96691
- Diplomatic Post Office (DPO)
JOHN ADAMS
UNIT 8400 BOX 0000
DPO AE 09498-0048

⁴ This rule does not apply to legacy Confirmation Services concatenated barcodes which shall include the "420" Application Identifier and ZIP Code in the human readable text.

Example of PS Form 2976 with IMpb

**Using Permit Imprint Indicia as an example*



1234 5678 9012 3456 7890 1234 5678 9012 34

CN22 – CUSTOMS DECLARATION

Origin Post: US Postal Service	Date of Mailing: 3/30/2015
Category of Item:	
AES/ITN/Exemptions:	
Detailed description of contents	

1-123-456-7890
MID: 123456789

P

PRIORITY MAIL
U.S. POSTAGE
PAID
PERMIT #G-998


Qty	Wgt (lb/oz)	Value (US\$)	HS Tariff # ; Origin Country
TOTAL			


I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.

Sender's Signature and Date

TO

PFC John Doe
PSC 3 Box 4120
APO AE 09021

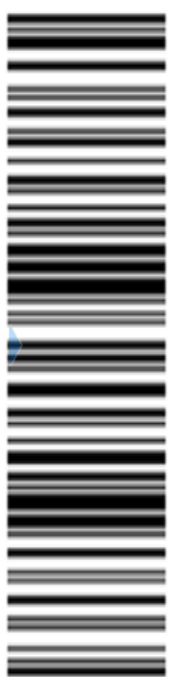




3.2 lbs



Overseas Military/Diplomatic Mail

Example of PS Form 2976-A with IMpb

**Using Permit Imprint Indicia as an example*

 1234 5678 9012 3456 7890 1234 5678 9012 34	F R O M	1-123-456-7890 MID: 123456789		CP72-CUSTOMS DECLARATION		P	PRIORITY MAIL U.S. POSTAGE PAID ABC COMPANY eVS			
		Name Business Street Address City, State ZIP Code		Origin Post: US POSTAL SERVICE			Date of Mailing: 3/30/2015			
				Importer's reference:						
				Importer's contact:						
Detailed description of contents		Qty	Net Weight (lbs/oz)		Value (US\$)	HS Tariff Number	Origin Country	Insured Value: \$		
Men's cotton T-shirt		1	1 2		25.00			SDR Value: \$		
								Insured Fee: \$		
								Postal charges/ Fees: \$		
Category of items:		TOTAL	1 2		25.00	I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.				
Exporter's reference:		Exporter's contact:		Total Dimensions: L: W: H:						
AES/ITN/Exemption		Invoice/License/Certificate No(s)		Sender's Signature and Date						
 6.5 lbs						Return to Sender Instructions in case of nondelivery:				
T O		PFC John Doe PSC 3 Box 4120 APO AE 09021		3-247-466-3755		Overseas Military/Diplomatic Mail				
PS Form 2976-A (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.										

3-12/16"

3-14/16"

1-2/16"






2-4/16"


2-2/16"

5-14/16"


Example of PS Form 2976-B with IMpb

**Using Permit Imprint Indicia as an example*


 1234 5678 9012 3456 7890 1234 5678 9012 34	F R O M	1-123-456-7890 MID: 123456789	CP72-CUSTOMS DECLARATION			PRIORITY MAIL EXPRESS U.S. POSTAGE PAID ABC COMPANY eVS	
		Jane Doe Business Street Address City, State ZIP Code	Origin Post: US POSTAL SERVICE	Date of Mailing: 3/30/2015			
			Importer's reference:				
		Importer's contact:					
		Detailed description of contents		Qty		Net Weight (lbs/oz)	Value (US\$)
							SDR Value: \$
							Insured Fee: \$
							Postal charges/ Fees: \$
Category of items:		TOTAL			Corporate Account #:		
Exporter's reference:		Exporter's contact:		Total Dimensions: L: W: H:		I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.	
AES/ITN/Exemption		Invoice/License/Certificate No(s)					
Delivery Information							
Scheduled Delivery Date:	Delivery Date:	Delivery Time: AM / PM	Addressee's Signature		Sender's Signature and Date		
				Return to Sender Instructions in case of nondelivery:			
 6.5 lbs							
T O	Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA			Overseas Military/Diplomatic Mail			
PS Form 2976-B (March 2015) Do not duplicate this form without USPS approval. This item may be opened officially.							



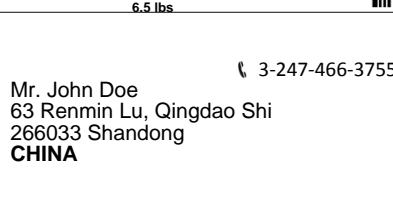
3-12/16"



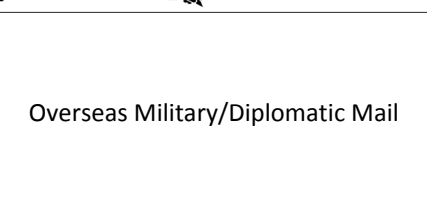
3-14/16"




1-3/16"




2-4/16"



2-2/16"



5-14/16"



1-2/16"

Appendix D: Locations Participating in the Single Ply Option

Domestic locations

APO	DPO	FPO
U.S. Possession	U.S. Territory	U.S. Freely Associated State

Countries participating in the Single Ply Initiative for PS Form 2976-A and PS Form 2976-B

Australia	Canada	Costa Rica
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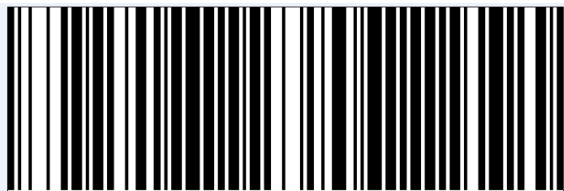
Appendix E: AES/ITN/Exemption

Field Format

#	Description	Example
1	AES Proof of Filing Citation An 'X' or "AES X" followed by a 4-digit year, followed by a 2-digit month, followed by a 2-digit day, followed by a 6-digit number	AES ITN Example: AES X20100101987654
2	AES Downtime Citation—Use only when AES or AESDirect is unavailable "AESDOWN" followed by the nine-digit filer ID number (EIN), followed by a valid date (2-digit month 2-digit day 4-digit year). Can also have a space between the component and slashes between the date elements	AESDOWN Filer ID mm/dd/yyyy; Example: AESDOWN 123456789 01/01/2010.
3.1	Exemption for Shipments to Canada	NOEEI § 30.36.
3.2	Special Exemption for Shipments to the U.S. Armed Forces	NOEEI § 30.39.
4.1	Exemption for Low-Value Shipments	NOEEI § 30.37(a).
4.2	Miscellaneous Exemption Statements are found in 15 CFR 30 Subpart D § 30.37(b) through § 30.37(y) <ul style="list-style-type: none"> • Parentheses around the letter is optional (Sample format: NOEEI 37.(b) or NOEEI 30.37b) 	NOEEI § 30.37 (site corresponding alphabet).
4.3	Special Exemptions for Certain Shipments to U.S. Government Agencies and Employees (Exemption Statements are found in 15 CFR 30 Subpart D § 30.40(a) through § 30.40(d) <ul style="list-style-type: none"> • Parentheses around the letter is optional (Sample format: NOEEI 30.40(a) or NOEEI 30.40a) 	NOEEI § 30.40 (site corresponding alphabet).
5	Exclusions from filing are found in 15 CFR Subpart A § 30.2(d)(1) through § 30.2(d)(5): <ul style="list-style-type: none"> • Parentheses are optional (Sample format: NOEEI 30.2(d)(2) or NOEEI 30.2d) 	Any of the following variations: <ul style="list-style-type: none"> • NOEEI 30.2d 1. NOEEI 30.2d2 2. NOEEI 30.2(d) 3. NOEEI 30.2(d)(2)

CN22 – CUSTOMS DECLARATION					F R O M		1-123-456-7890 MID: 123456789		F			
Origin Post: US Postal Service			Date of Mailing: 3/30/2015		Jane Doe ABC Company 100 Main Street Washington, DC 20260							
Category of Item:												
AES/ITN/Exemptions: Detailed description of contents												
Men's cotton T-shirt					TO		Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA					
Qty	Wgt (lb/oz)		Value (US\$)	HS Tariff Number ; Country of Origin								
1	1	2	25.00	6109.10.0019 CN								
	1	2	25.00	TOTAL								
I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.												
Sender's Signature and Date												
PS Form 2976 (March 2015)					Do not duplicate this form without USPS approval.							
					This item may be opened officially							

CN22 – CUSTOMS DECLARATION					F R O M 1-123-456-7890 MID: 123456789 Jane Doe ABC Company 100 Main Street Washington, DC 20260		 	
Origin Post: US Postal Service		Date of Mailing: 3/30/2015						
Category of Item:								
AES/ITN/Exemptions:								
Detailed description of contents								
Men's cotton T-shirt					TO Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA			
Qty	Wgt (lb/oz)		Value (US\$)	HS Tariff Number ; Country of Origin				
1	1	2	25.00	6109.10.0019 CN				
	1	2	25.00	TOTAL				
I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.					 			
Sender's Signature and Date					 UN 123 456 785 US			
PS Form 2976 (March 2015)					Do not duplicate this form without USPS approval.			
					This item may be opened officially			

CN22 – CUSTOMS DECLARATION				F R O M Jane Doe ABC Company 100 Main Street Washington, DC 20260		1-123-456-7890 MID: 123456789 <div style="font-size: 48pt; font-weight: bold; display: inline-block; vertical-align: middle;">P</div>	
Origin Post: US Postal Service		Date of Mailing: 3/30/2015					
Category of Item:							
AES/ITN/Exemptions:							
Detailed description of contents							
Men's cotton T-shirt				TO Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA 3-247-466-3755			
Qty	Wgt (lb/oz)	Value (US\$)	HS Tariff Number ; Country of Origin				
1	1 2	25.00	6109.10.0019 CN				
				 3.2 lbs 			
				 CJ 123 456 785 US			
1 2 25.00 TOTAL I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.							
Sender's Signature and Date							
PS Form 2976 (March 2015)				Do not duplicate this form without USPS approval.		This item may be opened officially.	

CN22 – CUSTOMS DECLARATION				F R O M Jane Doe ABC Company 100 Main Street Washington, DC 20260		1-123-456-7890 MID: 123456789 	
Origin Post: US Postal Service		Date of Mailing: 3/30/2015					
Category of Item:							
AES/ITN/Exemptions:							
Detailed description of contents							
				TO 人民网>>人民日报>>63吕秀莲 山东青岛266033 Mr. John Doe 63 Renmin Lu, Qingdao Shi 266033 Shandong CHINA 3-247-466-3755			
Qty	Wgt (lb/oz)	Value (US\$)	HS Tariff Number ; Country of Origin				
				 3.2 lbs 			
				 EC 123 456 785 US			
TOTAL I certify the particulars given in this customs declaration are correct. This form does not contain any undeclared dangerous articles, or articles prohibited by Legislation or by postal or customs regulations. I have met all applicable export filing requirements under federal law and regulations.							
Sender's Signature and Date							
PS Form 2976 (March 2015)				Do not duplicate this form without USPS approval.		This item may be opened officially.	

Appendix G: Service Icon Block

Please refer to the latest Parcel Labeling Guide for more details:

https://ribbs.usps.gov/barcode_cert/documents/tech_guides/ParcelLabelingGuide.pdf



- a. The letter P indicates Priority Mail®
- b. The letter F indicates First-Class Mail® or First-Class Package Service®
- c. The letter E indicates Priority Mail Express®
- d. A solid box or box with two intersecting diagonal lines indicates Parcel Select®, Media Mail®, Library Mail or Bound Printed Matter
- e. An empty box indicates Critical Mail®

