



ATTENTION STATE MAIL USERS

INTERNATIONAL PARCELS



Starting June 1, 2016, U.S. Homeland Security will require all **INTERNATIONAL PARCELS** (packages or envelopes larger than 3/4" thick) going through the United State Postal Service to have a United States Postal Service **Online Customs Forms**. For users of the State Postal Service, you must go online to create and print forms prior to your package being picked up by the State Postal Service. Please attach all printed Customs Forms to the parcel with a rubber band. You do not pay for postage online; the State Postal Service will attach postage to your parcel. You can do this by going to www.usps.com and selecting "Complete Customs Forms" found under the International tab or https://cns.usps.com/cfo/ShippingInformationAction_input. Customers not completing these forms prior to the State Postal Service receiving the parcel, will have them returned to the sender on your next delivery. Due to this Homeland Security rule change, the State Postal Service cannot fill these forms out for the sender. Remember this is for Parcels only, continue to send letters and flats the same way you currently do. Contact the State Postal Services for more information or if you have any questions. (Telephone # (207) 287-2923 or http://maine.gov/bgs/centralserv/contralserv_postal_contact.htm)

Below are a few tips from USPS to help you with this transition.

Tips for Completing Customs Forms

When a shipment doesn't need a customs form: Are there restrictions on the envelope?

The envelope must: Be less than 3/4 inch thick **AND** Weigh less than 16 ounces **AND** Contain only documents or letters. If any of these three criteria are not met, then a Customs Form must be used.

Can I complete a customs form at the Post Office?

If you didn't complete your customs form online or you're using postage stamps on a package that requires a customs form, visit your local U.S. Post Office and present your package at the counter. **This is a Homeland Security Rule.**

For Priority Mail Express International® items, use PS Form 2976-B.

For all other USPS® international services, including APO/FPO/DPO mail, use PS Form 2976 or PS Form 2976-A customs form.

Do I need a customs form for packages going to an APO/FPO/DPO?

In most cases, you'll need a customs form when you send shipments to military bases and embassies.

For more information on shipments to APO/FPO/DPO addresses, go to this link:

<https://www.usps.com/ship/apo-fpo-dpo.htm>

Do all shipments need a customs form?

You do not need a customs form if you're: Sending First-Class Mail International® OR Using Priority Mail International Flat Rate™ envelopes