

Customs Declaration CN 22 – Sender's Declaration Instructions for Completing Customs Declaration



Please retain this copy and the detached customer copy from page 3 for your records. You will need the information contained on these pages if you contact us about the article(s) you mailed.

A PS Form 2976, *Customs Declaration CN22 – Sender's Declaration*, must be used on all First-Class Mail International[®] package-size items (small packets), the Priority Mail International[®] Small Flat Rate Box, M-bags, and certain Express Mail International[®] items. Refer to the *International Mail Manual* at pe.usps.com for additional information.

Also use this form on a First-Class Mail International mailpiece or the Priority Mail International Flat Rate Envelope if ANY of the following applies:

- The mailpiece weighs 16 ounces or more (4 pound maximum weight limit);
- The mailpiece exceeds 3/4 inch thick; or
- The mailpiece contains dutiable contents.

NOTE: Priority Mail International Flat Rate Envelopes and First-Class Mail International large envelopes (flats) containing only documents, weighing under 16 ounces, and meeting the flat-size characteristics do not require a PS Form 2976.

Do not use this form for mailpieces: 1) Containing items valued over \$400; 2) requiring an export license; 3) containing goods (non-documents) destined to Iran or Syria; or 4) containing goods destined to Cuba, North Korea, or Sudan, other than gift parcels or humanitarian donations as defined by 15 CFR § 740.12.

For APO, FPO and DPO destinations, PS Form 2976 may be used when sending certain items (all domestic mail classes). Refer to the current "Overseas Military/Diplomatic Mail" section of the latest *Postal Bulletin* at usps.com for additional information.

Your goods may be subject to restrictions. It is the responsibility of the mailer to inquire about and to abide by any import and export regulations and restrictions (e.g., quarantine, pharmaceutical, etc.). This form must be properly completed.

FROM (Sender information) and TO (Addressee information) section: Sender and addressee's full name and full address must be entered in the blocks provided.

Additional instructions and Privacy Statement continued on reverse of this page.

(1) Enter a detailed description of each article – e.g., “men’s cotton shirts.” General descriptions – e.g., “samples”, “food products” or “toiletries” – are not permitted. (2), (3) and (4) Enter the quantity, net weight (pounds and ounces) and value of each article. (5) For commercial items only. If known, the 6-digit Harmonized System (HS) number must be based on the Harmonized Commodity Description Coding System developed by the World Customs Organization. (6) Enter the total quantity, weight and value of all articles.

(7) Exemption and Exclusion Legend. In order to comply with U.S. Census Bureau Foreign Trade Regulations, check the box “NOEEI § 30.37(a)” or “NOEEI § 30.37(h).” Use the following explanations to help determine your choice:

- NOEEI 30.37(a) may be used when the value of each class of goods is \$2,500 or less, when an export license is not required. This Exemption and Exclusion Legend may never be used for items sent to Cuba, North Korea, or Sudan.
- NOEEI 30.37(h) may be used for gift parcels or humanitarian donations destined to certain sanctioned countries (as of 12/2009, this includes Cuba, North Korea, and Sudan), if the package complies with the conditions set forth in 15 CFR § 740.12.

(8) Sign and date the form. Your signature certifies that all entries are correct and the item(s) being mailed contain no dangerous, prohibited, or restricted contents per postal, customs, or destination country regulations. Your signature also certifies compliance with Foreign Trade Regulations and confirms your liability for the item(s) being mailed.

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 this 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. In addition to disclosures permitted by statute, this includes the following limited circumstances: to a congressional office on your behalf; to financial entities regarding financial transaction issues; to a USPS® auditor; to entities, including law enforcement, as required by law or in legal proceedings; to contractors and other entities aiding us to fulfill the service (service providers); and to domestic and international customs pursuant to federal law and agreements, the U.S. Census Bureau, and other governmental entities with authority over exportation.



USPS® Customs Declaration – CN 22

IMPORTANT: The item/parcel may be opened officially. See Privacy Notice on reverse of Sender's Instructions page. Please print in English and press firmly; you are making multiple copies.

From:

To:

- Documents Commercial sample Other _____
- Merchandise Gift Country of Origin of Goods _____

Detailed description of contents (1)	Qty. (2)	Weight (3)		Value (4) (US \$)	HS Tariff # (5)
		lb.	oz.		
Totals (6)					
\$					

Exemption/Exclusion Legend (7)
 (Check one of the following) NOEEI § 30.37(a) NOEEI § 30.37(h)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

Sender's Signature and Date (8)



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From:

- Documents Commercial sample Other _____
- Merchandise Gift Country of Origin of Goods _____

Detailed description of contents (1)	Qty. (2)	Weight (3)		Value (4) (US \$)	HS Tariff # (5)
		lb.	oz.		
		Totals (6)			
				\$	

To:

Exemption/Exclusion Legend (7)
(Check one of the following) NOEEI § 30.37(a) NOEEI § 30.37(h)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

Sender's Signature and Date (8)

Mailing Office Date Stamp



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Detach

From:

To:

From:

Detach

Mailing Office Date Stamp

Documents
 Commercial sample
 Other _____
 Merchandise
 Gift
 Country of Origin of Goods _____

Detailed description of contents (1)	Qty. (2)	Weight (3)		Value (4) (US \$)	HS Tariff # (5)
		lb.	oz.		
		Totals (6)			
				\$	

Exemption/Exclusion Legend (7)
(Check one of the following)
 NOEEI § 30.37(a)
 NOEEI § 30.37(h)

I certify the particulars given in this customs declaration are correct. This item does not contain any dangerous article, or articles prohibited by legislation or by postal or customs regulations. I have met all applicable export filing requirements under the Foreign Trade Regulations.

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