USPS
Customs Form Indicator Tool
&
Electronic Customs Form

Contact Mail Services

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Example shipment to Saudi Arabia continued
CLICK the link below:
http://ircalc.usps.com/CustomsFormsCalculator.aspx

or

OPEN your preferred internet browser and type in the address bar.

This page will open.

To start, SELECT a destination.

Then ENTER the weight.
In this example, Saudi Arabia is the destination.

The weight is 8 oz.

And we will be choosing First Class Mail International® Large Envelope

***SELECT a mail service based on the customers needs and the standards for classification as outlined in the IMM***

Once you have selected a service, you will need to determine which form to use based on the criteria on the page.

In this example, the envelope contains only documents and is more than 3/4 inch thick or NOT uniformly thick.

With that criteria we must complete PS Form 2976, Customs - CN 22 - Sender's Declaration

***If you complete a handwritten form you must present the shipment to front counter at the Post Office

CLICK on the Online Form link to complete the PS Form electronically.
Completing the Customs form electronically

By completing the following pages you will be able to generate the correct PS Form.

Once the process has been completed, you will be able to print out the form, attach the form to the shipment, and finally you can present the shipment to the Post Office.

***By completing this process electronically, there is no need to wait at the front counter to present the shipment to the Post Office. Mail Services staff can present the shipment at the loading dock with no waiting.***

ENTER the Sender Information

Required fields are noted with an asterix (*)
ENTER the Recipient Information

If you do not know the weight of your shipment, you may bring it down to Mail Services and the staff will weigh it for you.

If you package has no commercial value, enter $1.00 in the Total Package Value field.

Required fields are noted with an asterix (*)

CLICK the Next: Select a Service button

Selecting a Service

CHOOSE a service that meets your needs.

Factors to consider include destination, weight, and dimension of your shipment.

If you do not know what service to choose, work with Mail Services staff to determine the best solution for your needs.
Example shipment to Saudi Arabia continued

In this example, we identified the shipment as documents, that weigh 8 oz. to be sent using First-Class Mail International® Large Envelope going to Saudi Arabia.

CHOOSE the First-Class Mail International® tab then CHOOSE First-Class Mail International® Large Envelope.

CLICK the Next: Enter Customs Information button.

ENTER the package information.

Use the pull down menu to SELECT “Documents”.

Include a brief description of the contents, any comments, or a reference number.
ENTER detailed information about the contents of the shipment.

In the example, we determined that the contents have no commercial value; ENTER $1.00 for the Item Value.

ENTER the Quantity.

ENTER the Weight.

ENTER the Country of Origin.

If you need to add more items CLICK the “Add Item(s)” button.

CHOOSE an AES Exemption.

Use the pull-down menu to SELECT the correct AES Exemption.

In our example, NOEEI 30.37(a) is the correct selection.

If you need assistance with choosing the correct exemption, contact Mail Services staff.
These are the most common exemptions.

CLICK the Next: Review and Print button when you are ready to continue.
REVIEW the information that you have entered into the form.

MAKE corrections as necessary by clicking on the “Edit” links.

When you have verified the information for accuracy, CLICK the Print Customs Form button.

Your printer will display the Print window.

CLICK the Print button when you are ready.

After the document is printed,

**YOU MUST SIGN AND DATE THE FORMS**

AFFIX the printed forms to your shipment by using Mail Services supplied plastic pouches.

PLACE the shipment in your outgoing mailbox for pick-up by Mail Services staff or bring your shipment to Siskiyou Hall 118. Postage will be applied by Mail Services staff.