

SAMPLE CUSTOMS FORM 2976-A

Customs forms, available at the Post Office, or that can alternately be completed online, are necessary when mailing to an FPO or APO - e.g., AE 09390-1503. In using the forms, you can summarize the "Detailed description of Contents", e.g., Personal Hygiene items, books, etc. Prepare the 2976-A Form (see sample, below) and the Post Office clerk will complete it, stamp it, and attach it appropriately to your box.

DIRECTIONS FOR COMPLETING THE CUSTOMS FORM 2976-A

Use the checklist below to complete the customs form.

- From: Your name & address
- To: Copy address on the custom form just as the address is on the address label
- #1. List contents of similar items on one line, such as chips, crackers, candy on one line, see example below. Do not just write the words "miscellaneous" or "food". Be specific.
- #2. Quantity of items
- #4. Value of items - round off to the nearest dollar
- #5. Check Gift
- #8. Total Value - rounded off to the nearest dollar
- #9. Check "Treat as Abandoned" - **VERY IMPORTANT!**
- #12. Your signature & date

Before you take your box to the post office, place two (2) return address labels on the box.

United States Postal Service®
 Customs Declaration and Dispatch Note - CP 72
IMPORTANT: This form may be approved only. Please print in English, using ink or blue ink, and press only; you are making multiple copies. See Privacy Notice and Intendancy Coverage on Sender's Order.

95052010

Sender's Last Name: _____

Your Name and Address

Country of Origin: _____

Country of Destination: _____

1. Detailed Description of Contents (see Reverse Side)

Quantity	Description	Value (US \$)	Total Value (US \$)
3	BOOKS AND MAGAZINES	30.00	30.00
4	SHAVING CREAM, RAZORS	20.00	20.00
4	TOOTHPASTE AND BRUSHES	10.00	10.00
10	CHIPS, PRETZELS, CRACKERS	20.00	20.00
	TOTAL		\$80.00

2. Sender's Signature and Date

Signature: *Your Signature and Date*

Date: _____

3. Declaration of Contents (see Reverse Side)

4. Declaration of Contents (see Reverse Side)

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A copy of an online form is shown at the bottom of the page.

IMPORTANT! Always "check" (or "circle") "Treat As Abandoned", under Item 10, "If Non-deliverable", (item 17 on some older forms) - . This should prevent the box being returned if the Unit has changed address. Hopefully it will be distributed to another Unit.

This is the typed or handwritten form that can **ONLY** be taken to regular Post Offices.

Optionally, this is the Customs Form completed online & can be taken to either the regular Post Office or to a US Postal Service sub-unit, like "Jack's Discount" at 3251 17th Street, Unit 60 (Hours: Mon-Fri: 8:30am-5:15pm; Sat: 9:00am-3:30pm; Sun: closed):

From		To		Sender's Customs Reference (if any)		Insured	
DON CUNNINGHAM 4539 HAMLETS GROVE DR SARASOTA FL 34236 US		COMMANDING OFFICER OPERATION SOT ATT. CHARLAIN RUTAN 398 HQ SCV CO, UNIT # 73275 FPO, AE 08510		Sender's Customs Reference (if any)		Insured	
						Insured Amount (US \$)	
						SDR Value	
						\$0.00	
						\$0.00	
				Importer's Reference - Optional (if any) (Tax code/ VAT no./ importer code)			
				Importer's Telephone/ Fax/ Email (if known)			
				Phone: 041 351 8987			
				Email: dou739@verizon.net			
Detailed Description of Contents (1)				Qty. (2)	Net Weight (3) lb. oz.	Value (US \$) (5)	For Commercial Senders Only HS tariff number (7) Country of origin of goods (8)
canned food				7	10 8	25.00	
Check One <input checked="" type="checkbox"/> Airmail/ Priority <input type="checkbox"/> Surface/ Nonpriority				Total Gross Wt. (4) 10 lb. 8 oz	Total Value (6) \$25.00	Postage and Fees (9) \$13.45	
Check One (10) <input checked="" type="checkbox"/> Gift <input type="checkbox"/> Commercial sample <input type="checkbox"/> Merchandise <input type="checkbox"/> Documents <input type="checkbox"/> Returned goods <input type="checkbox"/> Other				Sender's Instructions in Case of Nondelivery (16) Treat as Abandoned		Mailing Office Date Stamp JUN 29 2012	
Comments (11) (e.g., goods subject to quarantine, sanitary/phytosanitary inspection, or other restrictions)				License Number(s) (12)		Certificate Number(s) (13)	
				Invoice Number (14)			
I certify the particulars given in this customs declaration are correct. This form 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.				Date and sender's signature (15) 6-29-12 [Signature]		Exemption and Exclusion Legend or PFC (17)	
PS Form 2976-A, September 2010, Facsimile				Do not duplicate this form without USPS approval.		E - Sender's Copy	