

How to Complete the US Customs Declaration and Dispatch (PS Form 2976-A)

Note: For a few reasons, I do not recommend using the on-line customs form. These instructions do not match up with the on-line form. You can get the paper version of PS Form 2976-A (January 2009) and the clear pouch at any US Post Office branch. There is no charge for these items. You should get these items before you start packing up your medical textbooks.

From: Your name and mailing address. Please include USA

To: Use the APO (military) address for Point of Contact (POC). Note: The information on the POC list (separate document) is written in order to match up with the customs form. Do not be concerned if there are not 2 business address lines for the POC you are sending materials too. All addresses on the POC list have been verified and will be delivered, if addressed as listed. The important things are to put "APO AE" for the *Postcode* and the 5 digit number for the *City*. Do not put Afghanistan or Iraq on the customs form. The country is USA.

Name: POC Full Name

Business address: unit: ex. 2-1 CAV (Surgeon)

2nd Business address line: Unit location: ex. FOB Warhorse, Iraq (not all location

Postcode: APO AE

City: the 5 digit number: ex. 09336

State/Province: Blank

Country: USA

Only complete the following items on the form:

Item #1: Detailed Description of Contents: Used medical textbooks

Item #2: Number of textbooks

Item #3: Leave blank (Post Office will complete)

Items #4: Value: Just make a guess. It doesn't have to be exact and doesn't affect the price of the shipping. I have been putting anywhere from \$250-\$450.

Item #5: Check "Gift"

Item #6: Check "Surface"

Item # 7: Leave blank

Item #8: Leave blank (Post Office will complete)

Item #9: Add all values

Item # 10: Check "Treat as Abandoned"

Item # 11: Leave blank

Item # 12: Leave blank

Item #13: The date and your signature

Insurance is not necessary.

Important Information:

- Boxes weighing less than 30 pounds are preferred to large, heavy boxes. You can't use liquor boxes (or any other box that says it has bottles inside). U-Haul has inexpensive boxes, but even their smallest box, filled with books, weighs more than 30 pounds. Banker's boxes filled to the top also weigh more than 30 pounds. It is recommended to fill the box $\frac{3}{4}$ of the way with books and top with packaging filler.
- Reinforce the bottom of the box with clear mailing tape
- Feel free to write a note of support in the box
- On the top of the inside of the box, place a paper indicating how many books and journals are in that particular box
- Put a "to" and "from" shipping labels on the box, in addition to the customs form; the "to" at the lower left of the box and "from" on the upper left.

- Each completed form is placed into the clear pouch and affixed to the center of the sealed box; do not seal the side because the postmaster needs to put the weight details on the form.
- Send the package Surface/Media Mail; it is the most economical rate (about 50 cents a pound)
- The clerk at the US Post Office will give you the Sender Copy for your records
- It takes 4 weeks for the POC to receive the shipment