

# How to Complete a Customs Form

1. Determine the weight of your item and the type of international service you wish to use. (First Class, Priority, or Express) If you are not sure, please contact the post office.
2. Go to [www.usps.com](http://www.usps.com)
3. Click on “International”



4. Click on “Complete Customs Forms”



5. Go to “Just Need a Customs Form”
6. Click “Create Forms”



7. Complete the required information
8. Print all copies (do not print double sided)
9. Present package and customs forms to the post office