

Customs Form Completion Procedure

The US Postal Service (USPS) has mandated the use of a new customs form for International mail weighing over 1 lb. All items not carrying the new form will be returned to the department for correction.

Typically, the customs forms will be necessary on larger envelopes and packages. Business size envelopes usually do not require customs forms since their content would rarely exceed 1 lb.

Mail Services cannot complete the form for you, however, we can provide guidance in preparing your shipment. Please contact us at department@vt.edu or call 231 2149

Directions to complete customs forms for International mailing.

Create a Customs Form – Blue Tab

Where are you shipping to?

*Please select a destination, Type Destination - Continue

Read Internationally Prohibited Items and Restrictions - Continue

Type in weight and dimensions and value - Continue

Choose service - Continue

Complete Sender Information - Continue

Complete Recipient Information - Continue

Choose Option *Return to Sender or Treat as Abandoned - Continue

Contents of Package - Continue

Are you a Commercial Sender? * Check No - Continue

Confirm export information for your package – Select which best describes mailing - Continue

Verify info is correct. Edit (if necessary) Scroll to bottom, Print Customs Form.

If PDF is created, Print Form from PDF.

Cut Forms to size, send with a Transaction Card and Package to Department Mail.

The Customs Form does not substitute for a package address label. Make sure the To and From address are clearly written in ALL CAPS and in English on the front of the package.

Record the Tracking Number for your records.