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**Date:** June 1, 2012 5:00:07 PM GMT+02:00

**To:** [dnd@bruinpost.ucla.edu](mailto:dnd@bruinpost.ucla.edu)

**Subject:** Electronic Submission of USPS Customs Forms

**Reply-To:** [mdds@mdds.ucla.edu](mailto:mdds@mdds.ucla.edu)

## **UCLA** Mail, Document, and Distribution Services

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Colleagues,

Campus departments sending International Mail via the United States Postal Service (USPS) are aware that such items are subject to federal export laws and regulations, which limit the types of items customers can send to certain countries, individuals, or entities. The sender must declare the shipment's content, quantity, weight, and estimated value using an applicable USPS Customs Form.

Effective immediately, the USPS will no longer accept handwritten copies of [Customs Form PS 2976-A](#) from UCLA Mail Services. This form, which is generally necessary for international shipments weighing **four (4) pounds or more**, must be prepared and submitted electronically ([click here](#) for further details).

Please note that the new USPS requirement to submit data electronically applies only to Customs Form PS 2976-A. At this time, shipments eligible to use small [Customs Form PS 2976](#) (generally necessary for international shipments weighing **under four pounds**) may be submitted handwritten or printed online.

The USPS offers two easy-to-use tools to help you identify and prepare the appropriate Customs Forms:

- To find the correct Customs Form: <http://ircalc.usps.com/CustomsFormsCalculator.aspx>
- To prepare your Customs Form(s) online: <http://webapps.usps.com/customsforms/>

International Mail shipments which require Customs Form PS 2976-A must also include a plastic pouch to enclose the completed form ([Customs Declaration Envelope 2976E](#)). UCLA Mail Services can provide these pouches at no cost to your department, so please contact us if you need additional supplies. Any other service questions or requests for assistance may be directed to the [MDDS departmental mailbox](#).

**Please forward this USPS service update to all staff involved in the preparation of International Mail.**

Thank you for your assistance.

Sincerely,

**David Aberbuch**

Director

Mail, Document & Distribution Services