



**HOW TO FILL OUT A CUSTOMS DECLARATION and DISPATCH NOTE FORM P2976-A**

When sending any package weighing over four (4) pounds, you must fill out this US Customs Form 2976-A. You can get these forms from the United States Post Office, or order online, <https://www.usps.com/> (go to supplies / priority boxes section) where you can order **free** APO/FPO boxes and custom forms/sleeves. *Note that the USPS is the only company that you can use to send packages to a deployed United States Troops.*

Once you have your package and customs form filled out and ready to be mailed, you will need to personally take it to the Post Office since they have to process the form and box. In some cases, regular priority mail is cheaper. Remember to use the free **flat-rate APO/FPO** boxes the Post Office provides for free. You can have up to **70 pounds** for **one price of \$12.95**. The box isn't very big, but it is great for sending small care packages and especially good with heavy items, such as shampoos, soups, etc., since it's one flat-rate price. You can always use your own box, but remember it will be more expensive – but we usually send larger (and lighter) items that way – but always send the plain box by PRIORITY. Also, if someone is sending just media in a package, MEDIA MAIL is much cheaper. Might take longer to get there, but you can save a ton of money.

LET'S FILL OUT THE CUSTOM FORM NOW:

**SAMPLE**

United States Postal Service®  
Customs Declaration and Dispatch Note — CP 72

**IMPORTANT:** This item may be opened officially. Please print in English, using blue or black ink, and press firmly; you are making multiple copies. See Privacy Notice and Indemnity Coverage on Customer Copy.

FROM: Sender's Last Name: **DOE** First: **JANE** MI: **MI**

Business: **ADOPTAPLATOON**

Address (Number, street, suite, apt, PO Box, etc. Residents of Puerto Rico include Urbanization Code preceded with URB):  
**11234 AMERICA ROAD**

City: **ANN ARBOR** State: **OH** ZIP+4®: **48106-1111**

TO: Addressee's Last Name: **SMITH** First: **JOHN** MI: **MI**

Business: **300TH ABC HHC/CCL**

Address (Number, street, suite, apt, PO Box, etc.):  
**2ND PLT**

Postoffice: **CAMP FREEDOM** City: **APD AE** State/Province: **AE** Country: **09999-1234**

1. Detailed Description of Contents (enter one item per line)	2. Qty.	3. Lbs.	Oz.	4. Value (U.S. \$)
<b>SMACK FOODS, COOKIES</b>	<b>24</b>			<b>12.00</b>
<b>HYGIENE ITEMS, SHAMPOO</b>	<b>4</b>			<b>10.00</b>
<b>CANDY, GUM</b>	<b>2</b>			<b>6.00</b>
<b>COTTON T-SHIRTS</b>	<b>6</b>			<b>19.00</b>

5. Check One:  Gift  Returned Goods  Documents  Commercial Sample  Merchandise  Other:  Airmail  Surface

6. Check One:  Check One  Airmail  Surface

7. Other Restrictions (pertains to No. 12)  Quarantine  Sanitary or Phytosanitary Inspection

8. Total Gross Wt: (all items Lbs. & Ozs.) **47.00**

9. Total Value US \$ (all items) **47.00**

10. If non-deliverable:  Treat as Abandoned  Return to Sender (see Inst)  Redirect to Address Below: **CHAPLAIN 300TH ABC HHC/CCL 2ND PLT CAMP FREEDOM APO AE 09999-1234**

11. EELPFC

12. Restrictions

13. I certify the particulars given in this customs declaration are correct. This item 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. Sender's Signature and Date: **Jane Doe 11/11/2011**

14. Sender's Customs Reference (if any)

15. Importer's Reference - Optional (if any)

16. Importer's Telephone  Fax  Email  (select one)

17. License No.

18. Certificate No.

19. Invoice No.

20. HS Tariff Number

21. Country of Origin of Goods

5 Mailing Office Date Stamp

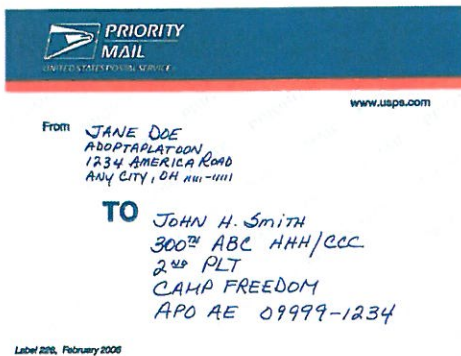
PS Form 2976-A, May 2009 PSN: 7530-01-000-9834 Do not duplicate this form without USPS® approval. 1 - Manifesting/Scan Copy

1. Write your **name**. Put **AdoptaPlatoon** in the business line. Write in your **street address, city, state and zip code**.
2. Write in your Soldier's name, but do **NOT** put rank. Do **NOT** fill in the country.
3. In the detailed description (#3), write the items you are sending; example, if you are sending shampoo, conditioner, deodorant, razors, etc., - you can put 'personal hygiene items; or for cookies, cakes, breakfast bars, etc., I would write 'snack foods,' and then where it says QTY - I would put the number of items and approximate weight. I also put approximate value in the VALUE section (just estimate.)

Fill in the **TOTAL VALUE**. Usually we put anywhere from \$25-\$60. You can just give a 'guesstimate.'

4. Check the box **GIFT** and **AIRMAIL**.
5. Check the box **REDIRECT** and put **CHAPLAIN**, along with the same address as your Soldier, **OR** the **REDIRECT NAME YOU WERE GIVEN when you received your Soldier/Platoon** with the address. This way, if your Soldier cannot get his/her box, it will go to the redirect name or Chaplain to share with everyone.
6. Don't forget to **SIGN** and **DATE** this form.

In addition to the Custom Form, we also use the label below:



For any items under four pounds and over four ounces, you can use Form 29 as below. You should have form 29 filled out like you did for the regular Custom Form 2976-A.

Please contact your USPS if you have any questions.

