



Shipping & USPS Customs Form Declaration & Dispatch Note Instructions (2 Pages of Instructions)

I do not recommend using the on-line customs form. The following instructions are for the paper version of **US Customs Declaration and Dispatch Note- CP 72 PS Form 2976-A (July 2013) PSN 7530-01-000-9834**. This form has a barcode on the upper left corner. You get the forms **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 textbooks.

Very Important: Except for the books donated to Ghana, all boxes require a US Customs form on the outside of the box, even if the address is a US address, because the final destination is not in the US. GML is unable to provide tax-donation receipts. Book donors absorb shipping costs. **Insurance is not necessary.**

Please Note: For those shipping ophthalmic, optometric, and other visual health related educational materials to developing countries, GML has partnered with SEE International to reimburse USPS Media Mail shipping costs. In 2019, SEE has budgeted \$1000 maximum for shipping reimbursements. *Once reimbursements exceed the allocated funds, shipping costs will then be the responsibility of the shipper.* To inquiry if there are currently available shipping reimbursement funds, email info@seeintl.org or visit www.seeintl.org/gml. The reimbursement request form is [here](#). The form has further instructions and SEE's mailing address. As long as funds are available, 2019 reimbursement requests must be received by SEE no later than December 6, 2019. If you plan on sending books after December 31, 2019, visit www.seeintl.org/gml to find out if the organization will reimburse donors in 2020.

Important Information: Please read these instructions before boxing up books.

- Due to Diplomatic Pouch procedures, it is important that large bulk shipments be spread out over time. Please do not send more than a volume equivalent to 4 xerox paper boxes at a time. Shipments of 5 boxes or more from the same address to the same address on the same day may trigger rejection. If you could space shipments by 1-2 weeks, it would be best so not to overload the system.
- There is a strict enforcement of the 12-pound maximum per box. Boxes weighing more than 12 pounds will be returned.
- Boxes with any of these words on the outside cannot be used: fragile, glass, liquor, perishable.
- Reinforce all sides of the box with ample clear mailing tape to keep box intact during transit.
- Fill empty spaces in the box with newspaper. Loose books move in transit and break the box.
- For a large quantity of books, please divide the shipment so more than one recipient benefits your books.
- 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 US Customs form is placed into the clear pouch and affixed to the center of the sealed box.
- Send the package USPS Media Mail; it is the most economical rate (about 75 cents a pound)
- The clerk at the US Post Office will give you the US Customs form Sender Copy for your records. If the clerk informs you that the customs form isn't necessary because the addressee is a US address, please inform him/her that the package's destination is outside the US. If s/he insists, send without.

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**How to Complete the US Customs Declaration and Dispatch (PS Form 2976-A)
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- Some US Embassy locations do not require a designated staff member's name in the address. GML donations are handled by a unit. Simply mail the box(es) to the address on the GML Recipients list.
- Optional: write a note of support in the box and include email address.

Completing PS Form 2976-A

From: Your name, mailing address and email address. Please include USA

To: Please refer to the *GML Recipients List* for the necessary address information. It is available on the website.

For a DPO/AE address complete the addressee portion of the form as follows:

Line 1: Name: Recipient's Last and First Name

Line 2: Business: US Embassy or Office of Security Cooperation

Line 3: Address: Unit #; PO Box #

Line 4: Postcode: xxxxx-xxxx **City:** DPO

Line 5: State Either AP **or** AE **Country:** USA

Note: If you are using PS Form 2976-R (April 2016) PSN 7530-17-000-7299, here's an example how to complete the form:

Name: Helen J. Hipolito, Project Development Specialist, Office of Health USAID

Business: US Embassy, Philippines

Address: UNIT 8600 Box 1700

City: DPO

State: AP

Postal code: 96515-1700

Country: USA

For non DPO/AE addresses, complete the addressee portion of the form as a standard address.

Only complete the following fields on the form:

Item #1: Detailed Description of Contents: Used medical textbooks for name of institution

Item #2: Number of textbooks

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

Items #4: Value: Just make your best estimate. It doesn't affect the price of the shipping. There are 2 "Value" fields. Both must be completed by the sender. Otherwise, the box will be returned to sender.

Item #5: Check "Gift"

Item #6: Leave blank

Item # 7: Leave blank (Post Office will complete)

Item #8: Add all values

Item # 10: NOEEI 30.37 (a)

Item # 11: Leave blank

Item # 12: The date and your signature

All other boxes are left blank.

If you have any questions, please email Valerie at info@GlobalMedicalLibraries.org