

## **International Mail/Foreign Mail**

All federal mail with a destination outside the United States and its territories qualifies as international or foreign mail. In order for our mail handlers to quickly sort outbound foreign mail from domestic mail, it is necessary for the user departments to identify it as such and to segregate this mail using rubber bands.

Use of air mail envelopes which are obtainable from your local Federal Post Office, as well as appropriate labeling such as "Air Mail", "Air Mail Parcel Post" and "Air Mail Economy Parcel Post", immediately alerts our department of their international destination and are immediately placed into the proper processing area.

All ship-to addresses should be typed or printed in English, with the University of Cincinnati return address. A Customs declaration form, also available through the Mail Services Department, must be completed by the sending department in its entirety and placed with the outbound shipment. Custom form usage is not required for sending standard letters, but oversized envelopes containing business papers and/or documents need the endorsement "Business Papers" next to the mailing label. Countries vary on requirements. For verification on the country you are sending to, call the Postal Business Center at 723-9900. All other shipments require the use of a customs form.

The following is a list of forms (available through the Campus Mail Services Department) that are used per the description of materials sent:

1. Form 2976, Customs-Douance C1 (Green Label). Use for sending letter packages containing dutiable merchandise, dutiable printed matter and small packets.
2. Form 2966-A is used with parcel post shipments, merchandise or advertising materials of value which are subject to customs duty.
3. Form 2966-B, three-part document, is required by certain countries for parcel post, where articles are subject to customs duty.

All countries have varying restrictions that require compliance.

For inquiries to qualify your international shipments, call 723-9900.