

5 Nonpostal Export Regulations

510 (Reserved)

520 Foreign Trade Regulations — U.S. Department of Commerce, U.S. Bureau of the Census

521 **Description**

As of September 30, 2008, Shipper's Export Declarations are no longer accepted. Electronic filing of export information is required through the Automated Export System (AES) or through *AESDirect*.

522 **Mandatory Filing**

Electronic filing of export information is required when either of the following applies:

- a. A type of goods (per Schedule B Export Codes at www.census.gov/foreign-trade/schedules/b) is valued at more than \$2,500.
- b. An item requires an export license under U.S. law.

523 **How to File Electronically**

To file through *AESDirect*, go to www.aesdirect.gov. For additional information on electronic filing, refer to the Census Bureau's Web site at www.census.gov/foreign-trade/aes or call the toll-free information hotline at 800-549-0595.

524 **How to Present to U.S. Postal Service**

When the mailer or authorized agent has filed the Electronic Export Information (EEI), AES will provide an alphanumeric Internal Transaction Number (ITN), which confirms that EEI was successfully filed. Mailpieces presented to the Postal Service must bear the Proof of Filing Citation (PFC), which consists of the letters "AES" followed by the ITN. If the AES is unavailable at the time of filing, the mailer or authorized agent must provide an AES Downtime Citation instead of the PFC — an AES Downtime Citation consists of the letters "AESDOWN," the user's identification number, and the date. Customers must legibly write the PFC on the applicable customs form without obstructing the barcode on the label. On PS Form 2976, customers

may write the number anywhere on the “green” portion of the form; on PS Form 2976-A, customers may write the number at the top of the form or in any clear space.

530 Commodities and Technical Data

531 **Scope and Applicability of Licensing Requirements**

531.1 **Office of Export Administration**

The Office of Export Administration, U.S. Department of Commerce, controls all exportations except for certain commodities and technical data licensed for export by other U.S. government agencies; however, most commodities and technical data exported to Canada are not controlled. Additional information is available to senders from the following sources:

- a. Commerce Department bulletin titled *Exports By Mail — Export License Requirements for Exports by Mail*.
- b. EXPORTERS SERVICE STAFF
OFFICE OF EXPORT ADMINISTRATION
US DEPARTMENT OF COMMERCE
1401 CONSTITUTION AVE NW
WASHINGTON DC 20230-0001

Or telephone 202-482-4811, or any district office of that department. A list of district offices is included in the *Exports by Mail* bulletin cited in [531.1a](#).

- c. Export Administration Regulations, 115 CFR Parts 368–399.

531.2 **Office of Export Enforcement**

The mission of the Bureau of Industry and Security (BIS) Export Enforcement is to protect U.S. national security, homeland security, foreign policy, and economic interests through a law enforcement program focused on: sensitive exports to hostile entities or those that engage in onward proliferation; prohibited foreign boycotts; and related public safety laws. Senders must understand and comply with these regulations when exporting commodities and technical data by mail. Postal Service employees will *not* advise prospective mailers of the type of license applicable to any commodities or to any destination. However, before accepting packages, employees should ensure that senders have complied with applicable regulations. If a sender learns that an export control violation of the Export Administration Regulations has occurred or may occur, or for information, contact the following source:

OFFICE OF EXPORT ENFORCEMENT
BUREAU OF INDUSTRY AND SECURITY
US DEPARTMENT OF COMMERCE
1401 CONSTITUTION AVE NW
WASHINGTON DC 20230-0002

or telephone 202-482-1208.

532 **General Export Licenses**

532.1 **Description**

532.11 **Purpose of General Export Licenses**

A general export license (as opposed to a validated export license described in [533.1](#)) authorizes exports without application by the exporter to the Office of Export Administration. Each general license is designated by a symbol, such as *G-DEST*, *GLV*, *GIFT*, *GUS*, etc. This section describes certain general licenses used for mail shipments. Further information can be obtained as provided in [531.1](#).

532.12 **General License GIFT**

532.121 **Definition**

This license covers gift packages mailed by or on behalf of an individual to an individual addressee for the personal use of the addressee or the addressee's family, or to a religious, charitable, or educational organization. The contents are limited to items usually sent as gifts, such as food, civilian clothing, medicines, and drugs.

532.122 **Value of Contents**

The value of the contents of a gift package is limited to \$200.

532.123 **Number of Gift Packages**

Not more than one gift package may be mailed per week by the same sender to one addressee.

532.13 **General License G-DEST and GLV**

532.131 **G-Dest**

General License G-DEST may be used for any shipment, regardless of quantity, unless the Commerce Department's *Commodity Control List* (part 399.1 of the Export Administration Regulations) indicates that a validated export license is required.

532.132 **GLV**

General License GLV may be used for certain types of small-value shipments to which G-DEST does not apply. Except for Romania, to which commodities may be shipped up to the dealer value limits specified on the *Commodity Control List*, General License GLV may not be used for destinations named in [Exhibit 532.2](#).

532.14 **General Licenses GTDA and GTDR**

Some technical data may be exported under general licenses GTDA and GTDR.

532.15 **General License GUS**

This license is used for shipments to U.S. government agencies and personnel, under prescribed conditions.

532.16 General License BAGGAGE

This license is used to mail unaccompanied baggage of travelers, consisting of personal and household effects not intended for sale, under conditions and limitations established in Commerce Department Export Administration Regulations.

532.2 Restricted Destinations of General Export Licenses

The U.S. Department of Commerce imposes particular restrictions on exports to certain countries. An "X" in [Exhibit 532.2](#) indicates shipments under that license are *not* permitted. Otherwise, use of the general license symbol is permitted.

Exhibit 532.2

General License Symbols Not Permitted

Note: When in doubt as to whether specific items are exportable under any general license, consult the Office of Export Administration, U.S. Department of Commerce, Washington, D.C. 20230-0001, or any Commerce Department district office.

Destination	G-DEST	GLV	GTDR
Albania	—	X	—
Bulgaria	—	X	—
Cambodia *	X **	X	X
China	—	X	—
Cuba *	X **	—	X
Czech Republic	—	X	—
Estonia	—	X	—
Hungary	—	X	—
Laos	—	X	—
Latvia	—	X	—
Lithuania	—	X	—
Mongolia	—	X	—
North Korea *	X **	X	X
Poland	—	X	—
Romania	—	X ***	—
Russia	—	X	—
Slovak Republic (Slovakia)	—	X	—
Vietnam	X **	X	X

* First-Class Mail International and Priority Mail International packages of merchandise are not accepted to Cambodia, Cuba, and Democratic People's Republic of Korea (North). For Cuba, the Priority Mail International flat-rate envelope and small flat-rate box (maximum weight: 4 pounds each) are accepted. Dutiable articles may not be mailed to Cuba except gift parcels up to 4 pounds, which must comply with the gift parcel rules published in 15 CFR § 740.12 for general provisions governing sanctions and for comprehensive information about goods and services that may not be imported to or exported from Cuba. Potentially dutiable items may be confiscated upon entering Cuba or returned to sender.

** For Cambodia, Cuba, Democratic People's Republic of Korea (North), and Vietnam, General License G-DEST may be used only for unclassified printed matter and developed motion picture film. All other commodities require a special license, and it is the Commerce Department's general policy to deny most special license requests for exports to the countries listed in this footnote.

*** Certain commodities may be shipped to Romania under General License GLV, up to the dollar-value limits specified on the "Commodity Control List" (part 339.1 of the Export Administration Regulations).

532.3 Foreign Trade Regulations for Exporters**532.31 Commercial Exports**

Commerce Form 7525-V, *Shipper's Export Declaration*, is obsolete and no longer accepted by the Postal Service. Mailers must electronically file applicable export information (see [520](#)).

532.32 Noncommercial Exports

Noncommercial exports under general license do not require an export declaration.

532.4 Mailing Under General Export Licenses**532.41 Marking by Sender****532.411 Sender's Responsibility**

When a sender finds that the contents of his or her package are properly exportable under any general license except GTDA and GTDR (technical data) (see [532.14](#)), he or she must mark the wrapper with the appropriate symbol and with the words "EXPORT LICENSE NOT REQUIRED" before presenting it at the Post Office facility. The Postal Service clerk may accept any package so marked unless the symbol obviously is being misused. The marking constitutes a representation that the sender has complied with the regulations governing the use of the general license denoted by the symbol.

532.412 When Marking Is Not Required

No marking is required on wrappers of packages containing technical data mailed under General Licenses GTDA and GTDR.

532.42 Processing in Post Office Facilities**532.421 Examination of List of Contents**

If a general license symbol with the notation "EXPORT LICENSE NOT REQUIRED" is shown on the package, review the customs declarations for completion (see [123](#)).

532.422 No Discrepancy

If no discrepancy is noted, and the contents of the package are mailable and are not prohibited by the country of destination, accept the package.

532.423 GTDA or GTDR

In the case of mailings of certain technical data (*GTDA or GTDR*), where no symbols on the wrapper are required, determine orally from the sender that the export is properly authorized under General License GTDA or GTDR.

533 Validated Export Licenses**533.1 Definition**

A validated export license is a document issued by the Office of Export Administration, authorizing a specific export pursuant to an application by the exporter. Further information can be obtained from the sources referenced in [531.1](#).

533.2 Shipper's Electronic Export Filing Required

Electronic filing of export information is required for every shipment covered by a validated export license, except technical data (see [520](#)).

533.3 Mailing Under Validated Export Licenses**533.31 Marking and Disposition by Sender****533.311 Validated License Number**

When shipping under a validated export license, the sender must enter the complete validated license number on the address side of the wrapper covering the commodity to be mailed and electronically file the export information (see [521](#)).

533.312 Record of All Shipments

The validated license document will be retained by the sender, who will record all shipments of commodities or related technical data on the reverse side.

533.32 Processing in Post Office Facilities**533.321 Commodities Other Than Technical Data**

For items containing commodities other than technical data that show a validated license number, verify the customs declaration for completion (see [123](#)).

533.322 No Discrepancy

If no discrepancy is noted and the contents of the item are mailable and are not prohibited by the country of destination, accept the item and dispatch accordingly.

540 Munitions and Related Technical Data

541 Licensing Requirements**541.1 Individual Licenses****541.11 Exporting Munitions**

The exportation of certain munitions (arms or implements of war, parts or components thereof, and related technical data) requires an individual license issued by the Office of Munitions Control, Department of State. Munitions subject to license include the following:

- a. Nonautomatic and semiautomatic rifles, carbines, revolvers, and pistols, regardless of caliber (except those of .50 caliber or less manufactured prior to 1898).
- b. Shotguns with barrels less than 18 inches in length.
- c. All machine guns, submachine guns, machine pistols, and fully automatic rifles.

541.12 Obtaining Information

The sender may obtain information as to the applicability of the State Department requirements and how to apply for an individual license from:

OFFICE OF DEFENSE TRADE CONTROL
ARMS LICENSING DIVISION
US DEPARTMENT OF STATE
PM/DTC SA-6 RM 200
WASHINGTON DC 20522-0602

541.2 Mail Exempt From Licensing**541.21 Technical Data****541.211 Types of Technical Data Exempt From Licensing**

Technical data that have been published or are otherwise exempt from licensing under Title 22, Code of Federal Regulations, part 125, do not require a State Department license for exportation. The sender must mark the wrapper “22 CFR 125.11...APPLICABLE,” identifying the specific subsection under which the exemption is claimed.

541.212 Prohibited Exports Under This Exemption

Exports under this exemption may not be made for items destined to or originating in:

Albania	Hungary	Romania
Bulgaria	Korea, Democratic People's	Russia
Cambodia	Republic of (North)	Slovak Republic
China	Latvia	(Slovakia)
Cuba	Lithuania	Vietnam
Czech Republic	Mongolia	
Estonia	Poland	

541.22 Government Shipments

Shipments mailed by any U.S. government agency do not require an individual license from the Department of State. The sender must mark the wrapper 22 CFR 125.10 APPLICABLE.

542 Mailing Under Individual Licenses**542.1 Marking by Sender**

In making shipment under an individual license, the sender must mark the wrapper “STATE DEPARTMENT EXPORT LICENSE NO. _____.” Enter the amount being shipped on the back of the license, if only a portion of the amount authorized is mailed.

542.2 Processing in Post Office Facilities**542.21 Examination of List of Contents**

When a sender presents a State Department license, compare the description of the article indicated on the license with the description of the contents shown on the customs declaration (see [123](#)), or stated orally by the sender in the case of technical data mailed as printed matter (see [541.21](#)). If

no discrepancy is noted, and the contents of the package are mailable and are not prohibited by the country of destination, accept the package for mailing.

542.22 **Amount of Mailing Authorized by License**

If the mailing represents the entire amount authorized by the license, retrieve the license from the sender, mark it *Completed*, apply a legible postmark, and forward it to:

OFFICE OF MUNITIONS CONTROL
US DEPARTMENT OF STATE
2201 C ST NW
WASHINGTON DC 20522-0602

If only a portion of the amount authorized is mailed, the sender must enter on the back of the license the amount being shipped and present it at the Post Office facility, where it will be postmarked and returned to the sender.

550 Dried Whole Eggs

551 **Description**

When dried whole eggs purchased under a program of the Commodity Credit Corporation, U.S. Department of Agriculture, are offered for export by mail, an endorsement must be written or stamped on each package and a special certificate of mailing (see [552](#)) prepared and completed by the sender waiving any right to withdraw the package from the mail or to have it returned. Such mailings can be made only by Priority Mail International.

552 **Charges**

A charge of \$1.10 will be made for each certificate of mailing, or for each package if a single certificate covers more than one package. As prescribed in [553.21](#), postage stamps to cover the charge will be affixed to the certificate and canceled.

553 **How to Mail**

553.1 **Preparation by Sender**

553.11 **Marking**

The endorsement referred to in [551](#) must be properly completed and signed by the exporter or an authorized representative over his or her title. The Priority Mail International forms accompanying applicable parcels should be completed by the sender to indicate that the parcels are to be abandoned in case of nondelivery.

553.12 **Certificate of Mailing Dried Whole Eggs**

553.121 **Type of Certificate**

A certificate as shown in [Exhibit 553.121](#), prepared and completed by the sender, must be presented with all shipments described in [551](#).

Exhibit 553.121

Certificate of Mailing Dried Whole Eggs

CERTIFICATE OF MAILING DRIED WHOLE EGGS	
<p>I hereby certify that there has (have) been posted at this Post Office facility today by (Sender), parcels containing a total of (Number) pounds of dried whole eggs on which the sender has waived the right to withdraw same from the mail or have same returned.</p>	
<p>Parcels addressed to</p>	
<p>_____</p> <p>(Name and addresses of addressees)</p>	
<p>_____</p> <p>(Office stamp) (Date)</p>	<p>_____</p> <p>(Postmaster)</p>
<p>_____</p> <p>By</p>	

553.122 Single Certificate

A single certificate may cover any number of parcels mailed by the same sender even though addressed to different countries.

553.2 Processing in Office of Mailing**553.21 Postage**

Postage to cover the charge for the certificate of mailing dried whole eggs must be affixed to the certificate and canceled by the postmark of the office of mailing.

553.22 Signature of Postmaster

After postmarking, the certificate should be signed by the postmaster or an authorized representative and returned to the sender.

| 560 (Reserved)

570 Consular and Commercial Invoices

Many countries require special documents to be prepared by the sender and to be either presented by the addressee or enclosed within the package. In some cases, certification by a recognized Chamber of Commerce in the United States, or legalization by a consulate in the country of destination, or

both, are required. Such information as has been made available to the U.S. Postal Service concerning these requirements appears under the *Observations* in the Individual Country Listings.

580 Drawback Arrangement

581 Description

Drawback is an arrangement provided for under Customs Service regulations whereby exporters of certain merchandise are entitled to claim a refund of (a) the duty paid on imported material used wholly or in part in the manufacture or production of items to be exported, or (b) the internal revenue tax paid on domestic material used.

582 Processing Drawback Claims

582.1 Forms Required

582.11 List of Forms

The following forms must be used when drawback is claimed:

- a. *Notice of Exportation of Articles with Benefit of Drawback* (Customs Form 7511).
- b. *Waiver of Sender's Right to Withdraw Package From the Mail* (Customs Form 3413).

582.12 Where to Obtain the Forms

Exporters may obtain Customs Form 7511 and 3413 from the customs offices listed in [711.62](#).

582.2 Preparation by Senders

582.21 Claiming Drawback

Senders intending to claim drawback on items exported by mail must present three completed copies of a *Notice of Exportation of Articles with Benefit of Drawback* (Customs Form 7511) with the package or packages.

582.22 Waiver of the Right to Withdraw the Package

A waiver of the right to withdraw the package from the mail must appear on the address side of each package. This waiver may be made on Customs Form 3413 and affixed to the wrapper, or may be stamped or written in wording similar to that shown in [Exhibit 582.22](#).

Exhibit 582.22

Waiver of the Right to Withdraw the Package

<p>WARNING</p> <p>EXPORTED IN BOND FOR DRAWBACK</p> <p>UNDER N.E. NO.</p> <p>Must not be returned to shipper or delivered in United States before submission to District Director of Customs.</p> <p>Shipper _____</p> <p>We hereby waive our right to withdraw this package from the mail.</p> <p style="text-align: right;">_____ Shipper's Signature</p>
--

582.3 **Processing by Postmaster**582.31 **Postmaster's Certification**

Postmark and sign the Postmaster's Certificate on the reverse side of Customs Form 7511 after verifying that the marks and numbers on the form conform to those on the package and that the sender has signed the statement waiving the right to withdraw the package from the mail.

582.32 **Disposal of Forms**

Dispose of completed Customs Form 7511 as follows:

- a. Return one copy to the sender.
- b. Forward one copy to the customs port where the claim is to be filed (shown on the front of the form).
- c. Retain one copy as a Post Office record. Dispose of this copy after 3 years.

590 Exporting Wildlife and Protected Plants

591 **Special Requirements for Wildlife and Certain Plant Exports**

Exports of wildlife items and products may be subject to declaration, license, marking, and permit requirements enforced by the U.S. Fish and Wildlife Service (USFWS). Similar requirements also apply to plants protected as endangered or threatened under U.S. law or international treaty. Live wildlife and dead animals, with only a few exceptions, may not be exported via the U.S. Postal Service (see [138.1](#)).

592 Declaration Requirements

592.1 Declaration of Wildlife Exports

The following wildlife exports must be declared to USFWS and must receive clearance prior to export:

- a. Commercial exports of wildlife products.
- b. Shipments of items not intended for commercial use valued at \$250 or more.
- c. Noncommercial shipments of items that require a permit for export (e.g., products made from endangered species or migratory birds) regardless of the dollar value of the shipment.

To declare a wildlife export, shippers must complete and file Form 3-177, *Declaration for Importation or Exportation of Fish or Wildlife*, with USFWS. Copies are available from wildlife inspection offices (see [598](#)), from the U.S. Customs Service, or on the Internet at www.le.fws.gov/le/FAQs/FAQs.htm.

592.2 Declaration of Scientific Specimens or Parts

Form 3-177 is not required at the time of export for shipments of dead, preserved, dried, or embedded scientific specimens or parts when:

- a. The shipment does not require a permit from USFWS.
- b. The shipment is exported by an accredited scientist or accredited scientific institution for taxonomic or systematic research purposes.

Instead, the scientist or scientific institution (or an agent acting on their behalf) must file Form 3-177 with the assistant regional director for law enforcement in the USFWS administrative region from which the export was mailed within 180 days of export. Contact information is available on the Internet at www.le.fws.gov (click on *Contacts*).

592.3 Declaration of Plant Exports

The export of protected plants is regulated by the U.S. Department of Agriculture's Animal and Plant Health Inspection Service (APHIS). Shippers should contact the Plant Protection and Quarantine (PPQ) division for additional information about export requirements for protected plants. Exporters who engage in the commercial trade of plants listed under the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) must obtain a general permit from APHIS/PPQ in addition to meeting the permit requirements described in [596](#). All plant exports are subject to phytosanitary inspection and certification rules administered by APHIS/PPQ. Information about plant export requirements can be found on the APHIS/PPQ Web site at www.aphis.usda.gov/ppq.

593 Export Licenses and Inspection Requirements for Commercial Wildlife Exports

Individuals or companies that commercially export wildlife must have a valid import/export license from USFWS. Exporters must notify USFWS and make their shipments available for inspection at least 48 hours before the planned exportation date. Exporters must pay appropriate inspection fees.

594 Marking Requirements for Wildlife Exports

All packages containing wildlife products must be marked clearly with the name and address of both the shipper and the recipient. Information identifying the contents as fish or wildlife and specifying the quantity and species involved must accompany the shipment. Federal regulations (50 CFR Part 14, Subpart H) explain how to comply with wildlife marking requirements. See [597](#).

595 Permit Requirements for Wildlife and Plant Exports

Permits are required to export any of the following by mail or other means:

- a. Any wildlife or plant (including parts and products) where the species is listed under CITES. A list of species protected under this treaty is maintained by USFWS at <http://international.fws.gov>.
- b. Any wildlife or plant (including parts and products) where the species is listed as endangered or threatened under the U.S. Endangered Species Act. A list of these species can be found at <http://endangered.fws.gov/wildlife.html>.
- c. Migratory birds, parts, feathers, nests, eggs, or items made from them. Permit requirements for export and numerous other protections apply to more than 700 bird species safeguarded under the Migratory Bird Treaty Act. A list can be found on the Internet at <http://migratorybirds.fws.gov/intrnltr/mbta/mbtandx.html>.

CITES-listed herbarium specimens; other preserved, dried, or embedded museum specimens; and live plant material may be exported as a noncommercial loan, donation, or exchange between registered scientists or registered scientific institutions using a CITES-authorized label instead of an export permit.

596 Obtaining and Using Permits for Wildlife and Protected Plant Exports**596.1 Export Permits**

Shippers who need export permits or other documentation required under CITES or the Endangered Species Act should contact USFWS Office of Management Authority (800-358-2104) for the appropriate application forms and instructions. Some CITES-listed species also require permits from the importing country before they can be legally exported.

596.2 CITES Permit

The original CITES permit must accompany the shipment. All wildlife exports requiring a CITES permit that are shipped by mail, including personal items mailed overseas, must be declared to USFWS and made available for inspection and permit validation by USFWS wildlife inspectors. Exports of CITES-protected plants must be declared to the U.S. Department of Agriculture's Animal and Plant Health Inspection Service; permits for these shipments must be validated by that agency before export.

596.3 **Export of Migratory Birds**

The export of migratory birds, their parts, feathers, eggs, or nests, or products made from them, is prohibited except with a permit from USFWS. Permit applications and information are available from the regional Migratory Bird Permit Offices located in Albuquerque, NM; Anchorage, AK; Atlanta, GA; Denver, CO; Fort Snelling, MN; Hadley, MA; and Portland, OR.

597 **How to Obtain Additional Information**

Additional information about exporting wildlife products and protected plants can be found in the following sections of the Code of Federal Regulations (CFR):

- a. 50 CFR Part 14, Importation, Exportation, and Transportation of Wildlife.
- b. 50 CFR Part 23, Endangered Species Convention.
- c. 50 CFR Part 24, Importation and Exportation of Plants.

These and other Federal regulations, including those governing endangered species (50 CFR Part 17) and migratory bird permits (50 CFR Part 21), may be accessed online at www.access.gpo.gov/nara/cfr/index.html.

Shippers may also contact USFWS wildlife inspection offices for assistance with wildlife exports. Questions about the export of protected plants should be addressed to the U.S. Department of Agriculture's Animal and Plant Health Inspection Service. A list of Agriculture Inspection Stations and Offices appears in [723](#).

598 **Wildlife Inspection Offices**

USFWS wildlife inspection offices are located in the cities listed below. Addresses and phone numbers for these offices can be found on the Internet at www.le.fws.gov (click on *Contacts*).

Agana, GU	Denver, CO	New Orleans, LA
Anchorage, AK	Detroit, MI	New York, NY
Atlanta, GA	Dunseith, ND	Newark, NJ
Baltimore, MD	El Paso, TX	Nogales, AZ
Blaine, WA	Great Falls, MT	Portland, OR
Boston, MA	Honolulu, HI	San Diego, CA
Brownsville, TX	Houston, TX	San Francisco, CA
Buffalo, NY	Laredo, TX	Seattle, WA
Chicago, IL	Los Angeles, CA	Tampa, FL
Dallas, TX	Minneapolis, MN	