



# UPS SurePost<sup>®</sup> APO/FPO/DPO shipping

## When a package is addressed to a military APO/FPO/DPO destination:

- Use the service member's full name and rank
- Must include the Unit/CMR/PSC number, APO/FPO/DPO box no., the APO/FPO/DPO designation, the AA/AE/AP region and Zip Code
- DO NOT include city or country name
- Must include a return address

## Requirements:

**Name and rank**

**Unit #, Box #**

**APO/FPO/DPO, AP/AE/AA, Zip Code**

**APO/FPO/DPO shipments may be considered dutiable,**

**therefore, one of the following forms is required:**

USPS<sup>®</sup> Customs Declarations Form, PS Form 2976 (CN22) or 2976A. All shipments that do not have a CN22 form will be returned at the shipper's expense. All UPS shipping systems are capable of generating the CN22.

**View APO/FPO/DPO Guidelines and Restrictions within the most recent version of the USPS Postal Bulletin:** <http://about.usps.com/postal-bulletin/welcome.htm>

**Time-in-Transit for APO/FPO/DPO destinations can be one to two months.**

## Addressing a shipment in WorldShip<sup>®</sup>

To properly provide APO/FPO/DPO address information through UPS WorldShip:

- Specify United States in the Country/Territory field.
- Specify the name of the recipient in the Company or Name field.
- Specify the unit and APO/FPO/DPO box number in the Address1 field.
- Specify APO, FPO or DPO in the City or Town field.
- Specify the appropriate two-letter abbreviation for the Armed Forces region in the State/Province/County field:
  - AA (for Armed Forces in the Americas excluding Canada)
  - AE (for Armed Forces in Europe, Middle East, Africa and Canada)
  - AP (for Armed Forces in the Pacific)
- Specify the appropriate 5-digit ZIP Code in the Postal Code field.

## Examples:

**SSGT Kevin Taylor**

**Unit 2050 Box 4190**

**APO AP 96278-2050**

 9261 2123 4567 8958 1000 0000 50			
FROM COMPANY NAME CONTACT NAME EXTENDED ADDRESS STREET ADDRESS ROSWELL, GA 30076 UNITED STATES	SHIP TO CONTACT NAME STREET ADDRESS TAMUNING GU 96913		
<b>United States Postal Service</b> <span style="float: right;">CN 22</span> <b>Customs Declaration</b> <span style="float: right;">May be opened officially</span>			
<input type="checkbox"/> Gift <input type="checkbox"/> Commercial Sample <input type="checkbox"/> Documents <input checked="" type="checkbox"/> Other: <b>Merchandise</b>			
Qty	Detailed description of contents	Weight Lbs Oz	Value (US\$)
1	Book	3 15	\$12.99
For commercial use only. If known, HS tariff number and country of origin of goods.		Total Weight	Total Value (US\$)
		3 Lbs 15 Oz	\$12.99
<b>Exemption/Exclusion Legend</b>		<b>NOEEI § 30.37(a)</b>	
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			