Please follow the steps outlined below to certify your customs form(s):

☐ Mailers are required to provide their ID (MID) during the certification process. If you do not currently have a USPS.com Business mailer account, please follow the **USPS Business Customer Gateway** Online Enrollment process to register at no charge. (If you need assistance please contact the National Customer Support Center, Customs Forms at 1-877-264-9693 or by email at customsformcert@usps.gov.)

☐ Download and complete PS Form 5113 Barcode Certification Customer Application.

☐ Email your signed PS Form 5113 to the National Customer Support Center (customsformcert@usps.gov) or mail to:

> Delivery Confirmation
> National Customer Support Center
> United States Postal Service
> 225 N Humphreys Blvd STE 501
> Memphis, TN 38188-1001

☐ Download the Export Compliance Customs Data Requirements and set up the transmission of required customs manifest data. Customers have two options for submitting their electronic customs data:

1. Send Product Tracking System (PTS) Shipping Services file version 1.7. For this option, contact the National Customer Services Support Center at 1-877-264-9693.*

2. Send Extensible Markup Language (XML) formatted files. For this option, send an email to USPSElectronicFileRequest@usps.gov for the file layout and information regarding file transmission.

Once the National Customer Support Center notifies you that the file is certified, you may continue the certification process.

☐ Download and complete PS Form 5114 Barcode Certification Submission Form.

☐ Download the Guidelines for Privately Printed Customs Declaration Forms and create customs form(s) using the specification provided.

☐ Mail your signed PS Form 5114 and 10 copies of your custom form mock-up to:

> Delivery Confirmation
> National Customer Support Center
> United States Postal Service
> 225 N Humphreys Blvd STE 501
> Memphis, TN 38188-1001

Upon the approval of your customs form design, barcode certification, and the verification of customs data transmission, the National Customer Support Center will assign you a barcode range.

For further assistance, please contact the National Customer Support Center, Customs Forms at 1-877-264-9693 or by email at customsformcert@usps.gov.

*If you currently do not have File Transfer Protocol (FTP) access to PTS please download and complete PS Form 1357s U.S. Postal Service Request for Computer Access and submit via email to customsformcert@usps.gov.