

# 5 Nonpostal Export Regulations

## 510 Office of Foreign Assets Control (OFAC) Regulations – U.S. Department of the Treasury

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### 511 **General**

The Office of Foreign Assets Control (OFAC) of the U.S. Department of the Treasury administers and enforces economic and trade sanctions based on U.S. foreign policy and national security goals against targeted foreign countries and regimes, terrorists, narcotics traffickers, those engaged in activities related to the proliferation of weapons of mass destruction, and other threats to the national security, foreign policy, or economy of the United States.

### 512 **Prohibited Destinations, Specially Designated Nationals, and Blocked Persons**

#### 512.1 **Restricted Destinations**

Mailers may not send items to or receive items from the following countries or regions unless authorized by OFAC:

- a. Cuba.
- b. Iran.
- c. North Korea.
- d. The Crimea, Donetsk, and Luhansk regions of Ukraine, and any other regions of Ukraine designated by the Secretary of the Treasury as “covered regions” under Executive Order 14065.

**Note:** The Department of Commerce’s Bureau of Industry and Security (BIS) also regulates exports to these countries and regions (see [530](#)). A given mailing might require separate authorization from both BIS and OFAC. For more information, see Publication 699, Special Requirements for Shipping Internationally.

#### 512.2 **Blocked Persons**

Mailers may not send items to or on behalf of, or receive items from, certain individuals and entities designated by OFAC as blocked persons, except as authorized by OFAC. OFAC maintains multiple lists of blocked persons, and the lists are available online via [treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx](https://www.treasury.gov/resource-center/sanctions/SDN-List/Pages/default.aspx). Mailers are responsible for consulting such lists in conjunction with any and all relevant OFAC regulations, because some entities (e.g., certain governmental entities) might be blocked under OFAC’s

regulations but not specifically listed, and certain listed entities might be subject to restrictions that do not affect exports or imports of physical items. Mailers are responsible for consulting and ensuring their compliance with OFAC's regulations and directives.

**Note:** The Department of Commerce's Bureau of Industry and Security (BIS) also regulates exports to, from, or on behalf of certain individuals and entities, including many that are also subject to OFAC restrictions (see 530). A given mailing might require separate authorization from both BIS and OFAC. For more information, see Publication 699.

### 513 **Additional Standards**

In addition to the restrictions in 512, mailers may not send items to an entity if a blocked person owns 50 percent or more of that entity.

### 514 **Exceptions**

Many OFAC sanctions programs have exemptions that cover the mailing of items such as certain humanitarian donations, personal communications containing nothing of value, or informational materials like books, newspapers, and CDs. In addition, under each sanctions program, OFAC has established "general licenses" that authorize shipments under certain conditions. If no exemption or general license applies, a mailing may be allowed if the mailer applies for and obtains a "specific license" from OFAC. The exemptions and general licenses are specific to each sanctions program, and mailers are advised to review the OFAC regulations applicable to the relevant sanctions program.

### 515 **Mailer Compliance**

Mailers are required to comply with these regulations. Mailers may be subject to civil and criminal penalties for failing to comply with any part of OFAC's regulations.

### 516 **Additional Information**

The Postal Service provides additional information about OFAC sanctions and other international shipping requirements in Publication 699. For in-depth information, including an explanation of each OFAC sanctions program, licenses, and exemptions, see OFAC's Web site at [treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx](https://www.treasury.gov/resource-center/sanctions/Programs/Pages/Programs.aspx), or contact OFAC at 202-622-2000.

## 520 Foreign Trade Regulations — U.S. Census Bureau

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### 521 **General**

Subchapter 520 describes the various U.S. Department of Commerce, U.S. Bureau of the Census requirements when shipping goods internationally. In certain circumstances, customers are responsible for entering information on the hard copy PS Form 2976-R or on an electronically generated PS Form 2976, 2976-A, or 2976-B. Customers may

be subject to civil and criminal penalties if they fail to electronically file their export information when required or if they fail to comply with the Foreign Trade Regulations in any other way.

## 522 **Additional Assistance**

Customers needing further assistance with filing requirements should contact the U.S. Census Bureau on its toll-free hotline at 800-549-0595:

- a. Option 1 – Automated Export System Assistance.
- b. Option 2 – Commodity Classification Assistance.
- c. Option 3 – Regulatory Assistance.

## 523 **Mailpieces Sent to APOs, FPOs, and DPOs**

Goods mailed to APO/FPO/DPO addresses are subject to the Foreign Trade Regulations. However, mailers are exempt from filing electronic export information, unless mandatory filing is required by 15 CFR 30.2(a)(1)(iv). See [524.21d](#) and [524.21e](#) for additional information regarding mandatory filing requirements.

## 524 **Internal Transaction Number (ITN)**

### 524.1 **General**

U.S. Census Bureau regulations require electronic filing of export information through the Automated Export System (AES) or Automated Commercial Environment (ACE) AESDirect system for certain outbound international shipments of goods. Before mailing, a customer subject to this filing requirement is responsible for presenting an Internal Transaction Number (ITN) or AES Downtime Citation (see [525](#)) as evidence of compliance.

An ITN is the number assigned to a shipment confirming that the AES accepted the Electronic Export Information (EEI) and has it on file. Every AES shipment must have a unique ITN. For the purposes of AES filing, a shipment is all goods (regardless of the number of packages) tendered to the United States Postal Service on the same day from one U.S. Principal Party in Interest (USPPI) to one addressee. As noted in 15 CFR 30.1(c), the Foreign Trade Regulations define the USPPI as “the person or legal entity in the United States that receives the primary benefit, monetary or otherwise, from the export transaction.”

### 524.2 **Filing Requirements**

#### 524.21 **Mandatory Filing**

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

- a. The value of any type of goods is over \$2,500, unless an AES Exemption applies (see [526](#)). For this purpose, value is measured according to all goods within the same Schedule B number or Harmonized Tariff Schedule number that is mailed from the same sender to the same recipient on the same day. (Schedule B is available at [census.gov/foreign-trade/schedules/b/index.html](https://census.gov/foreign-trade/schedules/b/index.html)). The Harmonized

Tariff Schedule is available at [hts.usitc.gov](https://www.usitc.gov).) The following three examples illustrate the value criterion:

- (1) **Example 1:** An insured Priority Mail International package contains one mechanical watch (Schedule B item number 9101.11.0000) valued at \$2,400, and one electronic watch (Schedule B item number 9101.91.0000) valued at \$2,400. The total value of goods to be mailed is \$4,800, but because the mechanical watch and electronic watch are in different Schedule B groups, no group of items within the same Schedule B number is valued at more than \$2,500. Consequently, electronic filing and an ITN *is not required*. Rather, AES Exemption “NOEEI 30.37(a)” applies, assuming that none of the separate requirements in [524.21b-f](#) apply.
  - (2) **Example 2:** An insured Priority Mail International package contains two mechanical watches (Schedule B item number 9101.11.0000), each of which is valued at \$1,300, for a total value of \$2,600. These two items are in the same Schedule B number, and the value of all items within the same Schedule B number is more than \$2,500. Consequently, electronic filing and an ITN *is required* (unless an exemption applies).
  - (3) **Example 3:** Person A sends two insured Priority Mail International packages to Person B on the same day. The first package contains one mechanical watch valued at \$1,300, and the second package contains an identical watch, also valued at \$1,300. The total value of goods within the same Schedule B number is \$2,600, which is more than \$2,500. Consequently, electronic filing and an ITN *is required* (unless an exemption applies).
- b. The shipment is destined to Iran or Syria and does not qualify for the “foreign libraries” exemption described in [526.2e](#) (for example, the shipment contains goods other than exempt items, or the shipment contains exempt items but is not being sent to a library or similar institution).
  - c. The shipment contains goods, is destined to Cuba or North Korea, and does not qualify for the exemption for shipments to foreign libraries (see [526.2e](#)) or the exemption for gift parcels and humanitarian donations as defined by 15 CFR § 740.12.
  - d. The item requires an export license under U.S. law. (See [510](#), [530](#), [540](#), [560](#), and [590](#) for additional information.)
  - e. The item is authorized by an exemption under the International Traffic in Arms Regulations, 22 CFR Parts 123-126. (See [540](#) for additional information.)
  - f. The shipment involves a party designated on the BIS Unverified List, which is available at [bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern/unverified-list](https://www.bis.doc.gov/index.php/policy-guidance/lists-of-parties-of-concern/unverified-list).

**Note:** The countries in [524.21b](#) and [c](#) are those identified in Country Groups E:1 and E:2 in the Export Administration Regulations, 15 CFR Part 740, Supplement No. 1.

524.22 **How to File EEI**524.221 **Preliminary Steps for First-time Filers**

ACE AESDirect requires each mailer to have an employer identification number (EIN) and an ACE Exporter Account. Therefore, a first-time filer must complete the following steps:

1. Obtain an EIN from the Internal Revenue Service (IRS) at <https://sa.www4.irs.gov/modiein/individual/index.jsp>.

**Note:** A mailer does not have to be an employer to apply for an EIN.

2. Set up an ACE Exporter Account on the Customs and Border Protection Web site at [cbp.gov/trade/automated/getting-started/portal-applying](http://cbp.gov/trade/automated/getting-started/portal-applying). Under “Applying for an Account,” in Step 3, select the option for “Exporters: Apply here” to complete and submit the online form.

**Note:** For account verification purposes, the “Shared Secret Value” is the “User ID.”

524.222 **Filing EEI**

A customer who has obtained an EIN and has established an ACE Exporter Account must complete the following steps:

1. Log into the customer’s existing ACE Exporter Account at [ace.cbp.dhs.gov](http://ace.cbp.dhs.gov).
2. Use the following information when completing the EEI fields:
  - a. The “Port of Export” code for shipping through the Postal Service is “8000.”
  - b. The “Mode of Transport” is “Mail.”
  - c. Leave the carrier as “SCAC/IATA,” and leave the conveyance name fields blank.
3. Complete the remaining data fields and file EEI. For more information about filing EEI, refer to the ACE AESDirect User Guide at [census.gov/foreign-trade/aes/aesdirect/AESDirect-User-Guide.pdf](http://census.gov/foreign-trade/aes/aesdirect/AESDirect-User-Guide.pdf).

After the customer files the EEI, the AES will send a response message indicating the status of the shipment by e-mail or through the ACE Shipment Manager. A successful filing will receive an ITN as confirmation that the AES has accepted the EEI. A rejected filing will receive a rejection statement.

When completing the customs form(s), the mailer must include the ITN as described in [527](#). The ITN is unique for every AES shipment and is applicable for multiple packages sent from one USPPI to one addressee when the mailer tenders the packages to the United States Postal Service on the same day (see [524.1](#)).

**Note:** If the AES is not functioning, call the U.S. Census Bureau’s toll-free information hotline at 800-549-0595, option 1. For more information on electronic filing, use option 3.

## 525 **AES Downtime Citation**

If electronic export information filing is required but the U.S. Census Bureau's Automated Export System or *AESDirect* is unavailable, the mailer may ship the goods but is responsible for providing the appropriate AES Downtime Citation instead of an ITN. This citation includes the word "AESDOWN," the mailer's AES filer identification number, and the date: for example, "AESDOWN 123456789 09/30/2009."

## 526 **AES Exemption**

### 526.1 **General**

In many circumstances, electronic export information filing and an ITN may not be required when mailing goods internationally. In these circumstances, customers are directed to apply an applicable AES Exemption on the customs declaration form upon mailing. The following conditions apply:

- a. A mailer may enter one AES Exemption per addressed mailpiece. When multiple exemptions may apply, the mailer may select any one that applies.
- b. A mailer cannot apply an AES Exemption to shipments that fall within [524.21b-f](#).

### 526.2 **When Applicable**

Customers with shipments not meeting the mandatory filing requirements under [524.21b-f](#) may apply an AES Exemption such as the following on each customs declaration form:

- a. "NOEEI 30.36" for shipments to Canada.
- b. "NOEEI 30.37(a)" for shipments when the value of each class of goods is \$2,500 or less.
- c. "NOEEI 30.37(h)" or "NOEEI 30.37(y)" or shipments of gift parcels and humanitarian donations that are eligible to be sent to Cuba, North Korea, or the Crimea, Donetsk, or Luhansk regions of Ukraine (or any other regions of Ukraine designated by the Secretary of the Treasury as "covered regions" under Executive Order 14065). In addition, the mailer must endorse the item with the marking "GIFT — Export License Not Required" on the address side of the package. The mailer must also write "GFT" in the same block as the AES Exemption on the applicable required customs declaration, as described in [527](#). The mailer must complete all other blocks of the customs declaration form, including the "Detailed description of contents."

**Note:** Certain shipments of gift parcels and humanitarian donations to the destinations in item c might require a license from OFAC and/or the BIS (see [510](#) and [530](#)). If a license is required, then a filing is also required and the AES Exemptions in item c do not apply (see [524.21d](#)).

- d. "NOEEI 30.37(w)" for shipments to APO, FPO, or DPO addresses.

- e. “NOEEI 30.37(y)” for shipments of published books, software, maps, charts, pamphlets, or any other similar media available for general distribution that are eligible to be sent to a library or similar institution in Cuba, Iran, North Korea, or Syria.

**Note:** “NOEEI 30.37(y)” does not apply to shipments of informational materials that are eligible to be sent to the Crimea, Donetsk, or Luhansk regions of Ukraine (or any other regions of Ukraine designated by the Secretary of the Treasury as a “covered region” under Executive Order 14065). For such shipments, filing might or might not be required, depending on requirements in [524.21a](#), [524.21d-f](#), and [526.2b](#).

**Note:** For more information and a complete listing of these and other AES Exemptions, see Subpart D of the Foreign Trade Regulations, 15 CFR Part 30.

## 527 Placement of ITN, AES Downtime Citation, or AES Exemption

When a shipment requires an ITN, AES Downtime Citation, or AES Exemption, it is the customer’s responsibility to legibly write or enter the ITN, AES Downtime Citation, or AES Exemption on the applicable customs declaration form as follows:

- a. On PS Form 2976-R, *USPS Customs Declaration and Dispatch Note*, the customer must write one ITN or AES Downtime Citation in block 13, or note the applicable AES Exemption in block 14.
- b. When entering data into an online application to electronically generate a customs form, the customer must enter one ITN, AES Downtime Citation, or applicable AES Exemption in the AES/ITN/Exemption field.
- c. On PS Form 2976, *Customs Declaration CN 22 – Sender’s Declaration*, if the customer is sending items to Cuba, Iran, North Korea, or Syria under the “foreign libraries” exemption described in [526.2e](#), the customer must enter “NOEEI § 30.37(y).”
- d. On editions of the Global Express Guaranteed Air Waybill/Shipping Invoice (shipping label, Item 11FGG1) printed before August 2008, the customer must write “NOEEI 30.37(a)” next to the sender’s signature. Current versions of Item 11FGG1 have this AES Exemption included on the mailing label. **Note: Global Express Guaranteed service is suspended as of September 29, 2024.**

**Note:** These standards also apply to mailers who produce privately printed customs forms under [123.3](#).

## 530 Commodities and Technical Data

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### 531 **Scope and Applicability of Export Licensing Requirements**

#### 531.1 **U.S. Department of Commerce — Bureau of Industry and Security; Export Controls**

The Department of Commerce's Bureau of Industry and Security (BIS) regulates the export of commodities, software, and technologies in certain circumstances, pursuant to the Commerce Department's Export Administration Regulations (EAR) (15 CFR Parts 730–774). Among other things, BIS requires exporters to apply for and receive a license before sending certain commodities, software, or technology out of the country. The EAR can be found online at [bis.doc.gov/index.php/regulations/export-administration-regulations-ear](https://bis.doc.gov/index.php/regulations/export-administration-regulations-ear).

Other U.S. government agencies have export control responsibilities for regulating more specialized exports. For example, military goods might be subject to the licensing jurisdiction of the Directorate of Defense Trade Controls at the Department of State. The Department of the Treasury's Office of Foreign Assets Control (OFAC) administers and enforces economic and trade sanctions against targeted foreign countries, terrorism-sponsoring organizations, international narcotics traffickers, and other blocked entities. The BIS Web site identifies resource links for various U.S. government agencies with export control responsibilities. Customers may obtain a listing of these links at [bis.doc.gov/index.php/about-bis/resource-links](https://bis.doc.gov/index.php/about-bis/resource-links).

For additional information about these requirements, see Publication 699.

#### 531.2 **Export Enforcement**

BIS implements and enforces the EAR. Many items regulated by the EAR are referred to as “dual-use” items, meaning that the items have both commercial and military or proliferation applications. However, many purely commercial items also are subject to the EAR. BIS's mission is to advance U.S. national security, foreign policy, and economic objectives by ensuring an effective export control and treaty compliance system and by promoting continued U.S. strategic technology leadership. Senders must understand and comply with BIS's regulations when exporting commodities, software, or technology by mail. Postal Service employees will not advise prospective mailers of the type of license required for or the type of authorization available for the export of any item to any destination or recipient. However, if an export control violation has occurred or might occur, or for more information, contact the following source:

OFFICE OF EXPORT ENFORCEMENT (OEE)  
BUREAU OF INDUSTRY AND SECURITY  
US DEPARTMENT OF COMMERCE  
1401 CONSTITUTION AVE NW  
WASHINGTON DC 20230-0002  
TELEPHONE: 202-482-1208



In addition, OEE has field offices located throughout the United States. Information about these field offices is available at [bis.doc.gov/index.php/enforcement/oe/investigations](https://bis.doc.gov/index.php/enforcement/oe/investigations).

## 532 Export Licenses

### 532.1 General

BIS might require an export license based on several factors specific to a mailer's transaction: the nature and use of the item (commodity, software, or technology) being exported, its destination, the consignee, and the end user. Exports to certain countries are more heavily restricted than others. For example, most exports to the following countries and regions require authorization from BIS:

- a. Cuba.
- b. Iran.
- c. North Korea.
- d. Syria.
- e. The Crimea, Donetsk, and Luhansk regions of Ukraine (and any other regions of Ukraine designated by the Secretary of the Treasury as "covered regions" under Executive Order 14065).

In addition, exports to and from certain individuals and entities designated by BIS might require an export license, regardless of the provisions that would otherwise apply to the export.

**Note:** These BIS controls might overlap with separate license requirements by OFAC, the Directorate of Defense Trade Controls, and other government agencies, particularly with respect to comprehensively embargoed countries or blocked persons. For additional information on requirements for shipping to these countries and regions, see [510](#), [540](#), and Publication 699.

### 532.2 Export – Definition

Any item that is sent from the United States to a foreign destination is an export. "Items" include commodities, software, and technology. For example, clothing, building materials, circuit boards, automotive parts, blueprints, design plans, retail software packages, and technical information are "items" that may be subject to export control.

In determining export license requirements, it does not matter how an item is transported outside the United States. For example, an item can be sent by regular mail or hand-carried on an airplane; a set of schematics can be sent via facsimile to a foreign destination, software can be uploaded to or downloaded from an Internet site, or technology can be transmitted via e-mail or during a telephone conversation. Regardless of the method used for the transfer, the transaction is considered an "export" for export control purposes. An item is also considered an export even if it is leaving the United States only temporarily, if it is leaving the United States but is not for sale (e.g., a gift), or if it is being mailed to a wholly-owned U.S. subsidiary in a foreign country. Finally, under the EAR, release of technology or source code subject to the EAR to a foreign national in the United States is "deemed" to be an export to the home country of the foreign national.

### 532.3 **How to Determine If an Export License Is Needed**

A relatively small percentage of U.S. exports require an export license from BIS. License requirements are dependent upon an item's technical characteristics, destination, recipients, and end use. The value of the shipment does not affect the export license requirements. It is the mailer's responsibility to determine if an export requires a license under the EAR. For further assistance about whether an export license might be required, visit [export.gov/article?id=Regulation](https://export.gov/article?id=Regulation) or [bis.doc.gov/index.php/licensing](https://bis.doc.gov/index.php/licensing), or call 202-482-4811.

### 532.4 **Additional Information**

Additional information concerning export licenses is available from the U.S. Department of Commerce as follows:

- a. Mailers located in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Wyoming should contact either of the following offices:

- BIS WESTERN REGIONAL OFFICE  
US DEPARTMENT OF COMMERCE  
3300 IRVINE AVE STE 345  
NEWPORT BEACH CA 92660-3112  
Telephone: 949-660-0144  
Fax: 949-660-9347  
e-mail: [biswest@bis.doc.gov](mailto:biswest@bis.doc.gov)
- BIS WESTERN REGIONAL OFFICE — NORTHERN CA BRANCH  
US DEPARTMENT OF COMMERCE  
160 WEST SANTA CLARA ST STE 725  
SAN JOSE CA 95113-1758  
Telephone: 408-998-8806  
Fax: 408-998-8677  
e-mail: [biswest@bis.doc.gov](mailto:biswest@bis.doc.gov)

- b. Mailers in all other locations should contact the following office:

OFFICE OF EXPORTER SERVICES  
OUTREACH AND EXPORTER SERVICES DIVISION  
US DEPARTMENT OF COMMERCE  
14TH ST & PENNSYLVANIA AVE NW  
WASHINGTON DC 20230-0001  
  
Telephone: 202-482-4811  
Fax: 202-482-2927  
e-mail: [ecdoexs@bis.doc.gov](mailto:ecdoexs@bis.doc.gov)

### 533 **Luxury Goods to Belarus and Russia**

In alignment with U.S. government sanctions and the Bureau of Industry and Security, "luxury goods" destined to Belarus and Russia require a license and an Internal Transaction Number (ITN) (see IMM 524 for additional information). For purposes of the new license requirements, a "luxury good" refers to any item that is identified under new §746.10(a)(1) of the Export Administration Regulations (EAR). See Exhibit 533 for a list of luxury goods destined to Belarus and Russia that require a license and an ITN. No exemptions are allowed.

## Exhibit 533

**Luxury Goods Requiring a License and ITN**

|                                                     |
|-----------------------------------------------------|
| Antiques more than 100 years old                    |
| Artist brushes and similar brushes for cosmetics    |
| Artwork more than 100 years old <sup>1</sup>        |
| Banknotes, check forms, and stocks                  |
| Blankets and traveling rugs                         |
| Camping equipment <sup>2</sup>                      |
| Ceramics <sup>3</sup>                               |
| Clothing <sup>4</sup>                               |
| Coins more than 100 years old                       |
| Cosmetics <sup>5</sup>                              |
| Electronics <sup>6</sup>                            |
| Engine and transmission parts                       |
| Footwear valued at \$300 or more per item           |
| Fountain pens and other pens                        |
| Gold and non-gold coins                             |
| Headgear valued at \$300 or more per item           |
| Household appliances <sup>7</sup>                   |
| Iron and steel plate with precious metals           |
| Jewelry <sup>8</sup>                                |
| Lead crystal glassware                              |
| Leather luggage, handbags, and other bags           |
| Lifejackets and lifebelts                           |
| Mink and other furs                                 |
| Plastic, wood, ceramic, and metal statuettes        |
| Silk fabrics                                        |
| Specimens of humans, animals, and plants            |
| Sporting racquet strings and plastic gloves         |
| Stamp collections                                   |
| Tobacco products                                    |
| Underwater breathing devices                        |
| Unused postage                                      |
| Worked ivory, bone, coral, and molded or carved wax |
| Woven tapestry and textile wall coverings           |
| Wrist watches and watchbands of precious metals     |

1. Including paintings, drawings, pastels, collages, mosaics, and other artwork.
2. Including tents and camping goods of textile material.
3. Including kitchenware, china, and household articles.
4. Including sweaters, vests, jackets, trousers, athletic clothing, ski suits, swimwear, blouses, shirts, handkerchiefs, shawls, scarves, mufflers, ties, and cravats.
5. Including perfumes, make-up, and powder puffs/pads used to apply cosmetics.
6. Including printers, televisions, computers and computer accessories, small phones, and cassette tape players.
7. Including smoke detectors, burglar alarms, microwave ovens, hair dryers, electric scales, electric can openers, and vacuum cleaners.
8. Including pearls, diamonds, precious and semi-precious stones, and gold and silver jewelry.

**Notes:** The items in Exhibit 533 reflect the BIS license requirements as of February 27, 2023. For the latest requirements, the mailer is responsible for consulting the current, authoritative provisions in the applicable BIS rules, which are available at <https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear> (click on the link for “Part 746”). For up-to-date BIS license requirements, see the BIS guide “Resources on Export Controls Implemented in Response to Russia’s Invasion of Ukraine” at <https://www.bis.doc.gov/index.php/policy-guidance/country-guidance/russia-belarus>. Also, the items in Exhibit 533 do not imply mailability — other rules or regulations may render any item non-mailable. For prohibited and restricted items, see the Individual Country Listings for Belarus and Russia, as well as Publication 52, *Hazardous, Restricted, and Perishable Mail*.

### 534 **Schedule B Number Requirement for Belarus and Russia**

In alignment with U.S. government sanctions and the Bureau of Industry and Security (BIS) of the United States Department of Commerce, the 10-digit Schedule B number must appear in the HS Tariff Number block on the customs declaration form for each item containing goods mailed to Belarus or Russia, along with a detailed description of the goods. Also, a mailer using an electronic customs form must transmit the Schedule B number electronically.

This rule reflects the addition to 15 CFR, Section 746.5(a)(1)(ii) of the “Russian Industry Sector Sanctions List” (and the expansion of those requirements to Belarus), which identifies certain Schedule B numbers corresponding to categories of exported goods (as well as certain modified or designed components, parts, accessories, and attachments of such goods) for which BIS requires a license. For the latest requirements, the mailer is responsible for consulting the current, authoritative provisions in the applicable BIS rules, including those that might be available at <https://www.bis.doc.gov/index.php/regulations/export-administration-regulations-ear> (click on the link for “Part 746”) as updated periodically. For further guidance on BIS license requirements, see the BIS guide “Resources on Export Controls Implemented in Response to Russia’s Invasion of Ukraine” at <https://www.bis.doc.gov/index.php/policy-guidance/country-guidance/russia-belarus>. An item’s inclusion in or exclusion from the Russian Industry Sector Sanctions List does not necessarily imply mailability, because other rules or regulations might also render any item nonmailable. For certain other prohibited and restricted items, see the Individual Country Listings for Belarus and Russia, as well as Publication 52, *Hazardous, Restricted, and Perishable Mail*.

**Note:** A Schedule B number is a 10-digit code used in the United States to classify physical goods for export to another country. There is a Schedule B number for every physical product. Based on the international Harmonized System (HS) of 6-digit commodity classification codes (which serve as the foundation for the import and export classification systems used in the United States), Schedule B numbers are administered by the U.S. Census Bureau of the United States Department of Commerce. Further information on Schedule B

numbers is available at <https://www.trade.gov/harmonized-system-hs-codes>. Schedule B numbers are available via the U.S. Census Bureau's Schedule B search engine at <https://uscensus.prod.3ceonline.com> or via any similar successor source.

## 535 **Additional Standards**

### 535.1 **Shipper's Electronic Export Information Filing Required**

If an export requires a license, the customer must electronically file export information with the U.S. Bureau of the Census before mailing (see [520](#)).

### 535.2 **Mailer and USPS Responsibilities for Completing and Processing Forms**

#### 535.21 **Mailer Responsibilities**

For items requiring an export license, the mailer must include all appropriate information on the submitted form, including the following:

- a. On PS Form 2976-R, the mailer must include an ITN or AES Downtime Citation (see [520](#)) in block 13 and a license number in block 15.
- b. When entering data into an online application to electronically generate a customs form, the mailer must include an ITN or applicable AES Exemption (see [520](#)) in the AES/ITN/Exemption field and a license number in the Invoice/License/Certificate Number(s) field.

#### 535.22 **USPS Responsibilities**

Postal Service personnel must verify that the submitted form is complete and in accordance with [535.21](#).

## 536 **Mailer Compliance**

Mailers are responsible for their compliance with all applicable export laws and regulations. Mailers may be subject to civil and criminal penalties for failing to comply with any part of the EAR.

## 537 **Harmonized System Codes and Other Classification Codes**

### 537.1 **Definition**

The Harmonized System (HS) codes provide a standardized numerical method of classifying physical goods. Among industry classification systems, HS codes are commonly used by customs authorities around the world to identify products when assessing duties and taxes and for gathering statistical information. When necessary, for each good contained in the mailed item, the applicable HS code must appear in the HS Tariff Number block on the customs declaration form.

### 537.2 **Code Assignments**

#### 537.21 **World Customs Organization Harmonized System**

The World Customs Organization (WCO) administers the list of unique 6-digit HS codes for goods and provides updates every 5 years. HS codes serve as the foundation for the import and export classification systems for more than 200 countries worldwide, including the United States.

Each country is allowed to use additional unique digits following the 6-digit HS code for further classification — for example, the United States uses 10-digit codes for Harmonized Tariff Schedule (HTS) codes and Schedule B numbers.

**Note:** The last four digits of a U.S. 10-digit code do not necessarily match the last four digits for any other country.

537.22 **U.S. Census Bureau Schedule B Number**

The U.S. Census Bureau of the Commerce Department administers the list of Schedule B numbers. Schedule B numbers are 10-digit codes used to classify goods that will be exported from the United States. The first six digits of the Schedule B number match the WCO 6-digit HS code, whereas the last four digits are unique to the United States and do not necessarily match the last four digits of any other country's 10-digit code.

537.23 **U.S. International Trade Commission Harmonized Tariff Schedule of the United States**

The U.S. International Trade Commission maintains and administers the list of HTS codes; however, U.S. Customs and Border Protection (CBP) has responsibilities for interpreting and enforcement. HTS codes are 10-digit codes used to classify goods and to determine import duty rates for items that will be imported into the United States. The first six digits of the HTS code match the WCO 6-digit HS code, whereas the last four digits are unique to the United States and do not necessarily match the last four digits of any other country's 10-digit code.

537.3 **Obtaining a Harmonized System Code**

Some customs authorities around the world require a mailer to include the HS code on the customs declaration form. See the Individual Country Listings. A mailer may choose from a variety of software tools to facilitate the classification process, but at all times, the mailer remains responsible for the accuracy and completeness of all customs information related to the mail, including information for classification of goods in the postal items.

537.31 **Code Search Tools**

A variety of tools are available to mailers, including the following examples (which are subject to change):

- a. The Census Bureau offers a free, widely used online Schedule B search tool for classification of physical goods. Additional information on obtaining a Schedule B number is available at <https://uscensus.prod.3ceonline.com>.
- b. The International Trade Commission offers a free online HTS search tool for classification of physical goods. Additional information on obtaining an HTS code is available at <https://hts.usitc.gov/search>.
- c. The Customs Rulings Online Search System (CROSS) contains many of the CBP's official, legally binding rulings from other importers' and exporters' requests concerning HTS codes and Schedule B numbers. Mailers may use this database to determine whether other importers or

exporters requested a ruling on the same or a similar product and, if so, what that ruling was. Additional information is available at <https://rulings.cbp.gov/home>.

#### 537.32 **U.S. Schedule B and HTS Lists**

Mailers may browse through the contents of the online Schedule B book at <https://www.census.gov/foreign-trade/schedules/b/index.html>.

Mailers may browse through the contents of the online Harmonized Tariff System of the United States (HTSUS) at [https://www.usitc.gov/harmonized\\_tariff\\_information](https://www.usitc.gov/harmonized_tariff_information).

#### 537.4 **Mailer Responsibility for HS Code Classification**

A mailer may elect to use any USPS classification software or other tools to determine HS codes, or may choose to use other software or other means to determine correct HS codes. Regardless of the method used, the mailer remains solely responsible for the accuracy and completeness of all customs information related to the mail, including the accuracy of HS codes that correspond to the detailed descriptions of goods. The Postal Service is not liable for any of the following:

- a. Any incorrect or insufficient HS, HTS, or Schedule B classification.
- b. Any other incorrect or incomplete information for customs declarations in whatever form such information is made.
- c. Any decision taken by any domestic or foreign customs authority.

## 540 **Munitions (Defense Articles) and Related Technical Data**

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### 541 **Licensing Requirements**

#### 541.1 **Individual Licenses**

#### 541.11 **Exporting Defense Articles**

The exportation of defense articles requires a license or license exemption authorized by the U.S. Department of State, Directorate of Defense Trade Controls (DDTC). Requirements for the exportation of defense articles are contained in the International Traffic in Arms Regulations (ITAR) in 22 CFR Part 120–130. Further information, including the ITAR, is available at the DDTC Web site at [pmdotc.state.gov](http://pmdotc.state.gov).

See certain sections of the CFR for specific information relating to defense articles, as follows:

- a. For information concerning defense articles subject to the license requirement, see 22 CFR Part 121.
- b. For information concerning licenses for the export of defense articles, see 22 CFR Part 123.
- c. For information concerning license exemptions for the export of defense articles, see 22 CFR Part 126.

**541.12 Exporting Technical Data**

The exportation of “technical data” as defined in 22 CFR §120.10 requires a license issued by the Department of State, Directorate of Defense Trade Controls (DDTC). Information related to DDTC is available at its Web site at [pmdrtc.state.gov](http://pmdrtc.state.gov).

Information concerning licenses for the export of technical data is available online in 22 CFR Part 125 of the ITAR.

Technical data that has been published or that is otherwise exempt from licensing under 22 CFR Part 125 of the ITAR does not require a Department of State license for exportation. However, the sender must mark the outside of the mailpiece, identifying the specific subsection under which the exemption is claimed (for example, “22 CFR 125.4...APPLICABLE,” if 22 CFR §125.4 is the citation for the relevant exemption).

**541.2 Prohibited Countries**

Neither export licenses nor license exemptions are available for items to certain prohibited countries. These countries are listed in 22 CFR § 126.1 of the ITAR. As of November 2017, these countries include the following:

- a. Belarus.
- b. Burma.
- c. China.
- d. Cuba.
- e. Iran.
- f. Korea, Democratic People’s Republic of (North Korea).
- g. Syria.
- h. Venezuela.

**Note:** Mailers are advised to check the current version of 22 CFR § 126.1 of the ITAR for an updated list before mailing, as the list is subject to change.

**541.3 Restricted Countries**

License exemptions are not available to certain restricted countries, although export licenses may be approved in certain circumstances that vary by country. These countries and the license conditions for each country are listed in 22 CFR § 126.1 of the ITAR. As of November 2021, these countries include the following:

- a. Afghanistan.
- b. Central African Republic.
- c. Congo, Democratic Republic of the.
- d. Cyprus.
- e. Eritrea.
- f. Ethiopia.
- g. Haiti.
- h. Iraq.
- i. Lebanon.



- j. Libya.
- k. Russia.
- l. Somalia.
- m. South Sudan, Republic of.
- n. Sudan.
- o. Zimbabwe.

**Note:** Mailers are advised to check the current version of 22 CFR § 126.1 of the ITAR for an updated list before mailing, as the list is subject to change.

#### 541.4 **Exporting of Government Shipments**

Shipments mailed by or for any U.S. government agency do not require an individual license from the Department of State so long as all requirements of 22 CFR §126.4 can be met. The sender must mark the mailpiece with the applicable subsection of §126.4 (e.g., “22 CFR 126.4(a) APPLICABLE”).

#### 541.5 **Obtaining Additional Information**

The sender may obtain information from the DDTC Response Team, regarding the applicability of the Department of State requirements and application for an individual license. In addition, the DDTC Response Team handles process and status questions, and it assists mailers and other exporters with more complex questions involving export control issues. The DDTC Response Team should provide substantive responses within 24 hours of receiving inquiries. The DDTC Response Team can be contacted by telephone at 202-663-1282 or by e-mail at *DDTCResponseTeam@state.gov*.

### 542 **Mailing Under Individual Licenses**

#### 542.1 **Marking by Sender**

For shipments under an individual license, the sender must mark the mailpiece, “DEPARTMENT OF STATE EXPORT LICENSE NO. \_\_\_\_\_.” If only a portion of the amount authorized is mailed, the sender must enter in the area provided on the license the amount (quantity and/or value) being shipped. In addition, the sender must record the license number in block 15 of PS Form 2976-R or in the appropriate field of PS Form 2976-A or PS Form 2976-B.

#### 542.2 **Processing at Post Office Facilities**

##### 542.21 **Examination of List of Contents**

When a sender presents a Department of State license, compare the description of the article indicated on the license with the description of the contents shown on the customs declaration form (see [123](#)), or stated orally by the sender in the case of technical data mailed as printed matter (see [541.12](#)). If no discrepancy is noted, the contents of the package are mailable, and if the destination is not one of the prohibited countries under [541.2](#), accept the package for mailing.

**542.22 Amount of Mailing Authorized by License**

If the mailing comprises the entire contents authorized by the license, retrieve the license from the sender, mark the license “completed,” apply a legible postmark, and forward it to the following address:

PM/DDTC SA-1 12TH FLOOR  
DIRECTORATE OF DEFENSE TRADE CONTROLS  
BUREAU OF POLITICAL MILITARY AFFAIRS  
US DEPARTMENT OF STATE  
WASHINGTON DC 20522-0112

If a mailing includes only a portion of the contents authorized, the mailer must enter in the area provided on the license the amount (quantity and/or value) being shipped and present the item for mailing at a Post Office facility, where it will be postmarked and returned to the sender. The mailer should bring back the same license to mail the rest of the items.

**543 Mailer Compliance**

Mailers are responsible for their compliance with all applicable export laws and regulations. Mailers may be subject to civil and criminal penalties for failing to comply with any part of the Directorate of Defense Trade Control’s International Traffic in Arms Regulations.

## 550 Dried Whole Eggs

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**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 equal to the individual Certificate of Mailing fee (see [Notice 123](#), *Price List*) will be made for each special 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**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |              |       |       |                |              |        |  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-------|-------|----------------|--------------|--------|--|
| <b>CERTIFICATE OF MAILING DRIED WHOLE EGGS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |              |       |       |                |              |        |  |
| <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 style="text-align: center;">_____</p> <p style="text-align: center;">(Name and addresses of addressees)</p> <table style="width: 100%; margin-top: 20px;"> <tr> <td style="width: 50%; text-align: center;">_____</td> <td style="width: 50%; text-align: center;">_____</td> </tr> <tr> <td style="text-align: center;">(Office stamp)</td> <td style="text-align: center;">(Postmaster)</td> </tr> <tr> <td style="text-align: center;">(Date)</td> <td></td> </tr> </table> <p style="text-align: center; margin-top: 20px;">_____</p> <p style="text-align: center;">By</p> |              | _____ | _____ | (Office stamp) | (Postmaster) | (Date) |  |
| _____                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | _____        |       |       |                |              |        |  |
| (Office stamp)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | (Postmaster) |       |       |                |              |        |  |
| (Date)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |              |       |       |                |              |        |  |

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 Export of Rough Diamonds

561 **General**

The exportation (mailing) from the United States of any rough diamond (regardless of size, source, or value) is prohibited unless the rough diamond has been controlled through the Kimberley Process Certification Scheme. The Clean Diamond Trade Act of 2003 and Executive Order 13312 commit

the U.S. government to the Kimberley Process Certification Scheme and establish the framework for how the U.S. government implements that commitment. The Rough Diamonds Control Regulations (31 CFR Part 592) set forth the legal obligations of U.S. rough diamond importers and exporters.

## 562 Mailing

The exportation (mailing) of rough diamonds may be sent only under the following conditions:

- a. The shipment must be sent via Priority Mail International service with insured service (see [134](#)), and such service must be available to the destination country.
- b. The shipment must bear a completed PS Form 2976-A, *Customs Declaration and Dispatch Note — CP 72*.
- c. The shipment of rough diamonds must be exported to countries that are participants in the Kimberley Process Certification Scheme.
- d. The rough diamonds must be accompanied by an original Kimberley Process Certification Scheme certificate and must be sealed in a tamper-resistant container.
- e. The shipment must be accompanied by a U.S. Kimberley Process Certification Scheme certificate obtained from a U.S. Kimberley Process Certification Scheme Authority licensee and validated by the U.S. Census Bureau.
- f. The mailer must electronically file pre-departure information (regardless of the export value) through the U.S. Census Bureau's Automated Export System (AES) or *AESDirect* Web site and obtain an Internal Transaction Number (ITN). (See [520](#).)
- g. The mailer must place the ITN on the upper right corner of the Kimberley Process Certification Scheme certificate document and in the appropriate field of PS Form 2976-A.
- h. The mailer must fax copies of all Kimberley Process Certification Scheme certificates (U.S. and those received from other countries) to the U.S. Census Bureau at 800-457-7328.
- i. The mailer must retain records of all Kimberley Process Certification Scheme certificates (U.S. and foreign) for 5 years, and must file an annual report including total import and/or export activity and stockpile information with the State Department.

## 563 Additional Information

For additional information relating to the import or export of rough diamonds, see the contact information that is available from the Office of International Trade, Strategic Enforcement Branch at [search.usa.gov/search?query=diamonds&search-button=Search&affiliate=cbpgov](https://search.usa.gov/search?query=diamonds&search-button=Search&affiliate=cbpgov).

Additional information relating to the Kimberley Process Certification Scheme is available at [state.gov/e/eb/diamonds/c19974.htm](https://state.gov/e/eb/diamonds/c19974.htm).

## 570 Consular and Commercial Invoices

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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

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### 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><b>WARNING</b><br/> <b>EXPORTED IN BOND FOR DRAWBACK</b><br/> <b>UNDER N.E. NO.</b></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;">_____<br/>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

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### 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 [fws.gov/le/ImpExp/faqs.htm](https://fws.gov/le/ImpExp/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 [fws.gov/le](https://fws.gov/le) (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). Plant Protection and Quarantine (PPQ) is a program within APHIS. Shippers should contact the 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 PPQ in addition to meeting the permit requirements described in [596](#). All plant exports are subject to phytosanitary inspection and certification rules administered by PPQ. Information about plant export requirements can be found at [www.aphis.usda.gov/aphis/ourfocus/importexport](https://www.aphis.usda.gov/aphis/ourfocus/importexport).

## 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 [international.fws.gov](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. Lists of these species can be found at [fws.gov/endangered](http://fws.gov/endangered).
- 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 [fws.gov/birds/policies-and-regulations/laws-legislations/migratory-bird-treaty-act.php](http://fws.gov/birds/policies-and-regulations/laws-legislations/migratory-bird-treaty-act.php).

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 [govinfo.gov](http://govinfo.gov).

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 [fws.gov/le](http://fws.gov/le) (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 |                   |

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