

Iowa State University International Shipping Procedures and Review Form

To help ensure that those shipping items internationally do not experience customs delays, seizure of goods, or inadvertent violation of export or trade laws, all parcels shipped outside of the United States must be shipped through Postal and Parcel Services and receive prior approval from the Export Compliance Program in the Office of Research Ethics (ORE). See [International Shipping of Parcels Policy](#).

Failure to follow these requirements for international shipping can lead to violations of federal laws including:

- Export control fines up to \$300,000 per violation for administrative penalties. Criminal penalties include fines of up to \$1 million per violation and/or up to 20 years in prison.
- False export declarations fines of \$10,000
- Customs fines (vary by country)

Definition

- **International Shipper:** Individual requesting shipment of parcel outside the United States.

Process

1. International Shipper fills out **International Shipping Review Form** below for each **parcel** to be shipped outside the United States and submits it to export@iastate.edu. **This form must be filled in electronically; no handwritten submissions.** *This form replaces the green Mail Instruction Card from Postal and Parcel Services.*
2. The Office of Research Ethics reviews and completes the **International Shipping Review Form**, emailing the completed form to the International Shipper and Postal and Parcel Services.
3. International Shipper sends parcel to Postal and Parcel Services for shipment.

ISU International Shipper Information

| | |
|--|--|
| International Shipper Name | |
| ISU Department | |
| ISU Worktag or Recipient Acct. Number for Shipping Charges | |
| Preferred Carrier | |
| Shipment Speed | |
| International Shipper's email (if tracking is desired) | |

Destination Information

| | |
|--|--|
| Name of Recipient | |
| Recipient Institution | |
| Address (Street, City, ZIP) | |
| Country | |
| Recipient Telephone Number | |
| Recipient Email | |
| (Europe Only) Economic Operators Registration and Identification (EORI) number | |
| Is Recipient the End-User? | <input type="checkbox"/> Yes <input type="checkbox"/> No If No, Explain: |

Office of Research Ethics • 2420 Lincoln Way, Ste. 202 • Ames, IA 50014
Phone: 515-294-7793 • E-mail: export@iastate.edu • www.research.iastate.edu

General Questions Regarding the Shipment

1. Do you have any reason to suspect or believe that the end-user will use the materials for a military end use, which may include incorporation into a military item?
- Yes No Unsure If Unsure, explain:

2. What is the intended end-use of the shipment's contents? **Please explain specifically.**

3. Please provide a description of the item(s)/materials(s) in the shipment including any common identification (i.e., name, make, model, etc.) Include a website and/or product specifications if available. **Please be precise and thorough.** Failure to provide exact information may lead to delays in shipping.

4. Customs Value – Each country requires accurate valuation of the goods. The declared value of the shipment must never be understated. Please provide the customs value in the space below.
- Purchased goods: Declared value should be equal to the PO price or quote.
 - In-house developed item: Value = cost of goods + labor.
 - Prototypes provided free of charge: provide the price of the item if it were to be sold.

Shipper Certification

I hereby certify that, to the best of my knowledge, the information provided above is true, accurate, and complete. I understand and accept that I may be held personally liable if I unlawfully export controlled materials to foreign nationals without first obtaining the required written approval.

Iowa State University
International Shipper

Iowa State University
Office of Research Ethics

By: _____
**(Use E-Sign and Fill & Sign Yourself. Do not use
the "Request E-signatures" option)**

By: _____

Name:

Name:

Date:

Date:

For ORE Use Only

Export Classification for EEI