

CAP Shipping Guidelines for Senders

Central Asian Partners (CAP) is a private, volunteer-run service in the U.S. (MD) that continually collects and forwards mail and packages, by air, to members who work in Kyrgyzstan. The following are the guidelines to use this service. Please read them carefully and completely.

1) Send **PACKAGES and MAIL** to this address:

CAP Shipping [recipient's aka CAP members' last name in parenthesis: ex: (Jim Smith)]
9505 Deereco Road
Timonium, MD 21093

Please try to let us know ahead of time at capshipping@gmail.com if your package will be over 50 pounds. Please address packages to adults only. Those who pack and unpack do not know the names of all the children whose parents are members of the service. We have several families with the same last name. Help avoid misdirection of packages by addressing them to parents only.

2) To send **FUNDS** to cover the cost of shipping packages from MD to Kyrgyzstan, **make checks payable to CAP Shipping Service (with recipient's name/shipping service in the memo line)** and send to:

CAP Shipping Accounts
9505 Deereco Road
Timonium, MD 21093

Current costs for shipping with CAP are approximately \$3.80 - \$4.00 per pound

3) Packages sent to Kyrgyzstan are described on customs documents as "personal effects, etc." Foreigners are allowed to receive these types of items without legal restriction and without paying customs duties. **Items not allowed include humanitarian aid & items for nationals, businesses and organizations.** If *any* packages containing humanitarian aid or business/organizational items are found being sent through a CAP account, the recipient will lose their mailing service membership immediately, will be fined by customs (\$400 minimum) and could cause the shipment's consignee to be deported, as this is a criminal offense. Please help us all avoid these serious consequences by not sending these types of items. If you don't know if your package could be considered this kind of item, please check with the recipient prior to mailing it. Thank you.

Another customs requirement is that the contents of all packages **must** be defined. To do this simply, write the word **CODE** under the address on the package and the appropriate numbers from the list below that correspond to the **main** contents of the package. Please select 2 or 3: (no more than 3):

1. Letters and Mail
2. Books (includes printed matter, documents and magazines)
3. Clothing (includes shoes)
4. Toys (games)
5. Kitchen Items (includes all foods, drinks and spices as well as usual kitchen items)

6. Office Items (includes all electronic office items, ex: modems, computer accessories, etc.)
7. Bathroom Items (includes medicines, personal care items)
8. Household Items (includes decorations, bedding, storage devices, lawn care items, hardware, furniture, stereo equipment, cassettes, CDs, DVDs, Videos, computer software and games & anything else for the home)
9. Computers, including remotes for computer games
10. Sports Equipment
11. Musical Instruments
12. Child Care Items (includes strollers, child car seats, child beds, etc.)

For example, a package containing a music CD, movie DVD, baking powder, Cheetos, Oreos, a USB flash drive, and 2 new shirts would be labeled **Code 5,8,3**.

Packages ***without a code*** will be held in MD and not sent or may be opened by the packing team, so please remember to include this step.

Shipping Dates are published on the CAP website.

Please note that packages must have *reached* CAP by the pack date in order for the recipient to receive them at the parallel arrival date.

Thank you for your cooperation in all these matters and thank you for caring about those who live and work in Kyrgyzstan!