



NOTICE

The information contained in this document is subject to modifications or update due to changing government regulations. The user of this document should refer to applicable laws and seek appropriate professional advice before acting on the basis of any information contained herein. The user assumes responsibility for complying with all applicable laws and regulations regarding the shipment of Dangerous Goods.

Although every effort has been made to ensure accuracy, DHL Express shall not be held responsible for any loss, injury and/or damage caused by errors, omissions, misprints or misrepresentations of the contents of this document or for any unauthorized or inappropriate use. Furthermore, DHL Express disclaims all and any liability to any person in respect of anything done or omitted by any such person in reliance on the contents of this document.

DHL Express accepts Dangerous Goods for transportation throughout the U.S. (including Puerto Rico) and Canada. All shipments to or from Alaska, Hawaii and Canada must be prepared using the International Civil Aviation Organization (ICAO) Technical Instructions for Dangerous Goods in accordance with 49 CFR 171.11. The International Air Transport Association (IATA) Dangerous Goods Regulations may be used as a supplement to ICAO.

INSTRUCTIONS

FOR COMPLETING THE SHIPPER'S DECLARATION

Step #1:

Open the attached Shipper's Declaration with Adobe Acrobat Reader.
(Adobe Acrobat Reader is available as a free download from the Adobe.com web site.)

Step #2:

Save a blank copy of the Shipper's Declaration form for future use.

Step #3:

Begin by placing the cursor in the "Shipper" block in the upper left corner of the document and enter as appropriate. Use the **TAB** key to move from one field to another, complete all required fields.

For a detailed explanation of information required on a Shipper's Declaration, refer to **IATA Section 8 - Documentation (Paragraph 8.1.6)**.

- **Shipper** - Full name and address of the shipper.
- **Air Waybill Number** - The number of the Air Waybill to which the declaration form will be attached.
- **Page of pages** - The page number and the total number of pages (For a single page Shipper's Declaration, enter "**Page 1 of 1 pages**").
- **Shipper's Reference Number** - Optional field providing the shipper with an opportunity to enter an internal organization reference number.
- **Consignee** - Full name and address of the consignee.
- **Transport Details** - Tab to the appropriate field, and using the capital letter "X," enter X's to block out "Passenger and Cargo Aircraft" (*for shipments which must travel on Cargo Aircraft Only*) or to block out "Cargo Aircraft Only" (*for shipments which may travel on either Passenger or Cargo aircraft*).
- **Airport of Departure** - Enter the full name of the airport or city of departure.
- **Airport of Destination** - Enter the full name of the airport or city of destination.
- **Shipment Type** - Tab to the appropriate field, and using the capital letter "X," enter X's to block out "NON-RADIOACTIVE" (for shipments which contain radioactive material) or to block out "RADIOACTIVE" (for shipments which do not contain radioactive material).
- **Nature and Quantity of Dangerous Goods** - Enter the required information strictly in accordance with IATA 8.1.6.9. Begin by entering the UN or ID Number. Use the **SPACE BAR** to move from one column to another as you enter information across the page. **Note:** Per IATA 8.1.6.10 (b), the information in this field "**must** be entered in sequence within the columns provided." If your information will not fit without going over the lines separating the columns, use the **ENTER** key and enter text on another line.
- **Additional Handling Information** - Enter any special handling information relevant to the shipment in accordance with IATA 8.1.6.11.
- **Emergency Telephone Number** - All dangerous goods shipments to, from,

within, or transiting through the U.S. must include 24-hour emergency response information as described in IATA 2.9.2, USG-12.

- **Name and Title of Signatory** - Enter the name and title of the person actually signing the Shipper's Declaration.
- **Place and Date** - Enter the place and date to indicate where and when the form is actually signed.

Step #4:

Print and sign the form. Per IATA 8.1.4.1, a typewritten signature is not acceptable.

Step #5:

Provide at least three (4) signed copies of the completed Shipper's Declaration (with diagonal hatchings printed in red) to DHL Express for shipping. A color printer must be used to ensure the diagonal hatchings on the completed Shipper's Declaration form appear in red.

(Provide at least four copies to the airline.)

SHIPPER'S DECLARATION FOR DANGEROUS GOODS

Air Waybill No:
Page of Pages
Shipper's Reference Number
(Optional)

Shipper Name
Address 1
Address 2

Consignee Name
Address 1
Address 2



Two completed and signed copies of this Declaration must be handed to the operator

WARNING

Failure to comply in all respects with the applicable Dangerous Goods Regulations may be in breach of the applicable law, subject to legal penalties.

TRANSPORT DETAILS		
This shipment is within the limitations prescribed for: <i>(cross out non applicable)</i>	Airport of Departure:	
	<table border="1"> <tr> <td>PASSENGER AND CARGO AIRCRAFT</td> <td>CARGO AIRCRAFT ONLY</td> </tr> </table>	PASSENGER AND CARGO AIRCRAFT
PASSENGER AND CARGO AIRCRAFT	CARGO AIRCRAFT ONLY	
Airport of Destination:		

Shipment type: *(cross out non-applicable)*
NON-RADIOACTIVE RADIOACTIVE

NATURE AND QUANTITY OF DANGEROUS GOODS

Dangerous Goods Identification				Quantity and Type of Packaging	Packing Inst.	Authorization
UN or ID No.	Proper Shipping Name	Class or Division (Subsidiary Risk)	Packing Group			

Additional Handling Information

Emergency Telephone Number

<p>I hereby declare that the contents of this consignment are fully and accurately described above by the proper shipping name, and are classified, packaged, marked and labeled/placarded, and are in all respects in proper condition for transport according to applicable International and National Governmental Regulations. I declare that all of the applicable air transport requirements have been met.</p>	Name/Title of Signatory Place and
	Date
	Signature
	<i>(see warning above)</i>