

# What is the CN23 form?



**CUSTOMS DECLARATION**  
**DÉCLARATION EN DOUANE**

**CN 23**  
**Important!**  
See instructions on the back

May be opened officially  
Peut être ouvert d'office

No. of item (barcode, if any)  
N° de l'envoi (code à barres, s'il existe)

From De: Great Britain Grande-Bretagne

Name  
Business  
Street  
Postcode  
Country City

Sender's Customs reference (if any) Référence en douane de l'expéditeur (s'il existe)

To A: Name  
Business  
Street  
Postcode  
Country City

Detailed description of contents (1)  
Description détaillée du contenu

Quantity (2)  
Quantité

Net Weight (3)  
Poids Net (in kg)

Value (5)  
Valeur

Importer's reference (if any) (tax code/VAT No./importer code) (optional)  
Référence de l'importateur (s'il existe) (code fiscal/N° de TVA/code de l'importateur) (facultatif)

Importer's telephone/fax/e-mail (if known)  
N° de téléphone/fax/e-mail de l'importateur (si connus)

For commercial items only  
Pour les envois commerciaux seulement

HS tariff number (7)  
N° tarifaire du SH

Country of origin of goods (8)  
Pays d'origine des marchandises

Item (10) Catégorie de l'envoi

Commercial sample Echantillon commercial

Returned goods Retour de marchandise

Other Autre

Total gross weight (4)  
Poids brut total

Total value (6)  
Valeur totale

Explanation: Explication:

Postal charges/Fees (9) Frais de port/Frais

Office of origin/Date of posting Bureau d'origine/Date de dépôt

Commercial sample  
Returned goods  
Other

(11): (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)  
Marchandise soumise à la quarantaine/à des contrôles sanitaires/phytosanitaires ou à d'autres restrictions

Certificate No(s). of certificate

Invoice (14) Facture  
No. of invoice

I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations

Date and sender's signature (15)

## When is the CN23 form required?

The CN23 customs form is required mainly by postal services for sending parcels weighing **2-20 kg and/or valued above a certain amount** between cross-border countries (e.g. EU and non-EU). The threshold amount varies by country, so it is recommended to check with your chosen carrier for the most up-to-date information.

Private courier companies such as DHL or FedEx do not need a CN23 for international shipments, but instead require a commercial invoice or another customs declaration form depending on the shipment or route. However, it is still recommended to use a CN23 whenever possible because the **standardised format of CN23** is recognised by customs authorities worldwide, making the customs clearance process **more streamlined and efficient** than if non-standardised forms were used.

| Great Britain Grande-Bretagne   |          | CUSTOMS DECLARATION  |  |   | CN 23  |   |  |
|---|----------|--|--|---|--|---|--|
| From<br>De  | Name     | Sender's Customs reference (if any) Référence en douane de l'expéditeur (si elle existe) |  | No. of item (barcode, if any)   | May be opened officially Important! See instructions on the back   |   |  |
|   | Business |  |  | DÉCLARATION EN DOUANE   | Peut être ouvert d'office  |   |  |
|   | Street   |  |  | N° de l'envoi (code à barres, s'il existe)  |  |   |  |
|   | Postcode | City   |  |   |  |   |  |
|   | Country  |  |  |   |  |   |  |
| To<br>A   | Name     |  |  | Importer's reference (if any) (tax code/VAT No./importer code) (optional)<br>Référence de l'importateur (si elle existe) (code fiscal/N° de TVA/code de l'importateur) (facultatif) |  |   |  |
|   | Business |  |  | Importer's telephone/fax/e-mail (if known)<br>N° de téléphone/fax/e-mail de l'importateur (si connus)   |  |   |  |
|   | Street   |  |  |   |  |   |  |
|   | Postcode | City   |  |   |  |   |  |
|   | Country  |  |  |   |  |   |  |
| Detailed description of contents (1)<br>Description détaillée du contenu  |          | Quantity (2)<br>Quantité   | Net Weight (3)<br>Poids Net (in kg)        | Value (5)<br>Valeur   | For commercial items only<br>Pour les envois commerciaux seulement   |   |  |
|   |          |  |  |   | HS tariff number (7)<br>N° tarifaire du SH   | Country of origin of goods (8)<br>Pays d'origine des marchandises |  |
|   |          |  |  |   |  |   |  |
|   |          |  |  |   |  |   |  |
|   |          |  | Total gross weight (4)<br>Poids brut total | Total value (6)<br>Valeur totale  | Postal charges/Fees (9) Frais de port/Frais  |   |  |
| Category of item (10) Catégorie de l'envoi  |          | Commercial sample Echantillon commercial Explanation: Explication:                       |  |   | Office of origin/Date of posting Bureau d'origine/Date de dépôt  |   |  |
| <input type="checkbox"/> Gift Cadeau  |          | <input type="checkbox"/> Returned goods Retour de marchandise                            |  |   | I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations |   |  |
| <input type="checkbox"/> Documents  |          | <input type="checkbox"/> Other Autre   |  |   |  |   |  |
| Comments (11): (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions)<br>Observations: (p. ex. Marchandise soumise à la quarantaine/à des contrôles sanitaires, phytosanitaires ou à d'autres restrictions) |          |  |  |   |  |   |  |
| <input type="checkbox"/> Licence (12) Licence   |          | <input type="checkbox"/> Certificate (13) Certificat                                     |  | <input type="checkbox"/> Invoice (14) Facture   |  | Date and sender's signature (15)                                  |  |
| No(s). of licence(s)  |          | No(s). of certificate(s)   |  | No. of invoice  |  |   |  |

## How to complete the CN23

Follow the steps below to fill out a CN23 customs form. Write legibly using **block capitals** to enable the form to be computer read.

| Great Britain Grande-Bretagne  |          | CUSTOMS DECLARATION   |                   |  |                           | CN 23  |   |
|--|----------|---|-------------------|--|---------------------------|--|---|
| From<br>De   | Name     | Sender's Customs reference (if any) Référence en douane de l'expéditeur (s'il existe)                 |                   | No. of item (barcode, if any) N° de l'envoi (code à barres, s'il existe)   |                           | May be opened officially Peut être ouvert d'office   |   |
|  | Business |   |                   | DÉCLARATION EN DOUANE  |                           | Important! See instructions on the back.   |   |
|  | Street   |   |                   |  |                           |  |   |
|  | Postcode | City  |                   |  |                           |  |   |
|  | Country  |   |                   |  |                           |  |   |
| To<br>A  | Name     |   |                   | Importer's reference (if any) (tax code/VAT No./importer code) (optional) Référence de l'importateur (si elle existe (code fiscal/N° de TVA/code de l'importateur) (facultatif)) |                           | 3  |   |
|  | Business |   |                   | Importer's telephone/fax/e-mail (if known) N° de téléphone/fax/e-mail de l'importateur (si connus)   |                           |  |   |
|  | Street   |   |                   |  |                           |  |   |
|  | Postcode | City  |                   |  |                           |  |   |
|  | Country  |   |                   |  |                           |  |   |
| Detailed description of contents Description détaillée du contenu  |          | 4   | Quantity Quantité | Net Weight Poids Net (in kg)   | Value Valeur              | For commercial items only Pour les envois commerciaux seulement  |   |
|  |          |   |                   |  |                           | 5  | 6 |
|  |          |   |                   |  |                           |  |   |
|  |          |   |                   |  |                           |  |   |
|  |          |   |                   | Total gross weight Poids brut total  | Total value Valeur totale | Postal charges/Fees Frais de port/Frais 7  |   |
| Category of item Catégorie de l'envoi  |          | Commercial sample Echantillon commercial  |                   | Explanation: Explication:  |                           | Office of origin/Date of posting Bureau d'origine/Date de dépôt  |   |
| <input type="checkbox"/> Gift Cadeau 8<br><input type="checkbox"/> Documents   |          | <input type="checkbox"/> Returned goods Retour de marchandise<br><input type="checkbox"/> Other Autre |                   |  |                           |  |   |
| Comments (e.g.: goods subject to quarantine, sanitary/phytosanitary inspection or other restrictions) Observations: (p. ex. Marchandise soumise à la quarantaine/à des contrôles sanitaires, phytosanitaires ou à d'autres restrictions) |          |   |                   |  |                           | I certify that the particulars given in this customs declaration are correct and that this item does not contain any dangerous article or articles prohibited by legislation or by postal or customs regulations |   |
| <input type="checkbox"/> Licence Licence<br>No.(s). of licence(s) 9  |          | <input type="checkbox"/> Certificate Certificat<br>No.(s). of certificate(s) 9                        |                   | <input type="checkbox"/> Invoice Facture<br>No. of invoice 10  |                           | Date and sender's signature 11   |   |

- 1 Provide the **sender's name, address** and **phone number**.
- 2 Provide the **recipient's name, address** and **phone number**.
- 3 Include the importer's VAT ID and contact details for **commercial sales**. If this information is the same as the recipient's, re-enter the recipient's data in the appropriate fields.
- 4 Describe the **contents of your parcel** in detail. For similar items, add up the **quantity, weight, and value** of the goods.
- 5 For **commercial items**, provide the HS tariff number of each product.
- 6 Insert the **country of origin**, this is the country where the goods in your parcel were produced, manufactured or assembled.
- 7 Write the **postage charge**, which is the total cost of shipping, including separate charges like insurance.
- 8 Select the **category of item**, which is the reason for shipping.
- 9 If your item requires a **licence** and/or **certificate**, indicate this by ticking the relevant box(es) on the form and providing the corresponding reference numbers.
- 10 For **commercial sales**, a commercial invoice must be attached and the corresponding invoice number provided.
- 11 **Sign and date** the form.

**Important:** Ensure that all values, including HS codes, parcel weight, currency, and so on, are identical across all your customs documents.

\*Please note that the information provided in this document is intended as a guideline only. Users must exercise caution and diligence when completing the CN23 form to ensure accuracy and completeness. It is the user's responsibility to review and verify all information before submitting the document to avoid any potential errors or delays.



**Jan Štefe**  
CEO

***"Your shipment is in good hands"***

Our team of experts is by your side every step of the way until your delivery is successful!

We work hard to provide you with the best, stress-free shipping experience.

Don't hesitate to contact our customer support team for any questions.

[Contact us](#)