Guidelines For Exporting Items
(Shipping items out of the U.S.)

What Are You Shipping?
• Export Licenses – Does the item require an export license before shipping?
  o For example, military/spaceflight equipment, select agents, high-powered
    computer equipment, some electronics and some lasers require licenses.
  o Do you have a copy of that license?
  o Are the license # and export control statement on the shipping paperwork?
• Shipping Paperwork – See export control shipping instructions at:
  o https://kb.wisc.edu/gsadminkb/page.php?id=35043
• Hand-carrying in your luggage is the same as shipping an item in a box

To Whom Are you Shipping It?
• Restricted Parties – Is the person/organization on a U.S. gov’t restricted party list?
  o Contact the Export Control Office for assistance
• Distributors – Is the consignee a distributor?
  o Distributors are likely not the end-user
  o Check w/ person shipping the item.

Where Are You Shipping It?
• E:1 Countries
  o Iran, North Korea, Sudan, Syria
  o Shipments to these countries may be very restricted.
    ▪ Some shipments are not allowed; some require export licenses.
• OFAC Embargoed / ITAR Prohibited Countries
  o Afghanistan, Belarus, Burma, Burundi, Central African Republic, China, Congo, Cuba,
    Cyprus, Eritrea, Haiti, Iraq, Lebanon, Libya, Somalia, South Sudan-related, Ukraine/
    Russia-related, Venezuela, Yemen, Zimbabwe
  o Always check w/ the Export Control Office before shipping to any of these countries.
• Transships (via countries)
  o Always account for countries through which a shipment may pass to its final destination.
  o For example, the item is being shipped through Belarus to get to Russia.
  o United Arab Emirates or Turkey may not be the final destination.

Shipping Assessments
• Plan Ahead – Shipping assessments to determine if a license is needed can take
  from hours to weeks.
• NEVER ship an item before you receive its license.
• Non-Compliances can result in fines and jail time.