



INTERNATIONAL SHIPPING CHECKLIST

Follow each step carefully to avoid delays in processing your DNA kit.

Step 1 Prepare Your Kit

Complete these steps before sealing your return mailer.

- Complete Consent Form** Fill out, sign, and date all 5 required fields.
 - **Missing information will delay processing.**
- Match Names** The name on the green consent form must match the person the kit is registered to (the person taking the test). If the kit is not yet registered, complete the white form.
- Save Your Kit Number** Make sure you can log in and access your kit before shipping.
- Pack Your Samples** Place the consent form and DNA sample vials into the resealable bag, then place it inside the return mailer.

Step 2 Choose Shipping & Get Tracking

- Select a Carrier** Use your local postal service or a carrier (DHL, FedEx, etc.).
- Ship with Duties Paid (DDP)** Tell the carrier all duties and taxes must be prepaid.
 - **Shipments sent without DDP will be rejected.**
- Pay All Fees** You are responsible for return shipping and any import duties.
- Get Tracking** Choose a service with tracking and keep your tracking number.

Step 3 Complete Required Documents

Place these in the red "Documents Enclosed" envelope and attach to the outside of your package.

- Manufacturer's Declaration** Add your tracking number and shipping date.
- Commercial Invoice (if required)** Download and complete at help.familytreedna.com
- Sign & Date All Forms** Unsigned forms may delay delivery.

Step 4 Final Assembly

- Place documents into the red "Documents Enclosed" envelope.
- Attach the envelope to the outside of your package (or ask your carrier for help).