

## SHIPPING TO A MILITARY ADDRESS – APO/FPO

### ADDRESS FORMATTING INSTRUCTIONS

To make sure your package gets to its destination, follow these instructions for entering a military address.

1. Do not use special characters or punctuation (such as %, &, ', -, ?, !, etc.).
2. **For Army, Navy and Marines:** Enter Unit Number and Box Number in the "Address" field.  
**For Ships:** Enter Ship Name and Hull Number.  
**For Air Force:** Enter PSC Number and Box Number.
3. In "Address Line 2," enter optional military command or organization name (e.g., USAG J or 2/566 Postal Co.).
4. In the "City" field, enter APO or FPO.  
**Please note:** We cannot ship to city codes other than APO or FPO for military shipments. Entering a city other than APO or FPO will result in your order being delayed or possibly canceled. Also, do not enter the state in this field. (Incorrect: APO AE, AE.)  
**If you are stationed in a war zone, our system also may not recognize your address.**  
Please review your entry for accuracy and check the box to accept terms and conditions to send to your address. This will allow you to proceed with your order.
5. In the "State" field, select one of the following:  
AE – Armed Forces Europe, Middle East, Africa and Canada  
AA – Armed Forces Americas  
AP – Armed Forces Pacific
6. In the "ZIP Code" field, enter the 5-digit ZIP code for the military unit. It must start with a 0 or 9. Any other ZIP codes in combination with AE, AA or AP will result in delays or cancellation of your order. Your billing address ZIP code (or home address code) cannot be used in place of a military ZIP code.
7. In the "Country" field, use the default choice of USA.
8. In the "Phone" field, we suggest entering the phone number of a family member or friend who is stateside.

### ADDRESS EXAMPLES

#### RIGHT

John Doe  
Unit 45013 Box 2666  
USAG J  
APO AP 96338

John Doe  
Unit 12345 Box 9876  
USAG J  
APO AP 96338

SFC Jane Doe  
1st Cav Div A Co 1st Plt  
Camp Victory  
APO AE 09388

#### WRONG

John Doe  
USAG-J Box 2666  
APO AP 96338

John Doe  
USAG J-Unit  
12345 Box 9876  
APO AP 96338

Camp Victory!  
1st Cav Div A Co 1st  
SFC Jane Doe  
APO AE 09388

### SHIPPING

Most items shipped to APO and FPO addresses will be received within 7 business days. Some orders may take up to 14 days.