U.S. Customs and Border Protection

General Aviation Processing Lifecycle

Requesting Information for Potential Flight

Contact CBP at airport of intended arrival/departure.

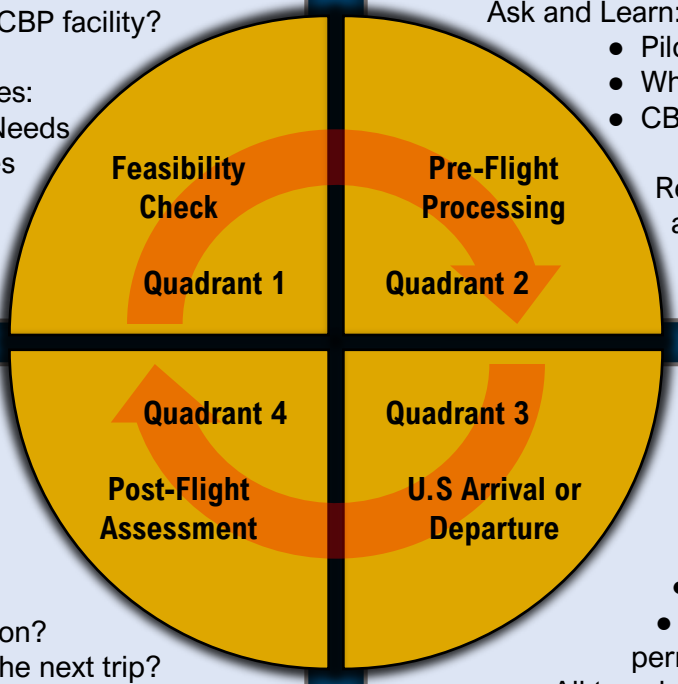
Ask for CBP Airport Fact Sheet.

Discuss the following:

- Are you a private or commercial aircraft?
- Limitations of the airport
- ETA tolerances
- International garbage handling
- Border overflight (if applicable)
- Where is CBP located at the airport?
- Where do I park the aircraft?
- Regular and after hours CBP contact info
- What is the layout of the CBP facility?

Discuss Special Circumstances:

- Passenger with Special Needs
- Hunting weapons/trophies
- Currency reporting
- Live animals/pets
- Cargo/Imports/Exports



Requesting Permission to Land/Depart

For departures, secure departure clearance by:
Private Aircraft – Filing APIS and adhering to requirements in Notification of Receipt email.
Commercial Aircraft – Filing APIS and contacting CBP to request departure clearance.

For arrivals, file your APIS manifest, contact CBP at the airport of intended arrival, request and secure permission to land.

Discuss Special Circumstances (see Quadrant 1).

Ask and Learn:

- Pilot expectations on arrival
- Where do I park the aircraft?
- CBP comes to us, or go inside?

Review CBP Fact Sheet and ask, "Is there anything else I should know?"

Lessons Learned

When inspection is complete, ask yourself:

- How did it all go?
- What have I learned?
- Do I need more information?
- What can I do better for the next trip?
- Could I have asked more from CBP?
- Is there anything that I could have prevented or improved upon?
- Do I have any feedback for the officer? Do I have any feedback for CBP?
- Can I compliment the officer on a good job?

Remember, you are always in front of your next flight.

Proactively prepare for the next flight.

Work through the processing wheel to constantly improve communication, increase efficiency, and enhance partnership.

CBP Processing Flight Arrival/Departure

On arrival:

- Be prepared for officer
- Purpose/origin of flight
- Who granted you permission to land?
- All travelers' documents ready for presentation
- Present aircraft registration
- Identify User Fee decal location
- Dispose of international garbage as instructed

Follow Officer instructions – be prepared but do not presume based solely on previous arrivals.

If you have had any changes in the flight details, be prepared to explain how you handled the changes and with whom you communicated.

Interact freely with CBP. Ask questions if you don't understand and provide feedback.

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