



# U.S. CUSTOMS AND BORDER PROTECTION GUIDE FOR PRIVATE FLYERS

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# **INTRODUCTION**

The CBP Guide for Private Flyers is your guide; it's written for private and corporate pilots, whether you're on a business or pleasure flight, whether you're going to or arriving from foreign countries. It sets forth basic CBP requirements and provides information about airports where international arrivals are processed by CBP.

Your air travel will be easier if you know CBP regulations and follow them. If you have any questions, or are in doubt about any CBP regulations, please don't guess. Ask your local CBP officers or the CBP officer at the airport where you plan to enter the United States. Also, ask about possible changes in the list of airports, hours of operation, etc., which may have occurred since this guide was last updated. Phone numbers, hours of service, and similar aspects of airport operation do change from time to time. The information in this edition is accurate as of the date of issuance, but it may be worth your time to make a quick call before your flight.

# **THE TERRORISM AND NARCOTICS SMUGGLING THREATS**

CBP and the private air carrier industry must take steps to alleviate the risks associated with the continuing threat of terrorism facing the United States. Ensuring security is an ongoing process, and while progress has been made to create a layer of protection against high-risk travelers while facilitating lawful travel, CBP continues its efforts to achieve the level of security mandated by Congress. It is important to note that the threat from terrorist activity is not just to human life, but also to the economic well-being of the air transportation industry – an industry of great importance to the United States and world economies.

With regard to aviation, the terrorist threat has been a constant presence on the international stage since the hijackings of the 1970s. More recently, Al-Qaeda and other terrorist groups have shown a consistent interest in exploiting civil aviation both as a potential target and as a means of attack. This interest has been highlighted in advanced planning, such as the thwarted plot to explode 11 commercial airliners over a 48-hour period in 1995, as well as other attempted and successful attacks. Al-Qaeda's interest in attacking civil aviation came to grim fruition in the attacks of September 11,

2001, the most deadly terrorist attack in U.S. history. Even after September 11, 2001, terrorists continue to demonstrate an interest in attacking civil aviation. In August 2003, intelligence led the Department of Homeland Security (DHS) to suspend the Transit Without Visa (TWOV) program due to concerns that it might be exploited to conduct a terrorist attack. About four months later, during the 2003 holiday period, international flights destined for the United States faced cancellations and delays based on threat information. Most recently, in August of 2006, an alleged terrorist plot to detonate liquid explosives onboard as many as 10 airliners traveling from the United Kingdom to the United States was disrupted. This caused unprecedented security measures to immediately be put in place which delayed flights for days.

General aviation airports have not been subject to many of the security measures implemented in larger commercial airports (except for some in the Washington, DC area). This, in conjunction with extensively strengthened security and the reduction of vulnerabilities of commercial aviation, may result in general aviation being perceived as a more attractive target and consequently more vulnerable to misuse by terrorists. Terrorists may seek out this perceived weak-link by using private aircraft as an agent for the distribution of weapons of mass destruction (WMD) or to be loaded with explosives and crashed into selected targets.

CBP is asking the general aviation community for help in detecting and combating illegal activity such as terrorism and narcotics smuggling. Fixed-base operators, fuel service facilities, aircraft brokers, aircraft charter services, airport security, pilots, crew, and airport personnel can help CBP extend its eyes and ears in this effort.

Preventing an act of terrorism and detecting, interdicting, and apprehending people engaged in smuggling activities using private aircraft are challenges that CBP faces every day. Areas like Puerto Rico, Florida, Louisiana, Texas, Arizona, New Mexico, and California have been subject to numerous individuals and organizations who try to smuggle large amounts of narcotics into the United States. We are asking for your assistance as we try to identify any individual or groups that may attempt to use a private aircraft for illegal purposes. The following is a list of indicators that will help you identify behaviors and activities that may be associated with illegal activity, such as terrorism or smuggling. Remember these people endanger you, the general aviation community, your family, the public community, and they also tarnish the highly regarded reputation of the general aviation community.

Be aware that these are only guidelines. The presence of a single indicator does not necessarily mean you have encountered someone engaged in illegal activity:

1. Aircraft with unusual or unauthorized modifications.
2. Federal Aviation Administration (FAA) registration numbers on the aircraft that appear to be incomplete, crooked, altered, or concealed.
3. Aviators who pay cash for fuel or services, or pilots or passengers who display large amounts of cash.

4. Persons wishing to rent aircraft without presenting proper credentials or identification.
5. Persons who present apparently valid credentials but who do not display a corresponding level of aviation knowledge.
6. Persons whose identification appears altered or inconsistent.
7. Passenger seats removed from the aircraft.
8. Gas cans inside the aircraft or individuals without an aircraft who buy large amounts of aviation gas in containers.
9. Strong odors from the aircraft from possible chemical agents, or perfumes and deodorizers (often used to disguise the odor of marijuana and cocaine).
10. Any pilot who makes threats or statements inconsistent with normal use of an aircraft.
11. Muddy wheels, dirty or dusty aircraft, beat-up props, pitted undercarriage, or other evidence of landings on unpaved air strips or in fields, sand, etc.
12. Vans, panel trucks, or campers meeting the aircraft at an isolated location.
13. Pilot or passengers reluctant to leave the aircraft's immediate area or to allow others close to the aircraft during refueling or servicing.
14. Pilots who appear to be under the control of another person.
15. Persons loitering for extended periods in the vicinity of parked aircraft, in pilot lounges, or other areas deemed inappropriate.
16. Maps in the aircraft or similar evidence of flights to Mexico, the Caribbean, Central or South America when the pilot avoids reference to such flights, or a pilot who requests maps or information about areas in Mexico, the Caribbean, Central or South America when it appears that he is not going to follow official procedures for such trips.
17. Numerous cardboard boxes, duffel bags, plastic bags, or similar containers inside the aircraft, or seeds, green vegetable matter, fragments of various butcher paper or cellophane wrap indicating possible marijuana debris visible inside the aircraft; tape markings around the tail that alter or conceal the tail number or that seem intended to do so, or other residue around the aircraft tail number.
18. Individuals who list themselves on aircraft rental applications as being self-employed and operating from their residence.
19. Individuals who rent hangars for one month or a similar short-term basis, particularly when they pay cash in advance and give minimal information about the reason or circumstances of the short-term rental.
20. Pilots who own or operate expensive aircraft with no visible means of support, or other factors that might lead you to believe the individual is engaged in criminal activities like narcotics trafficking.
21. Pilots reluctant to discuss destination, point of origin, or any of the above conditions.
22. Any other event or circumstance that does not fit the pattern of lawful, normal activity at an airport.

Any of the foregoing items, especially when coupled with other suspicious behaviors by the aircraft operator or occupants may indicate that the aircraft is being used in an

illegal activity. If you observe any of the foregoing, and you believe there is a possibility that individuals might be engaged in an illegal activity, please note any information about the identity of the pilot(s), other occupants, aircraft, description, and license numbers of vehicles. Under no circumstances, however, should you take direct action on your own. Immediately, or as soon as you safely can, notify CBP officers at your local airport, or by calling the CBP Air and Marine Unit at 1-866-AIR-BUST (1-866-247-2878). Suspicious activity can also be reported to [Immigration and Customs Enforcement \(ICE\)](#) at either their national 1-866-DHS-2ICE (1-866-347-2423) number, or by contacting the ICE office nearest you. All information will be held in confidence.

The Transportation Security Administration (TSA) has also developed and implemented a 24-hour general aviation (GA) hotline in partnership with the National Response Center. The GA Hotline, 1-866-GA-SECURE (1-866-427-3287), serves as a centralized reporting system for general aviation pilots, airport operators, and maintenance technicians wishing to report suspicious activity at their airfield.

If, as a result of your information, CBP or ICE seizes and causes the forfeiture of currency or monetary instruments, you could receive a reward of up to \$150,000. In the case of information leading to vessel, aircraft, vehicle, or other property seizures, a reward of up to \$250,000 could be paid.

In addition to reporting any of the aforementioned items, private air carriers can help mitigate the risk of illegal activity by taking steps to prevent the unauthorized use of a private aircraft by doing the following:

1. Become familiar and practice existing airport security procedures.
2. Utilize aircraft door locks at all times when the aircraft is unattended.
3. Consider the use of auxiliary locks to further protect aircraft from unauthorized use.
4. Properly secure ignition keys separate from the aircraft.
5. Consistently lock hanger doors and close security gates to prevent unauthorized access or tampering.

CBP realizes that the vast majority of private aircraft operators and crewmembers are honest and that they have no intention of violating our laws. Nevertheless, our officers must sometimes ask a private aircraft operator for his aircraft to undergo a thorough CBP search, possibly including removing panels or opening compartments.

Ordinarily, when a CBP officer questions an aircraft operator arriving from a foreign country, or who appears to have arrived from a foreign country, the officer will be in full CBP uniform and will be wearing a CBP badge. This is always the case with CBP officers stationed at airports that inspect and clear reported arrivals from, and departures to, foreign countries.

But CBP also conducts special enforcement operations during which wearing a uniform would be self-defeating, for example, when officers are observing suspicious activities.

However, if a CBP officer approaches a citizen for questioning, inspection or search, the officer must fully identify himself or herself, including providing his or her name, title, and by presenting his or her badge and agency issued credentials.

Any time a person claiming to be a CBP or ICE officer does not identify himself, by being in CBP uniform, by providing his name and title upon request, or, when not in uniform, by showing the citizen his badge and government issued credentials, the citizen should ask to speak with that officer's supervisor. If a supervisor is not available, the citizen should contact the nearest CBP office or the CBP port director with jurisdiction over the location where the incident occurred. This procedure should also be followed when a CBP officer has properly identified himself, but the citizen believes he was treated unfairly, unprofessionally, or discourteously.

Should the citizen believe that the person questioning him is impersonating a CBP officer, he should cooperate to the extent necessary to protect his safety and then contact the nearest CBP office or other law enforcement agency. Please be assured that CBP is fully aware that effective enforcement of our laws depends as much upon the cooperation of honest citizens as upon our own enforcement efforts.

Aircraft used to smuggle narcotics are subject to seizure. Title 19, Section 1595(a) of the U.S. Code provides that such aircraft may be forfeited. In addition, aircraft that have been illegally modified in order to help promote the importation of contraband are also subject to forfeiture under Section 1590. Further, it does not matter whether the narcotics are being smuggled by a crewmember or by a passenger. These individuals are all subject to criminal prosecution.

## **SCOPE AND DEFINITIONS**

The information in this book applies to aircraft of both United States and foreign registry. CBP requirements vary depending upon whether an aircraft is operating as a commercial or a private flight; the nature of the particular flight determines whether it is operating in a private or commercial capacity. The owners, aircraft type, or the predominant use of the aircraft have little bearing on this determination; in fact, many corporate and business aircraft typically operate as private aircraft for CBP purposes.

For CBP purposes, a private aircraft is any civilian aircraft not being used to transport persons or property for compensation or hire. Please note that per [19 CFR 122.1\(h\)](#) in order for an aircraft to be considered private it must not have left the United States in order to load passengers and/or cargo in a foreign area for commercial purposes; or be returning to the United States after carrying with passengers and/or cargo to a foreign location for commercial purposes.

A commercial aircraft is any civilian aircraft used to transport persons or property for compensation or hire.

The term “person transported for compensation or hire” means a person who would not be transported unless there were some payment or other consideration, including monetary or services rendered, by or for the person, and that the person transported is not connected with the aircraft’s operation, navigation, ownership, or business. The major criterion for determining whether an aircraft is private or commercial will be how the aircraft is used on a particular flight. This criterion – how the aircraft is used – would be the same whether the owner or lessee is a corporation, partnership, sole proprietorship, or an individual.

An aircraft is presumed not to be carrying persons or merchandise for hire, and thus, to be a private aircraft for CBP purposes, when the aircraft is transporting only the aircraft owner's employees, invited guests, or the owner's own property. This presumption can be overcome by evidence that the owner's employees, guests, or property are being transported for compensation or other consideration. An aircraft would be considered private if it is used by a group of individuals who own or have rented it, and if all persons aboard, including the pilot, have contributed equally toward the operating expenses of that particular flight, and if the pilot is making the flight for his own convenience. A leased aircraft will be considered commercial for CBP purposes if the pilot and/or crew are part of the leasing arrangement of the aircraft.

When corporate/business aircraft are operating as private aircraft for CBP purposes, the flight crew shall not be treated as crewmembers ([19 CFR 148.61 \[b\]](#)), nor shall they be subject to the crew member declaration and exemption rules ([19 CFR Subpart G 148.61-148.67](#)).

Aircraft that do not qualify as private must comply with applicable entry and clearance requirements for commercial aircraft as specified in [19 CFR Part 122](#). For additional information on these requirements, please contact your nearest CBP office.

The term “international airport” as per [19 CFR 122.1\(e\)](#) means any airport that the Secretary of DHS or the Commissioner of CBP has designated as a port of entry for civil aircraft arriving in the United States from any place outside the United States and for any cargo carried on such aircraft. International airport is also a designation by the Attorney General as a port of entry for certain classes of aliens arriving on such aircraft and by the Secretary of Health and Human Services as a place for quarantine inspection. All officially designated international airports per [19 CFR 122.13](#), are listed in this publication.

**NOTE: Frequently the word “international” is included in an airport's name for other than CBP purposes. If an airport with the word “international” in its name is not included in the list, it is not an international airport for CBP purposes.**

The term “landing rights airport” means an airport at which permission to land may be granted by a CBP officer with acknowledgment of the U.S. Public Health Service. Such rights are required before an aircraft may land at an airport not designated as an international airport for CBP purposes.

For CBP purposes, the term “United States” includes the 50 states, the District of Columbia, and Puerto Rico. Aircraft arriving from Puerto Rico will have to provide CBP with an advance notice of penetration of United States airspace ([see the Special Reporting Requirements section for details](#)). For information about arrivals from the U.S. insular possessions, refer to the [U.S. Aeronautical Information Publication](#), which is published biennially by the FAA.

## INWARD FLIGHTS

### PRIOR TO ARRIVAL

#### PROVIDING NOTIFICATION TO CBP

In order to have a CBP officer present to provide inspectional services for you and your aircraft, you must notify CBP in advance of your intention to land and the estimated time of arrival, in local time, must be transmitted to CBP for each flight. In general, a one-hour advance notice of arrival is sufficient, although please note that a longer time is required at certain airports. Aircraft operators must bear in mind that this advance notice is based upon the time that the CBP officer will receive the notification, not the time the flight plan or message is filed.

For a list that provides telephone numbers, hours of operation, and other information to help you contact CBP ports of entry, refer to the [List of Airports Where CBP Service is Normally Available](#), located in this guide.

This notification may be provided by telephone, radio, or by an ADCUS message (ADvise CUStoms) in the flight plan through the FAA. The term ADCUS should be clearly identifiable in the remarks section of your flight plan if you wish to have CBP notified. Be aware, however, that the ADCUS procedure involves relaying information and is not as timely or reliable as direct communication (telephone or radio). **It is the pilot's responsibility to make sure that CBP is properly notified. Failure to do so may subject the pilot to a penalty.**

Pilots and passengers arriving into the United States by private aircraft should be aware of arrival requirements that may impact their CBP processing at the intended port of arrival. Travelers may be subject to specific requirements upon their arrival into the United States such as USVISIT (United States Visitor and Immigrant Status Indication Technology) or NSEERS (National Security Entry Exit Registration System). **Therefore CBP strongly recommends that, if possible, private flyers directly contact the ports telephonically in lieu of an ADCUS message. Pilots may then ensure that an officer will be available at the time requested and that any requirements for admission can be accommodated at the intended port of arrival.**

## **HOURS OF SERVICE**

CBP officer schedules at airports are based upon workload and may be altered to coincide with schedule changes and peak workloads. It is recommended that private operators contact CBP at the airport of intended arrival. The normal hours of service can be found in the appendix titled [List of Airports Where CBP Service is Normally Available for Private Flyers](#) located at the end of this guide. Phone numbers and additional information for each individual airport can be found in this guide.

## **WHAT TO REPORT**

Unless you are landing at an airport that offers flight plan notification, your application for landing rights and your arrival notice(s) must specify:

1. Type of aircraft and registration number or marks of nationality.
2. Commander's name.
3. Foreign point of departure.
4. Airport of arrival and ICAO<sup>1</sup> airport designator code.
5. Number of passengers who are United States citizens.
6. Number of alien passengers.
7. Estimated time of arrival.

Stricter requirements apply to private aircraft arriving in the United States from certain foreign areas south of the United States (refer to [Special Reporting Requirements](#)).

## **SHORT FLIGHTS**

If flying time from the foreign airport to the United States airport is less than one hour, the pilot should: (1) request landing rights in advance, and (2) transmit his arrival notice directly to the CBP office before departing the foreign airport, unless prior arrangements have been made. This is necessary to give CBP officers sufficient time to be present at a airport before the aircraft arrives. On such short notice, the FAA cannot guarantee delivery of a message (under the flight-plan notification arrangement) in sufficient time. It is still the pilot's responsibility to give timely notice, even though a flight plan has been filed.

For private aircraft arriving in the United States from certain foreign areas south of the United States, refer to [Special Reporting Requirements](#) in the Inward Flights section.

## **AIRPORTS**

### **DESIGNATED AIRPORTS**

Private aircraft coming from a foreign location are required to furnish a notice of intended arrival in compliance with these special reporting requirements, which apply to private flights originating in areas south of United States borders. These flights must land for CBP processing at a designated airport nearest the border or coastline crossing

<sup>1</sup>International Civil Aviation Organization.

point unless the aircraft has been [exempted from this requirement](#). In addition to the requirements of this paragraph, private aircraft commanders must comply with all other landing and notice-of-arrival requirements. This landing requirement does not apply to private aircraft that have not landed in a foreign place and it does not apply to flights that are arriving directly from Puerto Rico and conducted their flights under instrument flight rules (IFR) until they crossed the United States coastline or proceeded north of 30 degrees north latitude prior to crossing the coastline.

<b>CBP Designated (Southern Border Crossing) Airports</b>	
<b>LOCATION</b>	<b>NAME OF AIRPORT</b>
Beaumont, TX	Jefferson County
Brownsville, TX	Brownsville International*
Calexico, CA	Calexico International*
Corpus Christi, TX	Corpus Christi International
Del Rio, TX	Del Rio International*
Douglas, AZ	Bisbee/Douglas International*
Douglas, AZ	Douglas Municipal
Eagle Pass, TX	Maverick County Memorial International*
El Paso, TX	El Paso International*
Fort Lauderdale, FL	Fort Lauderdale Executive
Fort Lauderdale, FL	Fort Lauderdale-Hollywood International
Fort Pierce, FL	St. Lucie County
Houston, TX	William P. Hobby
Key West, FL	Key West International
Laredo, TX	Laredo International*
McAllen, TX	Miller International*
Miami, FL	Miami International
Miami, FL	Opa-Locka
Miami, FL	Tamiami
Midland, TX	Midland International
New Orleans, LA	Louis Armstrong International
New Orleans, LA	New Orleans Lakefront
Nogales, AZ	Nogales International*
Presidio, TX	Presidio-Lely International*
San Diego, CA	Brown Field
Santa Teresa, NM	Dona Ana County
Tampa, FL	Tampa International
Tucson, AZ	Tucson International
West Palm Beach, FL	Palm Beach International
Wilmington, NC	New Hanover County
Yuma, AZ	Yuma International

\*These airports offer free service 24 hours a day, Monday through Saturday.  
For other airports' hours of operation, please see the [List of Airports Where CBP is Normally Available](#).

## **INTERNATIONAL AIRPORTS**

Aircraft arriving at international airports do not need to request permission to land, known as landing rights, from CBP. However, an advance notice of arrival is required and notification requirements may vary by port. For more information, please see the section titled [Providing Notification to CBP](#).

<b>CBP International Airports</b>	
<b>LOCATION</b>	<b>NAME OF AIRPORT</b>
Albany, NY	Albany County
Baudette, MN	Baudette International
Bellingham, WA	Bellingham International
Brownsville, TX	Brownsville-South Padre Island
Burlington, VT	Burlington International
Calexico, CA	Calexico International
Caribou, ME	Caribou Municipal
Chicago, IL	Midway
Cleveland, OH	Cleveland Hopkins International
Cut Bank, MT	Cut Bank Municipal
Del Rio, TX	Del Rio International
Detroit, MI	Detroit City
Detroit, MI	Detroit Metropolitan Wayne County
Douglas, AZ	Bisbee-Douglas Municipal
Duluth, MN	Duluth International
Duluth, MN	Sky Harbor
El Paso, TX	El Paso International
Fort Lauderdale, FL	Fort Lauderdale-Hollywood International
Friday Harbor, WA	Friday Harbor
Grand Forks, ND	Mark Andrews International
Great Falls, MT	Great Falls International
Havre, MT	Havre City-County
Houlton, ME	Houlton International
International Falls, MN	Falls International
Juneau, AK	Juneau International
Juneau, AK	Juneau Harbor Seaplane Base
Ketchikan, AK	Ketchikan Harbor Seaplane Base
Key West, FL	Key West International
Laredo, TX	Laredo International
Massena, NY	Richards Field International
Maverick/Eagle Pass, TX	Maverick County Memorial
McAllen, TX	McAllen-Miller International

<b>CBP International Airports</b>	
Miami, FL	Chalk Seaplane Base
Miami, FL	Miami International
Minot, ND	Minot International
Nogales, AZ	Nogales International
Ogdensburg, NY	Ogdensburg Harbor
Ogdensburg, NY	Ogdensburg International
Oroville, WA	Dorothy Scott
Oroville, WA	Dorothy Scott Seaplane Base
Pembina, ND	Pembina Municipal
Port Huron, MI	St. Clair County International
Port Townsend, WA	Jefferson County International
Ranier, MN	International Falls (Ranier) Seaplane Base
Rochester, NY	Rochester-Monroe County
Rouses Point, NY	Rouses Point Seaplane Base
San Diego, CA	San Diego International (Lindbergh Field)
Sandusky, OH	Griffing-Sandusky
Sault Ste. Marie, MI	Sanderson Field
Seattle, WA	King County International
Seattle, WA	Lake Union Air Service (Seaplanes)
Tampa, FL	Tampa International
Tucson, AZ	Tucson International
Watertown, NY	Watertown International
West Palm Beach, FL	West Palm Beach International
Williston, ND	Sloulin Field International
Wrangell, AK	Wrangell
Yuma, AZ	Yuma International

Except in the case of [short flights](#) (please see the definition of, and policy regarding, short flights), requests to transmit such notices may be included in flight plans to be filed at certain airports in Canada and Mexico under agreements with those countries. If an ADCUS message is not included in the flight plan, FAA will not advise CBP of the intended arrival. The pilot is ultimately responsible for ensuring that CBP is properly notified. At airports that do not provide this service (flight plan notification), notices of arrival must be made directly to CBP.

## LANDING RIGHTS AIRPORTS

In addition to providing advance notice of arrival, as in [Providing Notification to CBP](#), pilots must also obtain specific permission to land at a Landing Rights airport before intended use. Except for short flights, advance notice of arrival may be transmitted to

CBP in the ADCUS section of flight plans at airports where flight notification service is available, although the pilot is still ultimately responsible for ensuring that CBP is properly notified and that landing rights have been granted. Landing rights may be denied if inspection service cannot be provided. If flight notification service is not available at a particular airport, pilots must submit applications for landing rights and must provide arrival notices directly to CBP.

## "USER-FEE" AIRPORTS

Congress created the "User-Fee" Airport Program as a part of the Tariff and Trade Act of 1984. Under this program, certain airports that do not meet the criteria for becoming a CBP port of entry can petition to become a designated "user-fee" airport instead.

"User-fee" airports are so named because the costs associated with them are reimbursable: Private aircraft operators using designated "user-fee" airports are frequently required to reimburse the airport operator for the costs associated with processing their arrivals. These costs may well run from \$100 to \$300 or more per arrival. Please contact these airports directly for their fee schedule.

The airports currently designated as "user-fee" are:

<b>CBP User-Fee Airports</b>	
<b>LOCATION</b>	<b>NAME OF AIRPORT</b>
Addison, TX	Addison Airport
Bakersfield, CA	Meadows Field Airport
Bedford, MA	Laurence G. Hanscom
Broomfield, CO	Rocky Mountain Metropolitan
Daytona Beach, FL	Daytona Beach Int'l Airport
Decatur, IL	Decatur Airport
Egg Harbor Township, NJ	Atlantic City International
Englewood, CO	Centennial Airport
Fort Worth, TX	Fort Worth Alliance Airport
Fresno, CA	Fresno Yosemite Int'l Airport
Gypsum, CO	Eagle County Regional
Hillsboro, OR	Hillsboro Airport
Johnson City, NY	Binghamton Regional Airport
Leesburg, FL	Leesburg Regional Airport
Lexington, KY	Blue Grass Airport
Manchester, NH	Manchester Airport
Mascoutah, IL	MidAmerica St Louis Airport
McKinney, TX	Collin County Regional
Melbourne, FL	Melbourne International
Mesa, AZ	Williams Gateway Airport
Midland, TX	Midland International
Morristown, NJ	Morristown Municipal Airport

<b>CBP User-Fee Airports</b>	
Moses Lake, WA	Grant County Int'l Airport
Myrtle Beach, SC	Myrtle Beach International
Orlando, FL	Orlando Executive Airport
Palm Springs, CA	Palm Springs International
Riverside, CA	March Inland Port Airport
Rochester, MN	Rochester International
Rogers, AR	Rogers Municipal Airport
Roswell, NM	Roswell Industrial Air Center
San Bernardino, CA	San Bernardino Int'l Airport
San Diego, CA	Palomar Airport
Santa Maria, CA	Santa Maria Public Airport
Sarasota, FL	Sarasota/Bradenton Int'l
Scottsdale, AZ	Scottsdale Airport
Sugar Land, TX	Sugar Land Regional
Trenton, NJ	Trenton Mercer Airport
Victorville, CA	Southern California Logistics
Waterford, MI	Oakland County International
Waukegan, IL	Waukegan Regional Airport
West Chicago, IL	Dupage County Airport
Wheeling, IL	Chicago Executive
Yoder, IN	Fort Wayne Int'l Airport
Ypsilanti, MI	Willow Run Airport

## **OTHER AIRPORTS**

Permission to land at airports other than those listed in this publication may be obtained in limited cases; however, advance arrangements, preferably in writing, must be made with the CBP office closest to the airport of intended arrival. In these cases, advance notice of arrival is still required. Pilots should be aware that costs for CBP services, if applicable, may accrue.

## **SPECIAL REPORTING REQUIREMENTS**

### **SOUTHERN BORDER, PACIFIC, GULF OF MEXICO, AND ATLANTIC COASTLINES**

CBP has identified general aviation aircraft as a risk for narcotics smuggling. This is especially true for aircraft flying from areas south of the United States. Therefore, to prevent such smuggling, the following special reporting procedures have been instituted for aircraft coming from these areas:

All private aircraft arriving in the United States via the United States/Mexican border or the Pacific Coast from a foreign location in the Western Hemisphere south of 33

degrees north latitude must furnish a **notice of intended arrival** with CBP at the designated airport closest to the border or coastline crossing point.

All private aircraft arriving in the United States via the Gulf of Mexico or the Atlantic Coast from a foreign location in the Western Hemisphere south of 30 degrees north latitude, or from any place in Mexico or from the U.S. Virgin Islands, shall also furnish a **notice of intended arrival**. Such aircraft must then land for inspection at the nearest designated airport unless an overflight exemption has been granted under section [19 CFR 122.25](#). CBP must grant landing rights to these aircraft in order for them to land at designated airports that are not approved international airports.

The requirement to furnish an advance notice of intended arrival does not apply to private aircraft departing from Puerto Rico and conducting their flights under instrument flight rules (IFR) until they have crossed the United States coastline or proceeded north of 30 degrees north latitude prior to crossing the coastline. The notice must be furnished at least one hour before crossing the United States coastline or border. The notice may be furnished directly to CBP by telephone, radio, or by an ADCUS message in the flight plan through the FAA. The FAA will accept ADCUS notices up to 23 hours before arrival.

This requirement also applies to private aircraft that have flown beyond the inner boundary of the Air Defense Identification Zone (ADIZ) south of 30 degrees north latitude on the Atlantic Coast or beyond the inner boundary of the Gulf Coast ADIZ south of the United States-Mexican border or beyond the inner boundary of the Pacific Coast ADIZ south of 33 degrees north latitude and that have not landed in a foreign place. This one-hour advance notice requirement may be satisfied either by filing a flight plan with the FAA and placing ADCUS in the remarks section of the flight plan or by contacting CBP directly at least one hour before the inbound crossing of the United States border or coastline. Private aircraft arriving in the continental United States from Puerto Rico must provide a one-hour advance notice of coastline or border penetration – not landing, but border penetration – if they are not conducting their flights on an IFR flight plan per [19 CFR 122.23\(b\)](#).

The notice to CBP required by this section must include the following:

1. Aircraft registration number.
2. Name of aircraft commander.
3. Number of passengers who are United States citizens.
4. Number of alien passengers.
5. Place of last departure.
6. Estimated time of crossing a United States border or coastline and location of the border or coastline.
7. Name of United States airport of first landing.
8. Estimated time of arrival.

## **FLIGHTS TO AND FROM THE U.S. VIRGIN ISLANDS**

Aircraft arriving in the U.S. Virgin Islands from a place other than the United States are treated the same as an aircraft arriving in the United States from a foreign area.

Aircraft leaving the U.S. Virgin Islands for a place other than the United States are treated the same as an aircraft leaving the United States for a foreign area.

Aircraft on flights from the United States to the U.S. Virgin Islands are treated the same as an aircraft on a flight within the United States.

When Bureau of the Census regulations ([15 CFR part 30](#)) apply to aircraft carrying merchandise to the U.S. Virgin Islands from the United States, permission to depart must be obtained from the port director.

Aircraft leaving the U.S. Virgin Islands for the United States are considered to be leaving the United States for a foreign area.

Aircraft departing from the U.S. Virgin Islands and arriving in the United States are considered to be arriving in the United States from a foreign area and are required to furnish a notice of intended arrival.

When an aircraft that was inspected by CBP in the U.S. Virgin Islands arrives in the United States from the U.S. Virgin Islands, the aircraft commander must be able to give evidence of the inspection to CBP on request.

For additional information on flights to and from the U.S. Virgin Islands, please refer to parts [122.142, 122.143, and 122.144 of 19 CFR](#).

## **AIR TAXIS AND CHARTERS**

Air charter or air taxi flights are subject to CBP special reporting requirements for private aircraft if they have a seating capacity of up to 30 passengers and a payload of up to 7,500 pounds. Such aircraft must land at one of CBP's designated southern border airports when arriving in the United States by crossing a southern border. For additional information on this subject, as well as a definition of the southern border, see the section on [Special Reporting Requirements](#).

It must be emphasized that although these smaller air taxi and air charter flights are considered commercial aircraft, they are subject to the same CBP reporting requirements as private aircraft. This also means they may be subject to the CBP processing fees that apply to commercial flights. Air taxi and air charter flights must also provide CBP with the normal commercial entry documents, either the Air Cargo Manifest ([CBP Form 7509](#)) or the General Declaration ([CBP Form 7507](#)), when they arrive in the United States. Finally, FAA designations – as Part 91 (private) or Part 135 (commercial) aircraft – do not have to coincide with CBP designations. Thus, a single

flight could be considered private under FAA regulations, commercial for CBP entrance and clearance purposes, and private for CBP reporting purposes.

## **ENTRY AND CLEARANCE – CUBA**

Aircraft arriving from or departing for Cuba must depart from, or enter at, Miami International Airport, Miami, FL; John F. Kennedy International Airport, Jamaica, NY; or Los Angeles International Airport, Los Angeles, CA, as provided in [19 CFR 122.153](#) of the Air Commerce Regulations.

Upon arrival, the pilot will present a manifest of all passengers to a CBP officer. Aircraft going to Cuba must have a validated license from either the Department of Commerce or the Department of State.

These special requirements do not apply to aircraft arriving from or departing for the U.S. Naval Base at Guantanamo Bay. Aircraft from this base must meet the same requirements as aircraft arriving from other Caribbean nations.

## **EXEMPTION FROM SOUTHERN BORDER SPECIAL LANDING REQUIREMENTS**

Requests for an exemption from the requirement to land at a designated airport can be made to the CBP port director with jurisdiction over the airport you would normally use when arriving in the United States. If the port director approves the request, the applicant must comply with all other requirements including the requirement to fly no lower than 12,500 feet mean sea level; to provide advance notice of penetration to CBP at least one hour before crossing the border or coastline; to furnish advance notice of arrival at the first intended airport of landing.

CBP ports have been instructed to carefully review all requests for overflight exemptions, in particular, to look for accuracy and completeness of the required information as well as the applicant's demonstration of genuine need for this privilege. Controlling aircraft arrivals in the United States is of critical importance if CBP is to successfully combat the flow of illegal drugs and other contraband. In order to grant an overflight exemption to an individual or corporation, the port director must be reasonably assured that the approval will not compromise the mission of CBP.

The review of an application for overflight exemption is performed in conjunction with other law enforcement agencies, as are background checks. Performing a background check can be a lengthy procedure; providing the voluntary information – for example, social security numbers – can substantially reduce the time required to process your application.

Applications should be addressed to the CBP port director with jurisdiction over the airport you will normally use when arriving from points south of the United States, or to the address provided on [CBP form 442](#). Requests for exemptions can be for a single, specific flight or for a term of one year (called a term exemption). The port director must

get applications for a single overflight exemption at least 15 days in advance of the intended date of arrival; for term exemptions, at least 30 days in advance.

All overflight exemptions must include the following information:

- Aircraft registration number and serial number.
- Identifying information about the aircraft (make, model, color scheme, type, such as turboprop, etc.).
- A statement that the aircraft is equipped with a functioning mode C (altitude reporting) transponder, which will be in use during the overflight, that the overflights will be made in accord with instrument flight rules (IFR), and that the overflight will be made at altitudes above 12,500 feet mean sea level (unless ordered by FAA air traffic controllers to fly at a lower altitude).
- Names, home addresses, social security numbers (optional), and dates of birth of aircraft owners. (If the aircraft is being operated under a lease, the name and address of both the lessee and the owner.)
- Individual, signed applications from each usual or anticipated pilot and crewmember stating their names, home addresses, social security numbers (optional), dates and places of birth, and any FAA certificate numbers.
- A statement from the individual signing the application that the listed or intended pilot(s) and crewmember(s) on the application are those intended to conduct the overflights and to the best of the individual's knowledge, the information supplied by the pilot(s) and crewmember(s) is accurate.
- Names, home addresses, social security numbers (optional), and to the extent possible, dates and places of birth of usual or anticipated passengers. An approved passenger must be on board for the overflight exemption to be utilized.
- Description of usual or anticipated cargo or baggage.
- A description of the applicants' usual business activity.
- Name(s) of intended airport(s) of intended first landing in the United States. Actual overflights will only be permitted to specific approved airports.
- Foreign place(s) from which the flight(s) will originate.
- Reason for requesting the overflight exemption.

Information should be as complete and accurate as possible and should be specific rather than general. The following points will help you prepare an acceptable application:

- Include all potential crewmembers that might be present on the aircraft during the term of the exemption you are applying for. In order for overflight exemptions to remain valid, all crewmembers on a flight must have been listed on your application.
- Provide as much identifying information about crewmembers and passengers as possible. Social security numbers, passport numbers, aircraft pilot license numbers, etc., will contribute greatly to expediting background investigations.

- Describe the type of business the corporation is engaged in. If the company that owns the aircraft is simply an air transportation service for the benefit of an affiliated company, please provide details.
- List the foreign cities and countries the aircraft will visit. CBP recommends describing the nature of your business in each location or indicating whether certain destinations are for vacation or entertainment.
- The reason(s) for requesting the overflight exemption should be stated as concretely as possible. Provide an estimate of the increased costs of an extra landing at a designated airport (e.g., for fuel, wear on aircraft components, landing fees, additional time/distance, etc.).
- Using the following method to get an estimate, provide an estimate of the number of nautical flying miles that will be saved annually if the exemption is granted: Determine the distance from your last foreign point of departure to the U.S. airport where the aircraft will be inspected. Then calculate the flying distance from the same foreign point of departure to the same destination with an intermediate stop at the most convenient (that is, closest to a straight-line route) designated airport. Then, subtract the mileage for the direct flight from the mileage for the flight that stops at the designated airport to calculate the mileage saved on a given flight.
- Companies involved in air-ambulance operations may be granted a single overflight exemption when emergency situations arise, and for non-emergency transport of individuals seeking medical treatment. Both U.S. and foreign-registered aircraft are eligible for this special exemption; however, applicants for this privilege must still provide all the information normally required for an overflight exemption. CBP should be notified at least 24 hours prior to departure. CBP will allow receipt of the overflight exemption application through a FAA flight service station up to departure time, or in flight in case of extreme medical emergency.

Applicants should be aware that processing term applications takes time: background reports must be prepared and submitted to the deciding official. Incomplete applications will not be processed; however, the applicant will be notified of the information still needed to complete his or her application.

An appeals process is available if an application for overflight is denied. CBP will send the applicant a letter of denial that includes the name and address of the port director with authority over the airport at which the application was denied. You may also petition CBP for reconsideration of your request. Send your petition to:

Customs and Border Protection  
 Office of Field Operations, Travelers Security and Facilitation  
 1300 Pennsylvania Avenue NW  
 Washington, DC 20229

## **IN CASE OF EMERGENCY**

If an emergency landing is made in the United States, the pilot should report arrival by telephone or radio to the nearest CBP office as promptly as possible. The pilot should keep all baggage and merchandise together in a separate place and should not allow any passengers or crewmembers to leave the place of arrival or come into contact with the public without official permission from CBP to do so, unless such action is necessary to preserve life, health, or property. If a CBP officer is not present upon arrival, the same procedures, just described above, should be followed.

## **CHANGING DESTINATION EN ROUTE**

Pilots may find it necessary to change the intended airport of destination while en route. Failure to obtain advance permission from CBP to alter the airport of destination may result in penalty action.

## **UPON ARRIVAL**

### **TRAVEL DOCUMENT REQUIREMENTS FOR PERSONS ARRIVING IN THE U.S.**

Persons arriving in the United States from a foreign place, including Canada and Mexico, must report for CBP inspection immediately upon arrival.

The Western Hemisphere Travel Initiative (WHTI) which became effective on January 23, 2007, requires all travelers to have a valid, unexpired passport or other DHS approved travel document when arriving by air from anywhere in the world. This includes Canada, Mexico, adjacent islands of the Caribbean Sea, and Central or South America.

With some exceptions, anyone who is not either a U.S. citizen or a U.S. resident alien must present a valid passport and a valid U.S. visa upon entering the United States. Visas can only be obtained at [American consulates or embassies abroad](#).

**NOTE: In almost all situations, nationals of countries that participate in the [Visa Waiver Program \(VWP\)](#) are required to obtain the proper visa if they plan to arrive in the United States on a private aircraft.**

VWP travelers may arrive on a private aircraft, if:

- The carrier is recognized as a signatory carrier; or
- If they are being readmitted to the United States, within the original 90 day admission period, after a departure to foreign contiguous territory or an adjacent island of 30 days or less.

If a VWP traveler is being readmitted to the United States from contiguous territory or an adjacent island, they will only receive the balance of their original VWP admission

period if the traveler is otherwise admissible and meets all the conditions of the VWP with the exception of arrival on a signatory carrier.

If you have any questions about what documents are required by foreign visitors for entry into the United States, or about the different nonimmigrant classifications and visa categories, visit the [U.S. Citizenship and Immigration Service office \(USCIS\) Web site](#) or contact the nearest [American embassy or consulate](#).

Most alien passengers must fill out and present upon arrival the Arrival/Departure Record Form (CBP Form I-94, revised 10/04). Earlier editions may not be used. Form I-94 must be completed by all persons except United States citizens, permanent resident aliens, aliens with immigrant visas, and Canadians.

Individuals who enter the United States by private aircraft and who must present form I-94 should be aware that block number 7, "Airline Flight Number", should indicate the plane's tail number. All other items on the form are self-explanatory and should be completed before arriving in the United States. The completed forms must be presented to the CBP officer upon arrival.

Mexican nationals who present official or diplomatic passports and who are coming to the United States for reasons other than permanent assignment are exempt from visa requirements.

Aircraft owners are responsible for assuring that all passengers who are affected by the I-94 reporting requirement have completed and submitted the form properly. Departure documentation should be annotated on the reverse side of the I-94 with the port and date of departure. In the space for Carrier, print the word "private". In the space provided for Flight Number/Ship Name, print the aircraft's tail number.

Departure documents should be submitted to a CBP officer at the time of departure from the United States, or mailed with documentation that proves you left the United States to:

Affiliated Computer Service Inc.  
1084 South Laurel Rd.  
London, KY 40744

Aircraft operators are responsible for the submission of all I-94 departure records upon departure to a foreign destination.

Information on how to obtain printed forms in bulk from the DHS/CBP National Distribution Center can be on CBP's Web site by clicking the following link:  
[http://www.cbp.gov/xp/cgov/toolbox/forms/forms\\_overview.xml](http://www.cbp.gov/xp/cgov/toolbox/forms/forms_overview.xml).

## **PLANT AND ANIMAL QUARANTINES OF THE U.S. DEPARTMENT OF AGRICULTURE AND U.S. CUSTOMS AND BORDER PROTECTION**

In order to prevent the dissemination into the United States of plant pests and animal diseases, all plant pests, prohibited, restricted and regulated animal products and by-products, means of conveyance and their stores, baggage, mail, plants, plant products, soil, etc., under [7 CFR 330.300](#), garbage, and any other product or article of any character whatsoever which an officer or specialist believes may be infested or infected by or contain a plant pest or animal disease, arriving in the United States, shall be subject to inspection by CBP at the port of first arrival.

Not all airports are capable of accepting galley refuse and garbage from international arriving aircraft (except from Canada). If it is not accepted at the airport, it must remain on board the aircraft and be taken to an approved airport or taken out of the country ([7 CFR 330.400](#) and [9 CFR 94.5](#)). Those airports not capable of accepting international refuse and garbage are delineated with "**No Int'l Grbge**" in the remarks column. A civil penalty (spot settlement) may be assessed when a violation of [7 CFR 330.400](#) and [9 CFR 94.5](#) involving the unauthorized/improper removal or handling foreign regulated garbage is discovered.

A list of airports approved by The United States Department of Agriculture (USDA) to handle garbage removal can be found on their Web site at [http://www.aphis.usda.gov/import\\_export/plants/manuals/online\\_manuals.shtml](http://www.aphis.usda.gov/import_export/plants/manuals/online_manuals.shtml) or in downloadable PDF format at [http://www.aphis.usda.gov/import\\_export/plants/manuals/ports/downloads/mac\\_pdf/e\\_appendix\\_airport\\_contacts.pdf](http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/mac_pdf/e_appendix_airport_contacts.pdf).

For more information on other cooperating federal agencies, go to [http://www.aphis.usda.gov/import\\_export/plants/manuals/ports/downloads/mac\\_pdf/d\\_appendix\\_cooperation.pdf](http://www.aphis.usda.gov/import_export/plants/manuals/ports/downloads/mac_pdf/d_appendix_cooperation.pdf).

## **U.S HEALTH AND HUMAN SERVICES – CENTER FOR DISEASE CONTROL**

Notice of Communicable Disease Prior to Arrival – The commander of an aircraft destined for a U.S. airport shall report immediately to the quarantine station at or nearest the airport at which the aircraft will arrive, the occurrence, on board, of any death or ill person among passengers or crew according to [42 CFR 71.21](#).

Quarantine Stations are located in the international airports in Anchorage, Atlanta, Boston, Chicago, Detroit, El Paso, Honolulu, Houston, Los Angeles, Miami, Minneapolis, Newark, New York, San Diego, San Francisco, San Juan, Seattle, and Washington, DC. Each Quarantine Station has responsibility for all ports, seaports, and international airports in an assigned region. Since quarantine personnel are not located at every port of entry, the Quarantine Stations train CPB Officers and CBP Agriculture Specialists to watch for ill persons and imported items having public health significance.

For more information on CDC Quarantine Stations such as hours of service, and contact information go to: [http://www.cdc.gov/ncidod/dq/quarantine\\_stations.htm](http://www.cdc.gov/ncidod/dq/quarantine_stations.htm). For additional information about other Public Health and Center for Disease Control related issues, go to: <http://www.cdc.gov/ncidod/dq/>.

## **U.S. FISH AND WILDLIFE SERVICE**

Endangered species of plant and animal wildlife and products made from them may be prohibited, or may require permits or certification by the U.S. Fish and Wildlife Service. If you have any questions regarding the importation of plant or animal wildlife products, and [how to obtain a permit](#), please consult the [Fish and Wildlife Service](#) before entering the United States.

## **DOCUMENTATION AND EXAMINATION ON ARRIVAL**

Private aircraft are required to report directly to CBP for inspection immediately upon arrival. A CBP officer should be present if the pilot has given proper advance notice of arrival. In the event that no inspecting officer is present, the pilot should report his arrival to CBP by telephone or the most convenient means. The aircraft commander is responsible for holding any merchandise or baggage unopened and on the aircraft until either a CBP officer arrives or gives special instructions. Passengers and baggage may be removed to protect property, for the safety of crew and passengers, or for the purpose of contacting CBP.

The pilot should supply the inspecting officer with the information necessary to complete the required documentation – the Private Aircraft Enforcement System Arrival Report ([CBP Form 178](#)) – unless the pilot has prepared this document in advance. [CBPF 178](#), which can be obtained from the CBP Web site or a CBP office, must be completed for all private aircraft that arrive from areas south of the United States ([see Special Reporting Requirements](#)).

If requested, the pilot must be able to produce for inspection, a valid airman's certificate or a pilot's certificate or license, a medical certificate, and the aircraft registration certificate ([19 CFR 122.27\[c\]](#)). Failure to present the required documentation could result in civil penalties of \$5,000 per violation.

Crew and passenger baggage will be examined in the same manner as they would be for other international travelers. A verbal declaration of articles acquired abroad will suffice unless duty is owed or the inspecting officer considers an inspection necessary. The pilot in command will prepare a baggage declaration ([CBP 6059B](#)) to account for noncommercial cargo or unaccompanied baggage carried on board private aircraft. Appropriate entry for noncommercial cargo or unaccompanied baggage is also required; CBP officers will furnish the necessary forms. In addition, the inspecting officer may require that baggage and cargo be removed from the aircraft for inspection, and the officer may also physically inspect the aircraft. It is the pilot's responsibility to assist in

opening baggage and aircraft compartments. Aircraft operators may have to hire a certified mechanic in the event of extensive examination.

Article 29 of the Convention of International Civil Aviation requires that each aircraft of a member state carry a Certificate of Registration when engaged in international air navigation. The pink copy of [FAA Form 8050-1](#) (Aircraft Registration Application), which authorizes aircraft to be used up to 90 days within the United States, is not valid for border crossing flights.

To register his or her plane, the new owner should send the following:

1. The Aircraft Registration Application (AC Form 8050-1), showing appropriate title to the aircraft, and signed in ink by the applicant.
2. Documentary evidence of ownership (i.e., bill of sale, etc.) signed in ink by the seller(s), for each change in ownership.
3. A registration fee of \$5, in the form of a personal check or money order made payable to the U.S. Treasury.

For international flying, the applicant should request expedited processing of the registration. The request should include the following:

1. A complete description of the aircraft, including manufacturer's name, model designation, serial number, and registration number.
2. The intended date, time, and destination of the international flight.
3. The fax number and the city and state where the temporary certificate is to be sent.
4. The applicant's name, signature, and title, if appropriate.

After the aircraft has been registered in the applicant's name, the FAA will issue a temporary certificate and will fax it to the number supplied in item number 3, above. This faxed document may be carried as a temporary registration certificate until the applicant receives the actual Certificate of Aircraft Registration, AC Form 8050-3.

Expedited requests for aircraft registration, and associated documents, may be sent to:

**REGULAR MAIL:**

Aircraft Registration Branch AFS-750  
Attn: Priority  
P.O. Box 25504  
Oklahoma City, OK 73125

**COURIER OR EXPEDITED DELIVERY:**

Aircraft Registration Branch AFS-750  
Attn: Priority  
6425 S. Denning Avenue  
Oklahoma City, OK 73169  
Phone: (405) 954-3116

For additional detailed information from the FAA including [registering your plane](#) and expedited registration requests for international travel, please contact the FAA's [Aircraft Registration Branch](#).

## **DECLARATIONS, PENALTIES, AND OTHER FEES**

### **USER FEES AND DECALS**

Private aircraft arriving from foreign areas will be charged a processing fee of \$27.50 each calendar year. You can pay this fee in one of two ways:

**1. Mailing the request to the CBP Decal Program Administrator:** A private aircraft owner/operator must pay the \$27.50 user fee directly to the CBP Finance Center. The owner/operator must complete the Annual User Fee Decal Request – Aircraft (CBP Form 339-A), and submit it with a \$27.50 payment for each conveyance in the form of a check (personal, cashiers, or travelers), money order made payable to Customs and Border Protection, or credit card, to:

**IF SENT BY REGULAR MAIL:**

U.S. Customs and Border Protection  
Decal Program Administrator  
P.O. Box 382030  
Pittsburgh, PA 15250-8030

**IF SENT BY COURIER OR EXPEDITED DELIVERY:**

U.S. Customs and Border Protection  
User Fee Program Administrator  
500 Ross Street, Suite 640  
Pittsburgh, PA 15262

Upon receiving payment, the administrator of the decal program will issue the decal(s), which will be sent to the applicant as promptly as possible. If you are concerned about receiving the decal(s) before the aircraft's first arrival in the calendar year, you should visit the User Fee Decal Web page on CBP.gov for express processing and delivery options:

[http://www.cbp.gov/xp/cgov/travel/pleasure\\_boats/user\\_fee/user\\_fee\\_decal.xml#DeliveryOptions](http://www.cbp.gov/xp/cgov/travel/pleasure_boats/user_fee/user_fee_decal.xml#DeliveryOptions).

**2. Online at [CBP's Online Decal/Transponder Purchase Web site](#):** Ordering decals online via the Internet is quickest and most accurate option for applying because electronic processing is utilized. User Fee Decals can be ordered and paid for on this secure site for both new and existing customers:  
<https://tradelinks4.mellon.com/cbp/Dispatcher>.

**NOTE: All payment instruments must be drawn on a United States bank in United States dollars or the payment and application will be returned.**

Once received, the decal must be placed on the outside of the conveyance, within 18 inches of the normal boarding area, where it is visible when doors or hatches are open. If possible, the CBP officer will witness as the applicant affixes the decal to his or her aircraft. If the decal cannot be applied at that time, the CBP officer will give the applicant instructions on where to affix it.

Lost or stolen decals cannot be replaced. In these cases, a new decal must be purchased. If, however, a decal has been damaged because of painting or repair to the aircraft, it can be replaced. In such cases, the following documents must be submitted:

1. A copy of the itemized receipt that was sent to you with the decal number assigned.
2. A copy of the paid paint or repair bill, signed by the company that performed the work, as well as the name and address of the company that performed the work on the signed invoice or letterhead.
3. The tail number or any tail number changes should be identified on the bill.
4. A signed statement with a brief explanation of the circumstances that necessitated the repair or repaint, as well as a contact name and telephone number.

For additional information about User Fee Decals please visit the User Fee Decal and Transponder Web page located within CBP.gov at:

[http://www.cbp.gov/xp/cgov/travel/pleasure\\_boats/user\\_fee/user\\_fee\\_decal.xml](http://www.cbp.gov/xp/cgov/travel/pleasure_boats/user_fee/user_fee_decal.xml).

Questions about decals should be directed to the User Fee Help Desk at (317) 298-1245, Monday through Friday, 8:00 a.m. to 4:00 p.m. EST, or via email at [decals@dhs.gov](mailto:decals@dhs.gov).

## **REPORT OF CURRENCY AND OTHER MONETARY INSTRUMENTS**

There is no limitation on the total amount of monetary instruments that may be brought into or taken out of the United States, nor is it illegal to do so. However, if you transport, attempt to transport, or cause to be transported (including by mail or other means), more than \$10,000 in monetary instruments on any occasion into or out of the United States, you must file a report ([FinCEN 105, formally CF 4790](#)) with CBP. Monetary instruments include U.S. or foreign coin, currency, traveler's checks in any form, money orders, and negotiable instruments or investment securities in bearer form.

Reporting is required under the Currency and Foreign Transactions Reporting Act, 31 U.S.C. 1101, et seq. Failure to comply can result in civil and criminal penalties and may lead to forfeiture of the monetary instruments.

## **PERSONAL EXEMPTIONS**

For information on exemptions and the importation of typical tourist items, please consult the CBP [Know Before You Go Web page](#) and the [Clearing CBP Web page](#).

CBP does not consider individuals operating a private aircraft to be crewmembers for tariff purposes. Thus, when these individuals enter the United States in conjunction with private aviation activities, they will be treated for exemption purposes as either returning residents or nonresidents, as appropriate ([19 CFR 148.61](#)).

## **PENALTIES FOR VIOLATIONS**

The Anti-Drug Abuse Act of 1986 has substantially increased civil penalties for violations of CBP regulations. Specifically, penalties have increased from \$500 to \$5,000 for a first offense and from \$1,000 to \$10,000 for second offenses. Seizure of aircraft may occur depending upon the circumstances behind the violation.

Since the law provides for substantial penalties for violations of CBP regulations, aircraft operators and pilots should make every effort to comply with them. Examples of the more common violations and resulting penalties include:

<b>VIOLATION</b>	<b>PENALTY</b>
No I-94 or wrong type of I-94 upon arrival [8 CFR 231(a)]	\$1,000
No advance notice of aircraft arrival or aircraft landing at unauthorized location [8 CFR 234]	\$2,200
Failure to remove passenger as ordered [8 CFR 243(c)]	\$2,000
Failure to prevent unauthorized landing of aliens [8 CFR 271]	\$3,300
Bringing an alien without a valid unexpired entry document [8 CFR 273(a)(1)]	\$3,300
Failure to report arrival [19 CFR 122.32.33]	\$5,000
Failure to obtain landing rights [19 CFR 122.33]	\$5,000
Failure to provide advance notice of arrival [19 CFR 122.31]	\$5,000
Failure to provide report of penetration of southern border [19 CFR 122.23(b)]	\$5,000
Departing without permission or discharging passengers or cargo without permission [19 CFR 122.361]	\$5,000
Failure to present required documents [19 CFR 122.27]	\$5,000

Importing contraband, including agricultural materials or undeclared merchandise, can result in seizure of the aircraft and penalty actions that vary according to the nature of the violation and the provision of law violated. In some instances, CBP may issue a notice of violation or warning instead of a penalty. Repeat violators, however, can expect penalties.

If a penalty is incurred and you believe there are mitigating circumstances that should be considered, you may petition CBP for a reduction in the penalty amount or for cancellation. If the grounds for relief are determined to be justified, the penalty may be reduced or canceled. The initial request should be made to the CBP port director responsible for the airport where the penalty was issued. If this course of action has been pursued and found unsatisfactory, the procedures for further petitioning for additional relief of Title 19 violations listed in the matrix above, are outlined in [19 CFR 171.62](#) entitled "Supplemental petition decision authority." In this section, if the Fines, Penalties and Forfeitures (FPF) officer issued a decision on a case and the violator feels that additional information or facts should be considered; the violator is allowed to file a supplemental petition with the FPF officer in the port that issued the penalty requesting additional mitigation or cancellation. The supplemental petition must be filed within 60 days from the date of notice to the petitioner of the decision from which further relief is requested. The FPF officer may choose to grant more relief and issue a decision indicating that additional relief to the petitioner is granted. If the petitioner is dissatisfied with the further relief granted or if the FPF officer decides to grant no further relief, then the supplemental petition will be forwarded to a designated Headquarters official assigned to a field location for review and decision.

## **IMPORTATION OF AN AIRCRAFT**

### **IMPORTING A PRIVATE AIRCRAFT**

Every port of entry may not be permitted or designated to process imports/exports. Please contact your local or intended port of entry to verify these services are available.

CBP considers parties involved in ferrying aircraft for importation into the United States (e.g., for sale or sale on approval) to be operating commercially, and the aircraft is considered merchandise. Prior to arriving in the United States, importers should arrange for a formal entry of the aircraft as cargo, which may require the services of a customs broker or posting of a bond. Release of the aircraft will be delayed if it arrives and no entry release documents have been prepared. The pilot should also be prepared to present his or her FAA pilot license, medical certificate, aircraft registration, airworthiness certificate, and an approved [FAA Form 337](#) if ferry tanks are installed.

## **OUTWARD FLIGHTS**

### **ADVANCE NOTICE OF ARRIVAL IN CANADA AND MEXICO**

Many countries, including Canada and Mexico, require advance notice of pilots' intent to arrive in those countries. Under agreements between the United States, Canada, and Mexico, private plane operators may usually include this advance notice in item 2 of the remarks section of a flight plan. This flight plan must then be filed with Lockheed Martin's Automated Flight Service Station (AFSS) before the pilot departs from the United States. That station will then transmit the message to the proper authorities in the country of destination. For more information on AFSS, and this procedure, visit their Web site at: <http://www.afss.com>.

CBP officers have the authority to search aircraft leaving the United States for a foreign destination as well as those entering the United States.

### **EXPORTING PRIVATE AIRCRAFT**

Ferry pilots – that is, pilots transferring their aircraft for importation or exportation – should be aware that when they leave the United States with an aircraft for export, that aircraft is subject to CBP inspection. The pilot should be prepared to show his FAA pilot license, his medical certificate, aircraft registration and airworthiness certificate, and an approved [FAA Form 337](#) if the aircraft has ferry tanks. An Automated Export System (AES) transmission or a [Shipper's Export Declaration](#), which is a U.S. Census Bureau form, must also be filed with CBP before departure. The Shipper's Export Declaration is not required for shipments to Canada when Canada is the ultimate destination for the exported aircraft.

## **OTHER REQUIREMENTS FOR COMMERCIAL OPERATORS**

### **ADVANCE PASSENGER INFORMATION SYSTEM (APIS)**

The Enhanced Border Security and Enhanced Visa Entry Reform Act of 2002 requires electronic transmission of manifest information for passengers and crewmembers onboard all commercial aircraft traveling internationally into or out of the United States. The Advance Passenger Information System (APIS) Final Rule (AFR), published on April 7, 2005, requires APIS manifests to be submitted to CBP for all commercial aircraft arriving from or departing for a foreign port or place. The [APIS Final Rule](#) defines the data required within a commercial carrier's electronic arrival and departure manifests.

Compliant Air APIS manifest submissions are achieved through either of two submission methods:

1. United Nations/Electronic Data Interchange for Administration, Commerce, and Trade (UN/EDIFACT), or

2. eAPIS, a Web portal enabling the user to create, manage, and submit APIS manifests.

The [eAPIS Online Transmission System](#) is fully AFR compliant, meeting all current APIS data element requirements mandated by TSA and CBP. This eAPIS process provides a secure, single air APIS transmission window for commercial air carriers and/or air APIS transmitters. It provides an online printable transmission confirmation number for eAPIS submitted transmission, an email receipt of eAPIS submitted APIS transmission with system processing information, plus other valuable information and processes.

CBP encourages commercial air carriers and air APIS transmitters who are interested in using the eAPIS Online Transmission System to take full advantage of the [eAPIS Online Tutorial](#). The eAPIS tutorial is a user study guide designed to train individuals on the use of the eAPIS Online Transmission System. The tutorial teaches users how to access eAPIS, navigate through the system, locate help, and perform important functions. Upon completion of the course, users will be able to become a user of the eAPIS system, create a new manifest, upload an existing manifest, and view a sufficiency report.

If an APIS manifest is complete (all necessary records were sent for each passenger manifest and crew member manifest in a syntactically compliant message), timely (the manifest was submitted within the [APIS required timelines](#)), and correct (elements are valid, correct, and complete), requirements of the APIS Regulations are considered satisfied.

CBP enforces APIS Final Rule compliance through three types of penalty case initiation processes:

1. **No APIS Manifest:** A syntactically compliant APIS manifest has not been received by CBP for an arrival into or departure from the United States.
2. **Late APIS Manifest:** An APIS manifest has not been received by CBP within the [APIS required timelines](#) for an arrival into or departure from the United States .
3. **Insufficient APIS Manifest:** An APIS manifest has been received by CBP that contains invalid, incorrect, or incomplete information for an arrival into or departure from the United States.

The [CBP Air APIS Guide](#) describes the criteria used and the manner in which CBP evaluates an APIS manifest's compliance. The guide is intended as general guidance to assist persons responsible for complying with the APIS regulations.

## **APIS Pre Departure Rule Timelines**

IN / OUT	Criteria		Time of Submission	Regulation
INBOUND	(a) Crew transmission	(1) Arriving in and overflying U.S.	No later than 60 minutes prior to departure from foreign airport	19 CFR 122.49b(b)(2)(A)
		(2) Continuing within the U.S. (foreign aircraft only)	No later than 60 minutes prior to departure from U.S. port of arrival	19 CFR 122.49b(b)(2)(A)
		(3) Flights not originally destined to arrive in U.S. but diverted to U.S. due to an emergency	No later than 30 minutes prior to arrival	19 CFR 122.49b(b)(2)(B)
		(4) Aircraft operating as an air ambulance in service of a medical emergency	No later than 30 minutes prior to arrival	19 CFR 122.49b((b)(2)(C))
	(b) Passenger transmission	(1) Arriving in the U.S. from any place outside the U.S.	No later than 30 minutes prior to securing the aircraft for batch transmissions and no later than securing of the aircraft for APIS Quick Query (AQQ) transmissions.	19 CFR 122.49a(b)(2)(i)
		(2) Flights not originally destined to U.S. but diverted due to an emergency	No later than 30 minutes prior to arrival	19 CFR 122.49a(b)(2)(ii)
		(3) Aircraft operating as an air ambulance in service of a medical emergency	No later than 30 minutes prior to arrival	19 CFR 122.49a(b)(2)(iii)
OUTBOUND	(a) Crew transmission		No later than 60 minutes prior to departure	19 CFR 122.75b(b)(2)
	(b) Passenger transmission		No later than 30 minutes prior to securing the aircraft for batch transmissions and no later than securing of the aircraft for APIS Quick Query (AQQ) transmissions.	19 CFR 122.75a(b)(2)
	(c) Aircraft operating as an air ambulance in service of a medical emergency (crew and passenger)		No later than 30 minutes after departure	19 CFR 122.75a(b)(2)

## **AUTOMATED MANIFEST SYSTEMS (AMS)**

Pursuant to the Trade Act of 2002, all aircraft entering the United States with foreign based commercial cargo aboard must transmit the cargo manifest electronically prior to arrival. If the carrier is unable to transmit the manifest electronically, a qualifying party can transmit the manifest on behalf of the carrier (refer to [19 CFR 122.48a\(c\)\(2\)](#) for qualifying party eligibility requirements).

The time frame for receipt of cargo transmission to CBP must be no later than the time of departure of the aircraft to the United States. This applies to aircraft arriving from any foreign port in North America, to include locations in Mexico, Central America, South America, the Caribbean and Bermuda islands. For any other foreign areas, the cargo transmission must be received by CBP no later than 4 hours prior to arrival of the aircraft into the United States.

The electronic manifest must contain specific mandatory information pertaining to all of the cargo aboard the aircraft. Information such as the exact name and address of the shipper and ultimate consignee, port of origin, precise cargo description and piece count is mandatory. Without this information, release of your cargo could be delayed.

Cargo can be cleared at the first U.S. port of entry or moved on a permit to proceed and cleared at final destination. However, all cargo is subject to examination by CBP at the first port of entry if deemed necessary. The pilot must also present a General Declaration ([CBP Form 7507](#)) to the clearing officer upon arrival.

Various type of cargo such as agricultural products or foreign based animals imported as pets might require special clearing procedures. It is suggested that you contact your intended port of entry prior to arrival to find out what type of forms and/or examinations might be required. Refer to [19 CFR 122.48](#) for complete detailed manifest reporting requirements.

**NOTE: If an aircraft stops at a designated CBP pre-clearance port, only the passengers, crew and their baggage can be pre-cleared. Any cargo aboard must be cleared by CBP at the U.S. port of entry.**

All aircraft departing the United States en route to a foreign destination with commercial cargo aboard must also obtain clearance to depart from CBP at the port of departure.

The carrier must provide CBP with a General Declaration Form [7507](#), a complete air cargo manifest, and any required Shippers Export Declaration (SED) at the port of departure no later than the fourth business day after clearance or departure of the aircraft is granted. SEDs are required for export cargo valued over \$2,500. The complete cargo manifest must list all cargo laden as well as the airway bill number and description of the cargo.

Cargo such as defense equipment or supplies may require special export licenses. We strongly suggest that you contact the CBP office at the intended port of departure for any questions involving cargo that might require special licenses or permits. Refer to [19 CFR 122.72](#) for complete outward manifest report requirements.

## PERMITS

All commercial aircraft operators must obtain a permit from CBP **before** any passengers, baggage, or merchandise may be unladen from or laden aboard a commercial aircraft arriving from or departing for foreign areas. The application for a permit to unlade or lade shall be made by the owner, operator, or agent for the aircraft on [CBP Form 3171](#) and shall be submitted to the port director for the airport where the unloading and/or lading will take place.

A term permit may be issued covering all arrivals and departures at a CBP port of entry during a period of up to one year. Term permits will eliminate the need for individual permits before the unloading or loading of each commercial aircraft arrival or departure during the one-year period. However, a term permit to unload or load will not be applicable to any inbound or outbound flight for which CBP has not received the advance electronic cargo information required pursuant to [19 CFR 122.48a](#) or [192.14\(b\)\(1\)\(ii\)](#).

Although a term permit will eliminate the need for individual permits, landing rights and/or advance notice of arrival/departure must still be granted or provided for each non-scheduled flight.

## **INTERNATIONAL CARRIER BONDS**

All commercial air carriers operating internationally are also required to have an international carrier bond on [CBP Form 301](#) on file with CBP. CBP recommends that you carry a copy of the bond aboard the aircraft to simplify its verification. The purpose of an international carrier bond is to ensure that the revenue of the United States is protected and all CBP requirements are satisfied.

International carrier bond data should be included in box 14 and boxes 16 through 20 of the permit or term permit application on [CBP Form 3171](#) as described above.

For additional information about CBP Customs Bonds, contact your nearest CBP port office. General questions about bond processing, as well as specific questions about the status of a particular bond application should be directed to (317) 614-4880, or via email to [cbp.bondquestions@dhs.gov](mailto:cbp.bondquestions@dhs.gov).

## **COMMERCIAL AIRCRAFT "USER-FEE" REQUIREMENTS**

Commercial aircraft operators (e.g., charters, taxis) are required to collect a \$5.50 fee from each passenger to process each arrival per [19 CFR 24.22](#) and a \$7 fee for the inspection of each passenger per [8 CFR 286.2](#). These fees must be remitted on a quarterly basis to the CBP National Finance Center. Checks or money orders drawn on a U.S. bank in U.S. funds should be made payable to U.S. Customs and Border Protection and sent by regular U.S. Postal Service mail to:

[U.S. Customs and Border Protection Revenue Division – User-Fee Team](#)  
6650 Telecom Drive  
Indianapolis, IN 46278

Commercial aircraft operators may also be required to collect \$5 for each passenger per [7 CFR 354.3](#) as an Agricultural Quarantine and Inspection fee. These fees must be sent directly to the USDA. For additional information on Agricultural Quarantine and Inspection fee visit their Web site at:

[http://www.aphis.usda.gov/mrpbs/billing\\_collections/faq1.html](http://www.aphis.usda.gov/mrpbs/billing_collections/faq1.html).



**Customs & Border Protection**  
**Private Flyers Guide Appendix I**  
**List of Airports Where CBP Service is Normally Available**



<a href="#"><u>Alabama</u></a>	<a href="#"><u>Hawaii</u></a>	<a href="#"><u>Michigan</u></a>	<a href="#"><u>North Carolina</u></a>	<a href="#"><u>Tennessee</u></a>
<a href="#"><u>Alaska</u></a>	<a href="#"><u>Idaho</u></a>	<a href="#"><u>Minnesota</u></a>	<a href="#"><u>North Dakota</u></a>	<a href="#"><u>Texas</u></a>
<a href="#"><u>Arizona</u></a>	<a href="#"><u>Illinois</u></a>	<a href="#"><u>Mississippi</u></a>	<a href="#"><u>Ohio</u></a>	<a href="#"><u>Utah</u></a>
<a href="#"><u>Arkansas</u></a>	<a href="#"><u>Indiana</u></a>	<a href="#"><u>Missouri</u></a>	<a href="#"><u>Oklahoma</u></a>	<a href="#"><u>Vermont</u></a>
<a href="#"><u>California</u></a>	<a href="#"><u>Iowa</u></a>	<a href="#"><u>Montana</u></a>	<a href="#"><u>Oregon</u></a>	<a href="#"><u>Virginia</u></a>
<a href="#"><u>Colorado</u></a>	<a href="#"><u>Kansas</u></a>	<a href="#"><u>Nebraska</u></a>	<a href="#"><u>Pennsylvania</u></a>	<a href="#"><u>Virgin Islands</u></a>
<a href="#"><u>Connecticut</u></a>	<a href="#"><u>Kentucky</u></a>	<a href="#"><u>Nevada</u></a>	<a href="#"><u>Puerto Rico</u></a>	<a href="#"><u>Washington</u></a>
<a href="#"><u>Delaware</u></a>	<a href="#"><u>Louisiana</u></a>	<a href="#"><u>New Hampshire</u></a>	<a href="#"><u>Rhode Island</u></a>	<a href="#"><u>West Virginia</u></a>
<a href="#"><u>Florida</u></a>	<a href="#"><u>Maine</u></a>	<a href="#"><u>New Jersey</u></a>	<a href="#"><u>South Carolina</u></a>	<a href="#"><u>Wisconsin</u></a>
<a href="#"><u>Georgia</u></a>	<a href="#"><u>Maryland</u></a>	<a href="#"><u>New Mexico</u></a>	<a href="#"><u>South Dakota</u></a>	<a href="#"><u>Wyoming</u></a>
<a href="#"><u>Guam</u></a>	<a href="#"><u>Massachusetts</u></a>	<a href="#"><u>New York</u></a>		

**\*Indicates an after hours emergency contact number.**

March 2008

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<u>Regular Hours</u>	<u>After Hours</u>							
<b>Alabama</b>								
<b>Birmingham</b>	Birmingham	KBHM	L	205.731.1465 800.973.2867*	Mon-Fri 0800-1700	2	2	Call prior to 1430 on preceding weekday
<b>Huntsville</b>	Huntsville International	KHSV	L	256.772.3404 800.973.2867*	Mon-Fri 0800-1700	2	2	Call prior to 1430 on preceding weekday
<b>Decatur - Pryor Field</b>	Decatur - Pryor Field	KDCU	L	256.772.3404 800.973.2867*	Mon-Fri 0800-1700	2	2	Call prior to 1430 on preceding weekday
<b>Mobile</b>	Mobile Downtown	KBFM	L	251.441.5111 800.973.2867*	Mon-Fri 0800-1700	2	2	Call prior to 1430 on preceding weekday
<b>Bates Field</b>	Bates Field	KMOB	L	251.441.5111 800.973.2867*	Mon-Fri 0800-1700	2	2	Call prior to 1430 on preceding weekday
<b>Alaska</b>								
<b>Alcan</b>	Northway	PAOR	L	907.778.2223 907.774.2252	Mon-Fri 0800-1700	2	2	15 Daylight-only airport
<b>Anchorage</b>	Anchorage International	PANC	L	907.271.6313	Mon-Sun 0001-2400	1	1	
<b>Cold Bay</b>	Cold Bay	PACD	L	907.271.6309	Mon-Fri 0800-1600		15	Prior arrangements required
<b>Fairbanks</b>	Fairbanks International	PAFA	L	907.474.0307	Mon-Sat 0800-1700	1	2	20 Call prior to 1700 on preceding weekday
<b>Fort Yukon</b>	Fort Yukon	PFYU	L	907.474.0307			15	Prior arrangements required at least 48 hours in advance
<b>Gambell</b>	Gambell	PGAM	L	907.443.5846 907.271.6309			15	Prior arrangements required at least 48 hours in advance
<b>Haines</b>	Haines Alaska	PHNS	L	907.767.5511	Mon-Sun 0700-2300	2		Daylight-only airport

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>	<u>Maximum</u>		<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Number(s)</u>	<u>Notice Time</u>	<u>Combined</u>	<u>Total of Crew</u>	
		<u>Code</u>	<u>Type</u>		<u>Regular Hours</u>	<u>After Hours</u>	<u>&amp; Passengers</u>	<u>Per Flight</u>
<b>Juneau</b>								
Juneau Airport Floatplane Pond	P5ZI	I		907.586.7211	Mon-Fri 0800-1600		15	24 hr by appointment. Call prior to 1600 on preceding weekday.
Juneau International	PAJN	I		907.586.7211	Mon-Fri 0800-1600	2	2	15 Call prior to 1600 on preceding weekday
<b>Ketchikan</b>								
Ketchikan Harbor Seaplane Base	P5KE	I		907.225.2254 907.225.6662	Sun-Sat 0800-1700	2	2	20 Call prior to 1700 on preceding weekday
Ketchikan	PAKT	L		907.225.2254 907.225.6662	Sun-Sat 0800-1700	2	2	20 Call prior to 1700 on preceding weekday Airport closed after 2100 each night
<b>Nome</b>								
Nome	PAOM	L		907.443.5846 907.271.6309	Mon-Fri 1000-1800	2	2	5 2 hrs advance notice on weekdays. Weekends before 1800 Friday.
<b>Sitka</b>								
Sitka	PASI	L		907.747.3374 907.738.3331	Mon-Fri 0800-1600	1	1	15 24 hr by appointment Call prior to 1600 on preceding weekday
<b>Skagway</b>								
Skagway Municipal	PSGY	L		907.983.2325	Mon-Sun 0001-2400 24/7	1	1	15 Call one hour prior to arrival.
<b>Valdez</b>								
Valdez	PAVD	L		907.835.3597	Mon-Fri 0800-1700		15	Request 24 hrs advance notice
<b>Wrangell</b>								
Wrangell	PWRG	I		907.874.3415 907.225.2254	Mon-Fri 0800-1600	2	2	15 24 hr by appointment Call prior to 1600 on preceding weekday
<b>Arizona</b>								
<b>Douglas</b>								
Bisbee/Douglas International	KDUG	I, D		520.364.8486 520.364.1250 800.973.2867*	Mon-Fri 0900-1700	1	1	10 Call prior to 1700 on preceding weekday Prior approval required. Call prior to 1700 on preceding Friday for weekend service.
Douglas Municipal	KDGL	L, D		520.364.8486 520.364.1250 800.973.2867*	Mon-Fri 0900-1700	1	1	10 Call prior to 1700 on preceding weekday Prior approval required. Call prior to 1700 on preceding Friday for weekend service.

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>	<u>Maximum</u>		<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Number(s)</u>	<u>Notice Time</u>	<u>Combined</u>	<u>Total of Crew</u>	
		<u>Code</u>	<u>Type</u>		<u>Regular Hours</u>	<u>After Hours</u>	<u>&amp; Passengers</u>	<u>Per Flight</u>
<b>Nogales</b>								
Nogales International	KOLS	I, D		520.287.1433 520.375.5785 800.973.2867*	Sat-Sun 0800-1600	1	2	Call prior to 1600 on preceding weekday
<b>Phoenix</b>								
Sky Harbor International	KPHX	L		602.914.1400 x208 602.392.4440 x210	Mon-Fri 0830-1630	2	2	Prior arrangements required at least 48 hours in advance.
Scottsdale International	KSDL	U		480.312.8483 602.721.1018	Thu-Mon 0900-1700	2	2	Approved Landing Rights and OFE required.
Williams Gateway	KIWA	U		480.279.2928 602.763.6631	Mon-Fri 0830-1630	2	2	Prior arrangements required at least 48 hours in advance.
								Approved Landing Rights and OFE required.
<b>Tucson</b>								
Tucson International	KTUS	I, D		520.799.8348 x5 520.799.8388	Sun-Sat 0700-2000	1	1	Call prior to 2000 on preceding weekday Prior approval required.
<b>Yuma</b>								
Yuma International	KYUM	I, D		928.344.9572 928.627.8821	Mon-Fri 0800-1600	1	1	Call prior to 1600 on preceding weekday. *After hours or emergency call 928-627-3252
<b>Arkansas</b>								
<b>Little Rock</b>								
Little Rock Adams Field	KLIT	L		501.324.5289 800.973.2867*	Mon-Fri 0800-1700	2	2	Call prior to 1430 on preceding weekday
<b>Rogers</b>								
Rogers Municipal	KROG	L,U		479.246.9472 800.973.2867*	Mon-Fri 0800-1700	2	2	<b>No Int'l Grbge</b> Call prior to 1430 on preceding weekday
<b>California</b>								
<b>Calexico</b>								
Calexico International	KCXL	I, D		760.357.1208	Sun-Sat 0800-2000	1	1	20

<b>Location Airport</b>	<b>ICAO Airport Code</b>	<b>CBP Airport Type</b>	<b>Telephone Number(s)</b>	<b>Days/Hours of Operation</b>	<b>Required Notice Time Regular Hours</b>	<b>After Hours</b>	<b>Maximum Combined Total of Crew &amp; Passengers Per Flight</b>	<b>Remarks</b>
<b>Eureka</b> Murray Field	KEKA	L	707.442.4822 707.321.6831*	Mon-Fri 0830-1630	2	2	10	Call prior to 1500 on preceding weekday Call prior to 1500 on preceding Friday for weekend service and Holidays.
	Eureka Municipal	KAVC	L	707.442.4822 707.321.6831*	Mon-Fri 0830-1630	2	2	10 Call prior to 1500 on preceding weekday Call prior to 1500 on preceding Friday for weekend service and Holidays. Fax CF178 to 707.442.0152
<b>Fresno</b> Fresno Air Terminal	KFAT	L	559.456.6830	Mon-Fri 0800-1630	3	3	10	Call prior to 1630 on preceding weekday
<b>Los Angeles</b> Los Angeles International	KLAX	L	310.215.2635 310.215.2090 310.568.7501*	Sun-Sat	4	4	20	Call prior to 1600 on preceding weekday Call prior to 1700 on preceding Friday for weekend service and Holidays.
<b>McKinleyville</b> Arcata-Eureka	KACV	L	707.442.4844	Mon-Fri 0800-1700	2	2	10	Call prior to 1700 on preceding weekday
<b>Monterey</b> Monterey Peninsula	KMRY	L	408.291.7388 408.294.8912 650.989.2501	Mon-Fri 0800-2200 Mon-Fri 0800-2200	4	4	15	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday Call prior to 1700 on preceding Friday for weekend service and Holidays.
<b>Mountain View</b> Moffett Field NAS	KNUQ	L	408.291.7388 408.294.8912 650.989.2501	Mon-Fri 0800-2200 Mon-Fri 0800-2200	4	4	15	Call prior to 1700 on preceding weekday Call prior to 1700 on preceding Friday for weekend service and Holidays.
<b>Oakland</b> Oakland International	KOAK	L	650.989.2501	Mon-Fri 0800-2400	4	4	15	Call prior to 1700 on preceding weekday Call prior to 1700 on preceding Friday for weekend service and Holidays.
<b>Palm Springs</b> Palm Springs International	KPSP	L, U	760.318.3880	Sun-Sat	4	4	15	Call prior to 1600 on preceding weekday Call prior to 1600 on preceding Friday for weekend service and Holidays.
<b>Sacramento</b> Sacramento International	KSMF	L	916.649.3671 916.869.0438	Mon-Fri 1600-2400	4	4	15	Call prior to 1600 on preceding weekday Call prior to 1600 on preceding Friday for weekend service and Holidays.

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>After Hours</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<b>San Diego</b>									
San Diego International-Lindbergh Field	KSAN	I		619.557.5132 619-557-5370 x104 619-557-5637 x212 or 200	On-call basis Sun-Sat Sun-Sat 0800-1700 Sun-Sat 1300-2100	1 1 1	2 2 2	20 20 20	24 hour number rolls over to 619-690-8888 after 1700. Call prior to 1700 on preceding weekday. Call prior to 1700 on preceding weekday.
Brown Field Municipal	KSDM	L, D		619.661.3294 619-671-8988*	Mon-Fri 0800-2000 Sat-Sun 1200-2000 Watch Commander	1	1	20	*After hours and emergency call 619-671-8988
Palomar	KCRQ	U		760-431-4629	Sun-Sat 0900-1700	1	8	20	Arrival Notifications 619-685-4304 Prior Arrangements Required Sun-Sat 1700-2100 619-230-8181 x200 Sun-Sat 2100-0900 619-685-4304
<b>San Francisco</b>									
San Francisco International	KSFO	L		650.989.2501	Mon-Fri 0800-2400	4	4	20	Call prior to 1700 on preceding weekday Call prior to 1700 on preceding Friday for weekend service and Holidays.
<b>San Jose</b>									
Mineta San Jose International	KSJC	L		408.291.7388 408.294.8912 650.989.2501	Mon-Fri 0800-2200 Mon-Fri 0800-2200	4	4	15	Call prior to 1700 on preceding weekday Call prior to 1700 on preceding Friday for weekend service and Holidays.
<b>Santa Maria</b>									
Santa Maria Public	KSMX	L,U		805.739.2575	Sun-Sat	4	4	15	Call prior to 1600 on preceding day Call prior to 1700 on preceding Saturday for service on Sundays, Mondays and Holidays
<b>Colorado</b>									
<b>Broomfield</b>									
Rocky Mountain Metropolitan	KBJC	U		303.271.4884	Mon-Fri 0800-1600	3	3	15	Prior arrangements required.
<b>Colorado Springs</b>									
Colorado Springs Municipal	KCOS	L		719.574.6607	Mon-Fri 0830-1630			15	Arrivals MUST be scheduled in advance – Officer not always available.
<b>Denver</b>									
Denver International	KDEN	L		303.342.7400	Sun-Sat 1000-2200	3	3		Prior arrangements required, Contact duty supervisor during working hours.
<b>Englewood</b>									
Centennial	KAPA	U		303.768.0309	Mon-Fri 1000-1800	3	3	15	Prior arrangements required.

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>After Hours</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<b>Gypsum</b>									
Eagle County Regional	KEGE	U		970.524.0490	Thu-Mon 0900-1700	3	3	15	Prior arrangements required.
<b>Connecticut</b>									
<b>Bridgeport</b>									
Igor I Sikorsky Memorial	KBDR	L		203.367.9487 800.973.2867	Mon-Fri 0800-1700	4	16		Arrivals on Saturday or Sunday are required to be made AND CONFIRMED BY AN OFFICER by 1500 hrs Friday.
<b>Groton</b>									
Groton-New London	K60N	L		203.773.2040 800.973.2867	Mon-Fri 0800-1700	6	16		Arrivals on Saturday or Sunday are required to be made AND CONFIRMED BY AN OFFICER by 1500 hrs Friday
<b>New Haven</b>									
Tweed-New Haven	KHNV	L		203.773.2040 800.973.2867	Mon-Fri 0800-1700	4	16		Arrivals on Saturday or Sunday are required to be made AND CONFIRMED BY AN OFFICER by 1500 hrs Friday
<b>Windsor Locks</b>									
Bradley International	KBDL	L		860.627.8767 860.292.1314 800.973.2867*	Mon-Fri 0800-1700	3	3		
<b>Delaware</b>									
<b>Wilmington</b>									
New Castle County	KILG	L		302-573-6187 800.973.2867*	Mon-Fri 0800-1700	3	3	15	Call prior to 1700 on preceding weekday Call prior to 1700 on preceding Friday for weekend and Holidays service.
<b>Florida</b>									
<b>Daytona</b>									
Daytona Beach Regional	KDAB	L, U		386.248.8043	Sun-Sat 0900-1730	2	2	20	Call prior to 1700 on preceding weekday. Prior approval required (landing rights and overflight). Weekend arrivals call prior to 1600 on preceding Friday and after hours.
<b>Fort Lauderdale</b>									
Fort Lauderdale Executive	KFXE	L, D		954.356.7412	Sun-Sat 0900-2100	1	1	20	Prior arrangements required. No after-hour service.
Fort Lauderdale Hollywood International-General Aviation Facility	KFLL	I, D		954.356.7411 954.356.7431 786.265.5640*	Sun-Sat 0100-2400	1	1	20	Prior arrangements required.

<u>Location Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time Regular Hours</u>	<u>After Hours</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<b>Fort Myers</b>								
Southwest Florida International	KRSW	L	239.561.6205	Sun-Sat 0830-1700	1	2	20	Call prior to 1700 on preceding weekday. Prior approval required (landing rights and overflight).
<b>Fort Pierce</b>								
St. Lucie County International	KFPR	L, D	772.461.1733 561.233.1080* 772.461.4886	Sun-Sat 1000-1800  Fax	1	1	20	Prior arrangements required. Call prior to 1800 on preceding weekday. Service outside of regular hours is available for emergency and air ambulance ONLY.
<b>Jacksonville</b>								
Jacksonville International	KJAX	L	888.751.2827 904.751.2827	Mon-Fri 0800-1600	1	2	10	Call prior to 1700 on preceding weekday. Weekend arrivals, call prior to 1700 on preceding Friday. Landing rights and overflight required.  After hours call 904-360-5020
<b>Key West</b>								
Key West International	KEYW	I, D	305.296.5411 786.265.5640*	Mon-Fri 0800-1600 Otherwise On-call basis	1	1	20	Prior arrangements required.
<b>Leesburg</b>								
Leesburg International	KLEE	L,U	352.787.4217	Mon-Fri 0800-1630	2	2	15	Prior approval required (landing rights and overflight). Notice of arrival must be at least 24 hours in advance. Notice of arrival must be received during regular business hours and prior to 1600 on Friday. Notice of arrival will not be taken on weekends.
<b>Melbourne</b>								
Melbourne International	KMLB	L, U	321.674.5796	Sun-Sat 1000-1830	2	2	20	Prior approval required (landing rights and overflight). Call prior to 1600 on preceding weekday. Weekend arrivals, call prior to 1600 on preceding Friday and after hours.
<b>Miami</b>								
Miami International	KMIA	I,D	305.526.7155 305.526.7156 305.526.7157	Sun-Sat 0001-2400	1	1	20	
Opa Locka	KOPF	L, D	305.687.5475 786.265.5620*	Sun-Sat 0900-2100	1	1	20	

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
Kendall-Tamiami Executive								
	KTMB	L, D	305.969.1576	Sun-Sat 1000-1800 Winter Hours	1	1	20	
			786.265.5620*	Sun-Sat 1100-1900 Summer Hours				
Chalks Seaplane Base								
	KMCO	I	305.536.4758 X171 305.536.6673	Mon-Sat 0800-1600	2	2	20	<b>No Int'l Grbge</b> Call prior to 1500 on preceding weekday. Light non-commercial cargo
<b>Panama City</b>								
Panama City-Bay Country	KPFN	L	407.240.4462 407.825.4360	Sun-Sat 0830-1700	2	2	20	Prior approval required (landing rights and overflight).  Call prior to 1700 on preceding weekday. Weekend arrivals, call prior to 1700 on preceding Friday.
Orlando Executive Airport	KORL	L, U	407.897.5102 407.897.5118	Mon-Fri 0800-1630	2	2	15	Prior approval required (landing rights and overflight).  Notice of arrival must be atleast 24 hours in advance. Notice of arrival must be received during regular business hours and prior to 1600 on Friday. Notice of arrival will not be taken on weekends.
<b>Pensacola</b>								
Pensacola Regional	KPNS	L	850.476.0117	Sun-Sat 0830-1700	4	8	10	<b>No Int'l Grbge</b> Prior approval required (landing rights and overflight). Call prior to 1600 on preceding weekday. Weekend arrivals, call prior to 1600 on preceding Friday.
<b>St. Petersburg</b>								
St. Petersburg Clearwater International	KPIE	L	727.536.7311	Sun-Sat 0830-1700	1	2	15	Prior approval required.  Landing rights and overflight required. Call prior to 1700 on preceding weekday. Sunday arrivals, call prior to 1700 on preceding day.

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>	<u>Maximum</u>		<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Number(s)</u>	<u>Notice Time</u>	<u>Combined</u>	<u>Total of Crew</u>	
		<u>Code</u>	<u>Type</u>		<u>Regular Hours</u>	<u>After Hours</u>	<u>&amp; Passengers</u>	<u>Per Flight</u>
<b>Sanford</b>								
Orlando-Sanford International	KSFB	L		407.322.6019 407.585.4101	Sun-Sat 0900-2000	1	2	Prior approval required (landing rights and overflight).
<b>Sarasota</b>								
Sarasota Bradenton International	KSRQ	U		941.359.5040	Mon - Fri 0800-1700	2	2	Prior approval required (landing right and overflight).
								Call prior to 1700 on preceding weekday. Weekend arrivals, call prior to 1700 on preceding Friday.
<b>Tampa</b>								
Tampa International	KTPA	I, D		813.348.1700 x2400	Sun-Sat 0830-1700	2	2	Prior notification required. Call prior to 1700 on preceding weekday. Weekend arrivals and after hours phone 813-229-3823.
<b>West Palm Beach</b>								
West Palm Beach International-	KPBI	I, D		561.233.1080 x 2  786.265.5640* 561.687.5265	Mon-Sat 0800-2000 Sun 0800-2400  Fax	1	1	Prior arrangements required. Call prior to 2000 on preceding weekday. Air cargo clearance available
<b>Georgia</b>								
<b>Atlanta</b>								
Hartsfield Atlanta International	KATL	L		404.765.2300	Sun-Sat 0530-2200	2	4	Call prior to 2200 on preceding weekday.
Dekalb-Peachtree	KPDK	L		404.765.2300	On-call basis	2	4	20
Fulton County- Charlie Brown Field	KFTY	L		404.765.2300	On-call basis	2	4	20
<b>Brunswick</b>								
Glyco Jetport	KBQK	L		912.262.6692 912.262.1173* 800.973.2867	Mon-Fri 0800-1700	2	2	20
								Call prior to 1700 on preceding weekday. *After hours, Weekends & Holidays call 912-262-1173
Malcom-McKinnon	KSSI	L		912.262.6692 912.262.1173* 800.973.2867	Mon-Fri 0800-1700	2	2	20
								Call prior to 1700 on preceding weekday. *After hours, Weekends & Holidays call 912-262-1173
<b>Marietta</b>								
Dobbins AFB-Atlanta	KMGE	L		404.765.2300	On-call basis	2	4	

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<u>Regular Hours</u>	<u>After Hours</u>							
Savannah	Savannah International	KSAV	L	912.232.7507	On-call basis	2	2	20 Call prior to 1700 on preceding weekday. After hours same number is automated answering service.
<b>Guam</b>								
Guam	Guam International	PGUM	L	671.642.7611	24/7	24	24	Call prior to 1700 on preceding weekday.
<b>Hawaii</b>								
Hilo	General Lyman Field	PHTO	L	808.933.6975 808.237.4600	Mon-Fri 0600-1400	24	24	<b>No Int'l Grbge</b> Call prior to 1400 on preceding weekday.
Honolulu	Honolulu International	PHNL	L	808.237.4600	24/7	4	4	
Kahului	Kahului	PHOG	L	808.877.6013 808.237.4600	Mon-Fri 0700-1500	24	24	*Call prior to 1500 on preceding weekday.
Kailua-Kona	Keahole	PHKO	L	808.334.1850 808.237.4600	Mon-Fri 0700-1600	24	24	<b>No Int'l Grbge</b> Call prior to 1600 on preceding weekday
Lihue	Lihue	PHLI	L	808.245.9634 808.237.4600	Mon-Fri 0700-1500	24	24	Call prior to 1600 on preceding weekday.
<b>Idaho</b>								
Boise	Gowen Field	KBOI	L	208.334.9062 503.326.3230 (e)	Mon-Fri 0800-1630	3	3	<b>No Int'l Grbge</b> Call before landing-Landing rights required MINIMUM 3 hours notification req'd. Fax crew and pax information prior to arrival Weekend requests call prior to 1200 on proceeding Friday
Porthill	Echart International	KISI	L	208.267.5309	Mon-Sat 0800-1700	1	1	<b>No Int'l Grbge</b> No landing lights; short unpaved runway; check for local conditions. May be unavailable at times. Advance notice and landing rights strictly enforced.

<b>Location Airport</b>	<b>ICAO Airport Code</b>	<b>CBP Airport Type</b>	<b>Telephone Number(s)</b>	<b>Days/Hours of Operation</b>	<b>Required Notice Time Regular Hours</b>	<b>After Hours</b>	<b>Maximum Combined Total of Crew &amp; Passengers Per Flight</b>	<b>Remarks</b>
<b>Illinois</b>								
<b>Chicago</b>								
Chicago O'Hare International	KORD	L	773.894.2900	Sun-Sat 0800-2000	1	2	15	Call prior to 1700 on preceding day.
Chicago Midway	KMDW	I	773.894.2900 773.948.6330 773.948.6224	Sun-Sat 0800-2000	1	2	15	Call prior to 1700 on preceding day.
<b>West Chicago</b>								
Dupage County Airport	KDPA	U	630.208.6490	Mon-Fri 1100-1900	2	3	15	M-F Call prior to 1900 on preceding weekday. WKND Call prior to 1900 preceding Friday
<b>Decatur</b>								
Decatur Municipal Airport	KDEC	U	217.425.4803	Mon-Fri 0900-1700	3	3	15	M-F Call prior to 1700 on preceding weekday. WKND Call prior to 1700 preceding Friday
<b>Mascoutah</b>								
MidAmerica - St. Louis	KBLV	U	618.566.5341	Mon-Fri 0500-1300	2	4	15	M-F Call prior to 1300 on preceding weekday. WKND Call prior to 1300 preceding Friday.
<b>Moline</b>								
Quad Cities	KMLI	L	309.762.6300	Mon-Fri 0800-1630	2	2	15	M-F Call prior to 1630 on preceding weekday WKND Call prior to 1630 on preceding Friday
<b>Peoria</b>								
Greater Peoria Regional	KPIA	L	309.671.7047	Mon-Fri 0800-1630	2	3	15	M-F Call prior to 1630 on preceding weekday. WKND service on-call basis.
<b>Rockford</b>								
Chicago/Rockford International	KRFD	L	815.968.0661	Mon-Fri 0800-1600	2	2	15	M-F Call prior to 1630 on preceding weekday. WKND Call prior to 1630 on preceding Friday.
<b>Waukegan</b>								
Waukegan Regional Airport	KUGN	U	847.336.2136 800.609.9893	Mon-Fri 1100-1900	2	3	15	M-F Call prior to 1900 on preceding weekday. WKND Call prior to 1900 on preceding Friday.
<b>Wheeling</b>								
Chicago Executive	KPWK	U	847.419.1923	Mon-Fri 1100-1900	2	4	15	M-F Call prior to 1900 on preceding weekday. WKND Call prior to 1900 on preceding Friday.

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<b>Indiana</b>									
	<b>Fort Wayne</b> Fort Wayne International (Baer Field)	KFWA	U	260.747.7276	Mon-Fri 0830-1700	2	2	15	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday.
<b>Indianapolis</b>									
	Indianapolis International	KIND	L	317.248.4060	Mon-Fri 0800-1700	2	2	15	Call prior to 1700 on preceding weekday.
<b>Iowa</b>									
	<b>Des Moines</b> Des Moines International	KDSM	L	515.284.4403 515.256.5514	Mon-Fri 0800-1700	3	3	15	Call CBP directly prior to 1700 on preceding weekday. Fax pilot, crew, pax information prior to arrival.
<b>Kansas</b>									
	Wichita Wichita Mid-Continent	KICT	L	316.946.9726 316.761.4969 (cell)	Mon-Fri 0800-1630	2	2	15	M-F Call Prior to 1630 on preceding weekday
<b>Kentucky</b>									
	<b>Hebron</b> Cincinnati/Northern Kentucky International	KCVG	L	859.282.6308	Mon-Fri 0800-1600	2	2	15	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday.
<b>Lexington</b>									
	Blue Grass Airport	KLEX	U	859.425.3111	Mon-Fri 0900-1700	2	2	15	Call prior to 1630 on preceding weekday.
<b>Louisiana</b>									
	<b>Baton Rouge</b> Baton Rouge Metro	KBTR	L	225.389.0261 800.973.2867*	Mon-Sat 0800-1700	2	2		<b>No Int'l Grbge</b> Call prior to 1500 on preceding weekday.
<b>Lake Charles</b>									
	Lake Charles Municipal Chennault Airport – Million Air	KLCH	L	337.439.5512 800.973.2867*	Mon-Fri 0800-1700	2	2		Call prior to 1430 on preceding weekday.
<b>Morgan City</b>									
	Houma Terrebonne Airport	KHUM	L	985.632.8182 800.973.2867*	Mon-Fri 0800-1700 Sat 0800-1600	2	2		Call prior to 1430 of the preceding weekday.

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<u>Regular Hours</u>	<u>After Hours</u>							
<b>New Orleans</b>								
New Orleans Lakefront	KNEW	L, D		504.623.6600 800.973.2867*	Mon-Sat 0800-1700	2	2	Please call for availability of service at this facility.
Louis Armstrong International	KMSY	L, D		504.467.1713 800.973.2867*	Mon-Sat 0800-1700	2	2	Call prior to 1430 on preceding weekday.
<b>Shreveport</b>								
Shreveport Regional	KSHV	L		318.635.7873 800.973.2867*	Mon-Fri 0800-1700	2	2	Call prior to 1430 on preceding weekday.
<b>Maine</b>								
<b>Bangor</b>								
Bangor International	KBGR	L		207.947.7861	Sun-Sat 24 Hrs	3	3	
<b>Lucky Landing</b>								
SPB	K06B	L		207.947.7861	Mon-Sat 0800-1800	3	3	4 Call prior to 1430 on preceding weekday CA and US garbage only
<b>Eastport</b>								
Eastport Municipal	K47B	L		207.853.4313 207.733.4331	Mon-Sat 0800-1700	3	3	10 CA and US garbage only
<b>Frenchville</b>								
Northern Aroostook	KFVE	L		207.728.4376	Mon-Sat 0800-1700	3	3	10 CA and US garbage only
<b>Houlton</b>								
Houlton International	KHUL	I		207.532.2131	Sun-Sat 24hrs	3	3	10 Jet 8am-5pm (after hours service fee) Airport Manager 207-532-7111
<b>Jackman</b>								
Newton Field	K59B	L		207.668.3711 207.668.9228	On call basis only	3	3	10 CA and US garbage only
Moose River SPB	K60B	L		207.668.3711 207.668.9228	On call basis only	3	3	10 Call prior to 1600 on preceding weekday. CA and US garbage only
<b>Lubec</b>								
Lubec Municipal	K65B	L		207.733.4331	Mon-Sat 0800-1700	3	3	10 CA and US garbage only
<b>Portland</b>								
Portland International Jetport	KPWM	L		207.771.3630	Sun-Sat 0800-1600	2	2	12 Call prior to 1800 on preceding weekday For after hours service
<b>Presque Isle</b>								
Northern Maine Regional	KPQI	L		207.473.7474	Sun-Sat 0800-1700	3	3	10

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<u>Regular Hours</u>	<u>After Hours</u>							
<b>Princeton</b> Princeton Municipal	KPNN	L	207.454.3690	Mon-Sat 0800-1700	3	3	10	CA and US garbage only
<b>Van Buren</b> Van Buren SPB	K05B	L	207.868.2202	Mon-Sat 0800-1700* *Open during daylight hours	2	2	10	CA and US garbage only
<b>Vanceboro</b> Vanceboro SPB	KMEB	L	207.788.3907	Mon-Sat 0800-1700	3	3	10	CA and US garbage only
<b>Maryland</b>								
<b>Baltimore</b> Baltimore-Washington	KBWI	L	410.865.2100 800.973.2867*	Mon-Sun 0800-1700	1	2	10	Call prior to 1700 on preceding day for after-hours service.
<b>Massachusetts</b>								
<b>Bedford</b> Laurence G. Hanscom	KBED	U	978.921.0782	Mon-Fri 0800-1600	3	**	**After hours/weekends: Call prior to 1300 on preceding weekday	
<b>Beverly</b> Beverly Municipal	KBOS	L	978.921.0782 800.973.2867	By appointment	3	3	By appointment CA and US garbage only	
<b>Boston</b> Logan International	KBOS	L	617.568.1810	Sun-Sat 0001-2400	2	2		
<b>Chicopee</b> Westover Air Park	KCEF	L	413.785.0365 800.973.2867*	Mon-Fri 0800-1700	3	3	Call prior to 1700 on preceding weekday.	
<b>Hyannis</b> Barnstable Municipal	KHYA	L	508-994-5159 800-973-2867*	On call basis only	48	48	Port of New Bedford requires 48hr notice prior to landing.	
<b>Lawrence</b> Lawrence Municipal	KLWM	L	978.921.0782 800.973.2867*	By appointment	3	**	By appointment CA and US garbage only	
<b>New Bedford</b> New Bedford Municipal	KEWB	L	508.994.5158 800.973.2867*	Mon-Fri 0800-1700	3	3	Call prior to 1700 on preceding weekday. CA and US garbage only	

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<b>Pittsfield</b>								
Pittsfield Municipal	KPSF	L		518.431.0200 800.973.2867* (In U.S.)  407.975.1740 (Outside U.S.)	On-call basis			Cargo coverage upon prior arrangement Call prior to 1500 on preceding weekday. *After hours call 800.973.2867.
<b>Westfield</b>								
Barnes Municipal	KBAF	L		413.785.0365 800.973.2867*	Mon-Fri 0800-1700	3	3	Call prior to 1700 on preceding weekday. CA and US garbage only
<b>Worcester</b>								
Worcester Regional	KORH	L		508.793.0293 800.973.2867*	Mon-Fri 0830-1700	3	3	Call prior to 1700 on preceding weekday. CA and US garbage only
<b>Michigan</b>								
<b>Alpena</b>								
Alpena County Regional	KAPN	L		906.632.2631	On Call	1	1	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday.
<b>Battle Creek</b>								
WK Kellogg Regional	KBTL	L		269.965.3349	Mon-Fri 0800-1700	2	3	10 Call prior to 1700 on preceding weekday.
<b>Bay City</b>								
James Clements Municipal	K3CM	L		989.695.2871	Mon-Fri 0800-1600	1	2	<b>No Int'l Grbge</b> Call prior to 1600 on preceding weekday. On call basis/not always available.
<b>Detroit</b>								
Detroit Metro-Wayne	KDTW	I		734.942.9000	Sun-Sat	1	1	
Detroit City	KDET	I		313.568.6019 313.393.3942	Sun-Sat and on call	1	1	-
Devil's Track SPB	K0G5	L		313.226.3134 313.568.6020 313.521.8430	Sun-Sat and on call	1	1	<b>No Int'l Grbge</b>
Devil's Track Airport	KCKC	L		"	"	1	1	<b>No Int'l Grbge</b>
<b>Drummond Island</b>								
Drummond Island	KY66	L		906.632.2631	On-call Basis	1	1	10 Call prior to 1700 on preceding weekday.
<b>Flint</b>								
Bishop International	KFNT	L		989.695.2871	M-F 0800-1600/ On Call	1	3	<b>No Int'l Grbge</b> Call prior to 1600 on preceding weekday. On call basis/not always available.

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<u>Regular Hours</u>	<u>After Hours</u>							
<b>Grand Rapids</b> Gerald R. Ford International		KGRR	L	616.942.5245	Mon-Fri 0800-1600	1	1	20 Call during normal business hours to arrange after hours arrivals or departures. Weekend requests must be made by COB on the preceding Friday.
<b>Kalamazoo</b> Kalamazoo - Battle Creek		KAZO	L	269.965.3349	On-Call basis	1	3	10 Call prior to 1700 on preceding weekday.
<b>Pontiac - Waterford</b> Oakland County Int'l		KPTK	L, U	734.942.9000 248.666.7717	0700-2000	1	1	20
<b>Port Huron</b> St Clair County Int'l		KPHN	I	810.985.9541	On-Call basis	1	1	10
<b>Saginaw</b> MBS International		KMBS	L	989.695.2871	0800-1600	1	2	10 <b>No Int'l Grbge</b> Call prior to 1600 on preceding weekday. On call basis/not always available.
<b>Sault Ste Marie</b> Chippewa County Int'l		KCIU	L	906.632.2631	On-Call basis	1	1	10
Sanderson Field		ANJ	I	906.632.2631	On-Call basis	1	1	20 <b>No Int'l Grbge</b> Call prior to arrival
<b>Ypsilanti</b> Willow Run		KYIP	L, U	734.942.9000	Sun-Sat 0001-2400	1	1	15 On call basis for weekends and midnights
<b>Minnesota</b>								
<b>Baudette</b> Baudette International		KBDE	I	218.634.2803 218.634.2661	Sun-Sat 0001-2400	1	1	15 <b>No Int'l Grbge</b>
<b>Crane Lake</b> Scotts Seaplane Base		KCDD	L	218.993.2321	Oct-May: 10A-6P, May-Oct: 7A-8P On call basis	1	1	- Call at least one hour prior to arrival. After hours call 218-283-8611 (Int'l. Falls)
<b>Duluth</b> Sky Harbor Airport		KDYT	I	218.720.5203	Mon-Sat 0800-1700	1	1	15 Call prior to 1700 on preceding weekday.
Duluth International		KDLH	I	218.720.5203	Mon-Sat 0800-1700	1	1	15 Call prior to 1700 on preceding weekday.

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<u>Regular Hours</u>	<u>After Hours</u>							
<b>Ely</b>								
Shagawa Seaplane Base	KMN4	L		218.365.3262	Open mid-May to early Oct., Sun-Sat 0800-2100	1	1	Call at least one hour prior to arrival. After hours call 218-283-8611 (Int'l. Falls)
Ely Municipal	KELO	L		218.365.3262	On-call basis	1	1	Call at least one hour prior to arrival
<b>Grand Marais</b>								
Cook Country	KCKC	L		218.387.1148 218.475.2244	On-call basis	1	1	Call prior to 1700 on preceding weekday.
<b>International Falls</b>								
International Falls Int'l Airport	KINL	I		218.283.2541 218.283.8611	Sun-Sat 0001-2400	1	1	-
International Falls (Ranier) Seaplane Base	K09I	I		218.283.2541  218.283.8611	On-call Basis  0001-2400	1	1	- <b>No Int'l Grbge</b>
<b>Minneapolis</b>								
Minneapolis-St. Paul	KMSP	L		612.725.3690 612.727.3415	Mon-Sat 0800-1700	2	2	Call prior to 1700 on preceding weekday.
<b>Pinecreek</b>								
Pinecreek/Piney Border	K48Y	L		218.463.1952	Mon-Sun 0900-1700	2	2	Call before 1700 on preceding weekday. Weekends and Holiday Mondays: Call before 1700 on preceding Friday
<b>Rochester</b>								
Rochester International	KRST	U		507.285.5278 507.208.2261* *Cell	Mon-Fri 0800-1630	2	2	15 <b>No Int'l Grbge</b> Call prior to 1600 on preceding weekday. *Weekend arrivals call prior to 1600 on preceding Friday.
<b>St. Paul</b>								
St. Paul Downtown	KSTP	L		612.727.3415 612.579.3943*	On-call Basis	2	2	Call prior to 1900 on preceding weekday for after-hours service.
<b>Warroad</b>								
Swede Carlson International	KRRT	L		218.386.2796	Mon-Sun 0800-2400	1	1	10
Warroad Seaplane Base	K75Y	L		218.386.2796	Mon-Sun 0800-2400	1	1	10
<b>Mississippi</b>								
<b>Gulfport</b>								
Gulfport-Biloxi Regional	KGPT	L		228.214.7000 800.973.2867*	Mon-Fri 0800-1700	2	2	<b>No Int'l Grbge</b> Call prior to 1430 on preceding weekday.

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<u>Regular Hours</u>	<u>After Hours</u>							
<b>Jackson</b> Jackson International	KJAN	L	601.932.3324 800.973.2867*	Mon-Fri 0800-1600	2	2		Call prior to 1430 on preceding weekday
<b>Pascagoula</b> Jackson County	KPGL	L	228.762.7311 800.973.2867*	Mon-Fri 0800-1700	2	2		Call prior to 1430 on preceding weekday
<b>Missouri</b>								
<b>Chesterfield</b> Spirit of St. Louis	KSUS	L	636.536.1005	Mon-Fri 0830-1630	2	2	15	M-F Call prior to 1630 on preceding weekday. WKND Call prior to 1630 on preceding Friday.
<b>Kansas City</b> Kansas City International	KMCI	L	816.584.1994	Mon-Fri 0830-1630	2	2	15	M-F Call prior to 1630 on preceding weekday. WKND Call prior to 1630 on preceding Friday.
Downtown	KMKC	L	816.584.1994	Mon-Fri 0830-1630	2	2	20	M-F Call prior to 1630 on preceding weekday. WKND Call prior to 1630 on preceding Friday.
<b>Springfield</b> Springfield-Branson Regional								
St Louis	KSTL	L	417.831.4035	Mon-Fri 0830-1700	2	2	15	Call prior to 1700 on preceding weekday.
<b>St Louis</b> Lambert-St. Louis	KSTL	L	314.428.2662	Mon-Fri 0830-1630	2	2	15	M-F Call prior to 1630 on preceding weekday WKND Call prior to 1630 on preceding Friday
<b>Montana</b>								
<b>Butte</b> Bert Mooney	KBTM	L	406-495-2145 406-453-0861	On-call Mon-Fri 0800-1700	2	See Remarks	15	<b>No Int'l Grbge</b> Not staffed; CBP Officer responds from Helena or Great Falls. All arrivals MUST be scheduled in advance by calling during regular business hours. May be unavailable after hours or on weekends. Advance notice strictly enforced.
<b>Cut Bank</b> Cut Bank Municipal	KCTB	I	406.335.9610 ext 3	On-call Basis	2	2	15	<b>No Int'l Grbge</b> Not staffed; CBP Officer responds from Sweetgrass POE. Advance notice strictly enforced.

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<b>Del Bonita</b>								
Whetstone International Airport	KH28	L		406-336-2130	On-call Basis	1 Regular Hours	1 After Hours	15 <b>No Int'l Grbge</b> No landing lights; short unimproved runway; check for local conditions. May be unavailable at times. Advance notice and landing rights strictly enforced. Park on US side for clearance.
<b>Great Falls</b>								
Great Falls International	KGTF	I		406-453-0861	Mon-Sun 0800-1600	1 See remarks		After hours arrivals MUST be scheduled in advance by calling during regular business hours and making a firm appointment. Commercial cargo may be entered here.
<b>Havre</b>								
Havre City-County	KHVR	I		406-453-0861	UNAVAILABLE See Remarks	See Remarks	See Remarks	<b>No Int'l Grbge</b> Service suspended since 9/11/01. Facilities do not meet CBP standards for clearance.
<b>Helena</b>								
Helena Regional	KHLN	L		406-495-2145 406-453-0861	Mon-Fri 0830-1700	1 2	15	<b>No Int'l Grbge</b> After hours arrivals MUST be scheduled in advance by calling during regular business hours and making a firm appointment. Not always available after hours or on weekends.
<b>Kalispell</b>								
Glacier Park International	KGPI	L		406-257-7034 406-453-0861	Mon-Fri 0900-1700	1 See Remarks	15	After hours arrivals MUST be scheduled in advance by calling during regular business hours. Not always available after hours or on weekends. Commercial cargo may be entered here.
<b>Scobey</b>								
East Poplar	K8U3	L		406-783-5375	On-call Basis	1 2	15	<b>No Int'l Grbge</b> Not staffed; CBP Officer responds from nearby Port of Entry. No landing lights; short unimproved runway; check for local conditions. May be unavailable at times. Advance notice and landing rights strictly enforced.

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<b>Sweetgrass</b>								
Ross International	K7S8	L		406-335-9610 ext 3	On-call	1	1	<b>No Int'l Grbge</b> Not staffed; CBP Officer responds from nearby Port of Entry. No landing lights; short unimproved runway; check for local conditions. May be unavailable at times.  Advance notice and landing rights strictly enforced.
<b>Nebraska</b>								
Omaha	Eppley Airfield	KOMA	L	402.341.0240 402.306.6577	Mon-Sun Duty Officer	2	2	15 <b>No Int'l Grbge</b> Call prior to 1630 on preceding weekday. WKND Call prior to 1630 on preceding Friday
<b>Nevada</b>								
Reno	Reno Cannon International	KRNO	L	775.784.5585	Mon-Fri 0800-1700	3	3	10 <b>No Int'l Grbge</b> Call prior to 1600 on preceding weekday Call prior to 1600 on preceding Friday for weekend service and Holidays.
<b>Las Vegas</b>								
McCarran International	KLAS	L		702.736.2253	Mon-Fri 0800-1800 Sat&Sun 1000-1800	4	4	20 Call prior to 1600 on preceding weekday Call prior to 1700 on preceding Friday for weekend service and Holidays.
<b>New Hampshire</b>								
Manchester	Manchester	KMHT	L, U	603.628.6264 800.973.2867*	Mon-Fri 1000-1800	3	3	15 CA and US garbage only Call prior to 1800 for after hours/weekend .
<b>Portsmouth</b>								
Pease International Jetport	KPSM	L		603.422.0910	Mon-Fri 0900-1700	3	3	10 CA and US garbage only Call prior to 1600 on weekdays for after hours/weekend service.
<b>New Jersey</b>								
Atlantic City	Atlantic City International	KACY	L	609.484.1610	Mon-Fri 0800-1700	2	2	15 <b>No Int'l Grbge</b> Call prior to 1700 on preceding workday

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>	<u>Maximum</u>		<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Telephone</u>	<u>Time</u>	<u>Notice</u>	<u>Combined</u>	
		<u>Code</u>	<u>Type</u>	<u>Number(s)</u>	<u>of Operation</u>	<u>Regular</u>	<u>Total of Crew</u>	
<b>Morristown</b>	Morristown Municipal	KMMU	U	973.267.0302 973.297.6560*	Mon-Fri 0800-1600 Sat-Sun*	2	4	20 *Call prior to 1300 on preceding weekday. Fax # 973.267.1759
<b>Newark</b>	Newark Liberty International	KEWR	L	973.297.6560	Mon-Sun 0001-2400	2	4	20 Fax # 973.297.6599
<b>Teterboro</b>	Teterboro	KTEB	L	201.288.8799 201.288.8919 973.297.6560	Mon-Sun 0600-2400	2	4	20 Fax # 201.288.4699
<b>Trenton</b>	Trenton Mercer County	KTTN	L	609.637.0470	Mon-Fri 0900-1800	2	2	15 <b>No Int'l Grbge</b> Call prior to 1800 on preceding workday
<b>New Mexico</b>								
<b>Albuquerque</b>	Albuquerque International Sunport	KABQ	L	505.346.6992 800.973.2867*	Mon-Fri 0830-1700	2	3	20 <b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday.
<b>Roswell</b>	Roswell Industrial Air Center	KROW	U	505.910.0976 505.347.5703		2	2	<b>No Int'l Grbge</b> Prior arrangements need to be made. Not staffed – User Fee Airport
<b>Santa Teresa</b>	Dona Ana County	K5T6	L, D	505.589.9354 505.589.9355	Sun-Sat 0600-2000 (summer) 0600-1700 (winter)	2	2	15 Call prior to 1700 on preceding weekday.
<b>New York</b>								
<b>Albany</b>	Albany International	KALB	I	518.431.0200 800.973.2867* (In U.S.) 407.975.1740 (Outside U.S.)	Sun-Sat 24 hrs	2	2	- Cargo coverage upon prior arrangement 24 hours on-call. *After hours call 800-973-2867.
	Greater Binghamton	KBGM	L, U	607.763.4294 607.763.4292 Fax	Mon-Fri 0830-1700	2	2	15 Cargo coverage upon prior arrangement User Fee Airport. Call prior to 1700 on preceding weekday for after hours <u>and weekend arrivals.</u>

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<u>Regular Hours</u>	<u>After Hours</u>							
<b>Alexandria Bay</b> Maxson Field	KNYOI	L	315.482.2261	Mon-Sun 0800-2400	2			Prior approval required
DeWolfe Pointe Seaplane Base							<u>NO inspectional facility available at this location</u>	
<b>Buffalo</b> Buffalo Niagara International	KBUF	L	716.632.4727 716.284.5174 x1	Mon-Sat 0800-1700 After hours/Sun	2	2		Call prior to 1400 on preceding weekday. Weekend arrivals call prior to 1600 on preceding Friday
<b>Elmira</b> Elmira/Corning	KELM	L,U	607.763.4294 607.763.4292	Mon-Fri 0830-1700 Fax	3	3	15	Cargo coverage upon prior arrangement User Fee Airport. Call prior to 1700 on preceding weekday for after hours.
<b>Farmingdale</b> Republic	KFRG	L	718-487-2691 347-728-7946	Mon-Fri 0800-2300	2	4	15	1st flight no earlier than 0900 No Major Holidays
<b>Glens Falls</b> Warren County	KGFL	L	518.431.0200 800.973.2867* (In U.S.) 407.975.1740 (Outside U.S.)	On-call basis	2	2		Cargo coverage upon prior arrangement  Call prior to 1500 on preceding weekday. *After hours call 800-973-2867.
<b>Hudson</b> Columbia County	K1B1	L	518.431.0200 800.973.2867 (In U.S.) 407.975.1740 (Outside U.S.)	On-call basis				Cargo coverage upon prior arrangement Call prior to 1500 on preceding weekday. *After hours call 800-973-2867.
<b>Islip</b> MacArthur Field	KISP	L	718-487-2691 631.588.2560	Mon-Fri 0800-2300	4	6	15	1st flight no earlier than 0815 No Major Holidays Fax No. 631-588-2745

<u>Location Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
					<u>Regular Hours</u>	<u>After Hours</u>	
<b>Johnstown</b> Fulton County	KNY27	L	518.431.0200 800.973.2867* (In US)  407.975.1740 (Outside U.S.)	On-call basis			Cargo coverage upon prior arrangement Call prior to 1500 on preceding weekday. *After hours call 800.973.2867.
<b>Massena</b> Richard Field International	KMSS	I	315.769.3091	Mon-Sun 0800-2400	1	2	-
<b>New York</b> John F Kennedy International	KJFK	L	718.553.1648 718.553.0072	Mon-Sun - 24 hours	2	4	Call prior to 1700 on preceding day for 2300-0600 arrivals.
LaGuardia	KLGA	L	718.476.4822 718.553.2053	Mon-Sun 0800-2300	2	4	15
<b>Newburgh</b> Stewart International	KSWF	L	845.567.0969 973.297.6560*	Mon-Fri 0800-1600 Sat-Sun*	2	4	20
<b>Niagara Falls</b> Niagara Falls International	KIAG	L	716.282.1400 716.284.5174 x1	Mon-SAT 0800-1700 After hours/Sun	2	2	*Call prior to 1300 on preceding weekday. Fax # 845.567.1723
<b>Oneonta</b> Oneonta Municipal	KN66	L	518.431.0200 800.973.2867* (In U.S.)  407.975.1740 (Outside U.S.)	On-call basis			Cargo coverage upon prior arrangement Call prior to 1500 on preceding weekday. *After hours call 800.973.2867.
<b>Ogdensburg</b> Ogdensburg International	KOGS	I	315.393.1390 315.393.5818	Sun-Sat 0800-2200	2	2	-

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>	<u>Maximum</u>		<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Number(s)</u>	<u>Notice Time</u>	<u>Combined</u>	<u>Total of Crew</u>	
		<u>Code</u>	<u>Type</u>		<u>Regular Hours</u>	<u>After Hours</u>	<u>&amp; Passengers</u>	<u>Per Flight</u>
<b>Rochester</b>								
South Point Marina (Seaplane)	KXBH	L		585.263.6293 716.284.5174 x1	Mon-Fri 0830-1700	2	2	*After hours call 716-284-5174x1.
Greater Rochester International	KROC	I		585.263.6293 716.284.5174 x1	Mon-Fri 0830-1700	2	2	*After hours call 716-284-5174x1.
<b>Rouses Point</b>								
Rouses Point Seaplane Base	KNY47	I		518.298.8346	Sun-Sat 0001-2400	1	1	Cargo coverage upon prior arrangement
<b>Saratoga Springs</b>								
Saratoga County	K5B2	L		518.431.0200 800.973.2867* (In U.S.) 407.975.1740 (Outside U.S.)	On-call basis	2	2	Cargo coverage upon prior arrangement
								Call prior to 1500 on preceding weekday. *After hours call 800-973-2867.
<b>Sidney</b>								
Sidney Municipal	KN23	L		518.431.0200 800.973.2867* (In U.S.) 407.975.1740 (Outside U.S.)	On-call basis			Cargo coverage upon prior arrangement Call prior to 1500 on preceding weekday. *After hours call 800.973.2867.
<b>Schenectady</b>								
Schenectady County	KSCH	L		518.431.0200 800.973.2867* (In U.S.) 407.975.1740 (Outside U.S.)	On-call basis	2	2	Cargo coverage upon prior arrangement
								Call prior to 1500 on preceding weekday. *After hours call 800-973-2867.
<b>Syracuse</b>								
Syracuse Hancock International	KSYR	L		315.455.2271	Mon-Fri 0830-1700	1	1	15
								Cargo coverage upon prior arrangement  Call prior to 1700 on preceding weekday for after hours and weekend service.
<b>Watertown</b>								
Watertown International	KART	I		315.482.2261	Sun-Sat 0800-2400,	4	4	Prior Approval Required
<b>West Hampton Beach</b>								
Francis	KFOK	L		718 487-2691	Mon-Fri 0800-2230	4	6	15
								1st flight no earlier than 0930

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>			<u>Maximum</u>	<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Telephone</u>	<u>Notice Time</u>	<u>After</u>	<u>Combined</u>	<u>Total of Crew</u>	
		<u>Code</u>	<u>Type</u>	<u>Number(s)</u>	<u>Hours of Operation</u>	<u>Hours</u>	<u>Hours</u>	<u>&amp; Passengers</u>	<u>Per Flight</u>
<b>White Plains</b>									
Westchester County	KHPN	L		914.428.7858 973.297-6560	Mon-Fri 0600-2000 Sat-Sun 1200-2000	2	4	20	Fax # 914.428.2342
<b>North Carolina</b>									
<b>Beaufort-Morehead City</b>	Michael J. Smith Field	KMRH	L	252.726.5845	Mon-Fri 0800-1700	3	3	10	Call prior to 1700 on preceding weekday. Weekend arrivals, call prior to 1700 on preceding Friday.
<b>Charlotte</b>									
Charlotte Douglas International	KCLT	L		704.329.6120 980.235.1600	Mon-Fri 0830-1700 Sun-Sat 1230-2000	1	3	10	Call prior to 1700 on preceding weekday. Weekend arrivals, call prior to 2000 on preceding Friday.
<b>Greensboro</b>									
Piedmont Triad International	KGSO	L		336.668.7272	Mon-Fri 0800-1700	2	3	15	Call prior to 1645 on preceding weekday.
<b>Raleigh-Durham</b>									
Raleigh-Durham International	KRDU	L		919.467.3487 919.467.3498 800.973.2867*	Mon-Fri 0800-1700	1	3	20	Call prior to 1700 on preceding weekday. Call prior to 1700 on preceding Friday for weekend service and Holidays.
<b>Wilmington</b>									
Willmington International	KILM	L, D		910.815.4620 800 973-2867	Mon-Fri 0800-2200	1	3	20	After hour service
<b>Winston Salem</b>									
Smith-Reynolds International	KINT	L		336.668.7272	Mon-Fri 0800-1700	2	3	15	Call prior to 1645 on preceding weekday.
<b>North Dakota</b>									
<b>Dunseith</b>	International Peace Garden	KS28	L	701.263.4460 701.263.4513	Mon-Sun 0001-2400	1	1	15	Daylight hours only
<b>Fargo</b>									
Hector International	KFAR	L		701.241.8124	Mon-Fri 1500-2300	2	2	10	Call before 1700 on preceding weekday. Weekends and Holiday Mondays: Call before 1700 on preceding Friday

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<b>Grand Forks</b>								
Mark Andrews International	KGFK	I	701.772.3301	Mon-Fri 1400-2200	2	2	10	Call before 1700 on preceding weekday. Weekends and Holiday Mondays: Call before 1700 on preceding Friday
<b>Minot</b>								
Minot International	KMOT	I	701.838.6704	Mon-Fri 0900-1700	2	2	10	Weekday flights: Call before 1700 on preceding weekday.  Weekends and Holiday Mondays: Call before 1700 on preceding Friday.
<b>Pembina</b>								
Pembina Municipal	KPMB	I	701.825.6551 x225	Mon-Sun	1	1	15	
<b>Williston</b>								
Sloulin Field International	KISN	I	701.572.6552  701.770.2460 701.770.2461	On-call Basis	2	2	10	Weekday flights: Call before 1700 on preceding weekday.  Weekends and Holiday Mondays: Call before 1700 on preceding Friday.
<b>Ohio</b>								
<b>Akron</b>								
Akron-Canton Regional	KCAK	L	330.499.5070	Mon-Fri 0830-1630 Mon-Fri 2300-0500	2	2	15	<b>No Int'l Grbge</b> Call prior to 1630 on preceding weekday.
<b>Cincinnati</b>								
Cincinnati Municipal - Lunken	KLUK	L	859.767.7002	Mon-Fri 0830-1730	2	2	15	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday for after-hours or weekend service
<b>Cleveland</b>								
Cleveland-Hopkins	KCLE	I	216.267.3600 216.267.3601	Mon-Fri 0830-2200  Sat&Sun 1000-1800	1	1	15	<b>No Int'l Grbge at either location</b>
Burke Lake Airport	KBKL	L	216-522-4781	Mon-Sat 0700- 2000	24	24	15	Service to be provided based on officer availability. Weekend arrivals must call prior to 1700 on preceding

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>	<u>Maximum</u>		<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Number(s)</u>	<u>Time</u>	<u>Regular</u>	<u>Total of Crew</u>	
		<u>Code</u>	<u>Type</u>		<u>Hours</u>	<u>Hours</u>	<u>&amp; Passengers</u>	<u>Per Flight</u>
<b>Columbus</b>								
Columbus Regional	KCMH	L	614.497.1865	Mon-Fri 0830-1700	2	2	15	Call prior to 1700 on preceding weekday. *Weekend arrivals call prior to 1700 on preceding Friday
Rickenbacker Airport	KLCK	L	614-497.1865	Mon-Fri 0830-1700	2	2	15	Call prior to 1700 on preceding weekday. *Weekend arrivals call prior to 1700 on preceding Friday
<b>Dayton</b>								
James A Cox Dayton	KDAY	L	937.890.7633	Mon-Fri 0800-1630	2	2	15	Call prior to 1700 on preceding weekday. *Weekend arrivals call prior to 1700 on preceding Friday
<b>Sandusky</b>								
Griffing-Sandusky	KSKY	I	419.625.0022	Mon-Sat 0800-1630	2	2	15	Call prior to 1700 on preceding weekday
<b>Toledo</b>								
Toledo Express Airport	KTOL	L	419.259.6424	Mon-Fri 0800-1630	2	2	15	Call prior to 1630 on preceding weekday.
Metcalf Field	KTDZ	L	419.259.6424	Mon-Fri 0800-1630	2	2	15	Call prior to 1630 on preceding weekday.
<b>Oklahoma</b>								
<b>Oklahoma City</b>								
Will Rogers World	KOKC	L	405.942.3405 405.514.9208 405.942.3277 Fax	Mon-Fri 0830-1700	2	See Remarks	10	Mon-Fri After Hours-Call prior to 1630. Sat-Sun—Call prior to 1630 Fri. Fax pilot, crew, pax info prior to arrival.
<b>Tulsa</b>								
Tulsa International	KTUL	L	918.832.4130 918.832.4135 Fax	Mon-Fri 0830-1700	2	See Remarks	20	Mon-Fri After Hours-Call prior to 1630. Sat-Sun—Call prior to 1630 Fri. Fax pilot, crew, pax info prior to arrival.
<b>Oregon</b>								
<b>Portland</b>								
Portland International	KPDX	L	503.326.3409 503.326.3230	Mon-Sat 0800-1700 After Hours	1	1	15	Call prior to 1630 on preceding weekday.
Portland-Hillsboro	KHIO	U	503.693.1069 503.326.3230	Mon-Fri 1700-0800 HOLI, Sat, Sun 0001- 2400 After Hours	2	2	15	User Fee Airport - service charge for arrivals on Sat/Sun and after 2000 hrs. Call prior to 1930 on preceding weekday.

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>			<u>Maximum</u>	<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Telephone</u>	<u>Time</u>	<u>Regular</u>	<u>After</u>	<u>Combined</u>	
		<u>Code</u>	<u>Type</u>	<u>Number(s)</u>	<u>of Operation</u>	<u>Hours</u>	<u>Hours</u>	<u>Total of Crew</u>	
<b>Pennsylvania</b>									
	<b>Allentown</b> Allentown-Bethlehem	KABE	L	610.266.1042	Mon-Fri 0800-1700	2	2	20	Call prior to 1700 on preceding weekday.
	<b>Erie</b> Erie International/Tom Ridge Field	KERI	L	814.833.1355	Mon-Fri 0800-1830	2	2	15	Call prior to 1830 on preceding weekday, for after hours service. Call prior to 1830 on preceding Friday, for any weekend service.
	<b>Middletown</b> Harrisburg International	KMDT	L	717.782.4510 800.973.2867*	Mon-Fri 0800-1700	2	2		Call prior to 1700 on preceding weekday.
	<b>Philadelphia</b> Philadelphia International	KPHL	L	215.863.4271 215.863.4272	Sun-Sat 0600-2300	2	2		Call prior to 1700 on preceding weekday.
	<b>Pittsburgh</b> Pittsburgh International	KPIT	L	412.472.0804 412.472.0805	Mon-Fri 0800-1700	2	2		Call prior to 1700 on preceding weekday.
	<b>Wilkes-Barre</b> Wilkes-Barre-Scranton	KAVP	L	570.457.8024 570.457.8047 800.973.2867*	Mon-Fri 0800-1700	2	2		Call prior to 1700 on preceding weekday.
<b>Puerto Rico</b>									
	<b>Aguadilla</b> Rafael Hernandez	TJBQ	L	787.882.3556 787.882.3537	Mon-Fri 0800-2200 Sat 0800-1700	2	2	20	<b>No Int'l Grbge</b> Call prior to 2000 on preceding weekday. Weekend arrivals call prior to 1500 on preceding Friday.
	<b>Culebra</b> Benjamin Rivera Noriega	TJCP	L	787.742.3531 787.863.0950	Mon-Sat 0800-1700	2	2	9	<b>No Int'l Grbge</b> Call prior to 1500 on preceding weekday. Weekend arrivals call prior to 1500 on preceding Friday
	<b>Fajardo</b> Diego Jimenez Torres	TX95	L	787.863.3250 787.863.0950	Mon-Sat 0800-1800	2	2	9	<b>No Int'l Grbge</b> Call prior to 1500 on preceding weekday. Weekend arrivals call prior to 1500 on preceding Friday.

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<u>Regular Hours</u>	<u>After Hours</u>							
<b>Mayaguez</b>	E. Maria de Hostos	TMJZ	L	787.831.3342 787.831.3343 787.831.3413	Mon-Sat 0800-1700	2	2	10 <b>No Int'l Grbge</b> Not Staffed
<b>Ponce</b>	Meredita	TJPS	L	787.841.3104 787.841.3130 787.841.3131	Mon-Sat 0800-1700	2	2	8 <b>No Int'l Grbge</b> Not Staffed
<b>San Juan</b>	Isla Grande	TJIG	L	787.289.7979 787.289.7978	Sun-Sat 1000-1930	2	2	15 <b>No Int'l Grbge</b> Call prior to 1730 on preceding weekday
Luis Munoz Marin International		TSJU	L	787.253.4533 787.253.4538	Sun-Sat 0800-2400	1	1	
<b>Vieques</b>	Antonio Rivera Rodriguez	TIVQ	L	787.741.8366 787.841.3211 787 863 0950	Mon-Sun 0800-1700	2	2	8 <b>No Int'l Grbge</b> Call prior to 1500 on preceding weekday Weekend arrivals call prior to 1500 on preceding Friday
<b>Rhode Island</b>								
<b>Lincoln</b>	North Central State	KSFZ	L	401.941.6326 800.973.2867*	Sun-Sat 0001-2400	3	3	CA and US garbage only After 2000 or weekends call 800-973-2867 3 hours prior to arrival.
<b>Newport</b>	Newport State	KUUU	L	401.941.6326 800.973.2867*	Sun-Sat 0001-2400	3	3	CA and US garbage only After 2000 or weekends call 800-973-2867 3 hours prior to arrival.
<b>North Kingstown</b>	Quonset State	KOQU	L	401.941.6326 800.973.2867*	Sun-Sat 0001-2400	3	3	After 2000 or weekends call 800-973-2867 3 hours prior to arrival.
<b>Providence</b>	Theo. Francis (T.F.) Green	KPVD	L	401.941.6326 800.973.2867*	Sun-Sat 0001-2400	3	3	After 2000 or weekends call 800-973-2867 3 hours prior to arrival.

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>	<u>Maximum</u>		<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Telephone</u>	<u>Notice Time</u>	<u>Combined</u>	<u>Total of Crew</u>	
		<u>Code</u>	<u>Type</u>	<u>Number(s)</u>	<u>Regular Hours</u>	<u>After Hours</u>	<u>&amp; Passengers</u>	<u>Per Flight</u>
<b>South Carolina</b>								
	<b>Charleston</b>							
Charleston International	KCHS	L		843.579.6521 843.579.6524 800.973.2867*	Mon-Fri 0800-1700	2	4	Call four hours prior to arrivals outside listed hours and Holidays.
	<b>Columbia</b>							
Columbia Metropolitan	KCAE	L		803.822.5251	Mon-Fri 0800-1700	4	4	Call prior to 1700 on preceding weekday. Call prior to 1700 on preceding Friday for weekend service and Holidays.
	<b>Greenville</b>							
Greenville-Spartanburg	KGSP	L		864.877.8006	Mon-Fri 0730-1700	2	4	20 Call prior to 1700 on preceding weekday. Call prior to 1700 on preceding Friday for weekend service and Holidays.
	<b>Myrtle Beach</b>							
Myrtle Beach International	KMYR	U		843.241.3068 843.916.0438 843.579.6521 800.973.2867	Mon-Fri 0800-1700	2	4	10 Call prior to 1700 on preceding weekday. Call prior to 1700 on preceding Friday for weekend service and Holidays.
	<b>North Myrtle Beach</b>							
Grand Strand	KCRE	L		843.241.3068 843.916.0438 843.579.6521 800.973.2867	Mon-Fri 0800-1700	2	4	10 Call prior to 1700 on preceding weekday. Call prior to 1700 on preceding Friday for weekend service and Holidays.
<b>South Dakota</b>								
	<b>Sioux Falls</b>							
Sioux Falls Regional	KFSD	L		605.338.4384	Mon-Fri 0800-1600	2	2	15 <b>No Int'l Grbge</b> Call prior to 1600 on preceding weekday. Weekend arrivals call prior to 1600 on preceding Friday
<b>Tennessee</b>								
	<b>Chattanooga</b>							
Lovell Field	KCHA	L		423.855.6625 800.973.2867	Mon-Fri 0800-1700	2	2	20 <b>No Int'l Grbge</b> Call prior to 1430 on preceding weekday
	<b>Knoxville</b>							
McGhee Tyson	KTYS	L		423.545.4771 800.973.2867*	Mon-Fri 0800-1700	2	2	20 <b>No Int'l Grbge</b> Call prior to 1430 on preceding weekday.

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<u>Regular Hours</u>	<u>After Hours</u>							
<b>Blountsville</b> Tri-Cities Regional	KTRI	L, U	423.325.6498 800.973.2867*	Mon-Fri 0830-1700	2	2	20	<b>No Int'l Grbge</b> Call prior to 1430 on preceding weekday.
<b>Memphis</b> Memphis International	KMEM	L	901.544.0290 800.973.2867	Mon-Fri 0800-1700	2	2		Call prior to 1430 on preceding weekday.
<b>Nashville</b> Nashville International	KBNA	L	615.736.5861 800.973.2867	Mon-Fri 0800-1700	2	2		Call prior to 1430 on preceding weekday.
<b>Texas</b>								
<b>Amarillo</b> Rick Husband Amarillo International	KAMA	L	806.335.3533	Mon-Fri 0830-1700	2	See Remarks	10	Mon-Fri After Hours-Call Prior to 1630
			806.335.3627	Fax				Sat-Sun Call Prior to 1630 on Fri Fax pilot, crew, pax info prior to arrival
<b>Austin</b> Austin-Bergstrom International	KAUS	L	512.530.3056	Mon-Fri 0800-1700	3	See Remarks		Mon-Fri After Hours-Call Prior to 1630
			512.468.4206* 512.530.3055	Fax				Sat-Sun Call Prior to 1630 on Fri Fax pilot, crew, pax info prior to arrival
<b>Beaumont</b> Southeast Regional Airport	KBPT	L, D	409.727.2895	Mon-Fri 0800-1700	2	2	20	Call prior to 1700 on preceding weekday. Weekend arrivals call prior to 1700 on preceding Friday
<b>Brownsville</b> Brownsville-South Padre Island Int'l	KBRO	I, D	956.542.8296 956.542.0340 956. 550.9846 956.542. 4232 x1504*	Sun-Sat 0800-2400  Fax After Hours, Command Center	1	1		Call prior to 2400 on preceding weekday.
<b>Corpus Christi</b> Corpus Christi International	KCRP	L, D	361.289.0171 361-289-0251 fax	Mon-Fri 0400-0030 Sat 0400-2330 Sun 0430-0030	1	1	20	Call prior to 1700 on preceding weekday.

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>	<u>Maximum</u>
		<u>Airport</u>	<u>Airport</u>	<u>Telephone</u>	<u>Notice Time</u>	<u>Combined</u>
		<u>Code</u>	<u>Type</u>	<u>Number(s)</u>	<u>Regular Hours</u>	<u>Total of Crew &amp; Passengers Per Flight</u>
<b>Dallas</b>						
Dallas Love Field	KDAL	L	972.973.9800 972.973.9979 Fax	Mon-Fri 0830-1700	2 See Remarks	10 Mon-Fri After Hours-Call prior to 1630 Sat-Sun—Call prior to 1630 Fri Fax pilot, crew, pax infor prior to arrival Sat, Sun & Hol: 1200-1800 Blackout Except Air Ambulance or Emergency
Dallas/Fort Worth International	KDFW	L	972.973.9800 972.973.9979 Fax	Sun-Sat 0830-1700	2 See Remarks	10 Mon-Fri After Hours-Call prior to 1630 Sat-Sun—Call prior to 1630 Fri Fax pilot, crew, pax info prior to arrival
Addison	KADS	U	469.737.6913 469.737.5246	Mon-Fri 0900-1700 Fax	2 See Remarks	10 Mon-Fri After Hours-Call prior to 1630 Sat-Sun—Call prior to 1630 Fri Fax pilot, crew, pax info prior to arrival
<b>Del Rio</b>						
Del Rio International	KDRT	I, D	830.703.2012	Sun-Sat on-call basis	1 1	
<b>Eagle Pass</b>						
Maverick County Memorial International	K5T9	I, D	830.758.5427 830.758.5510	Sun-Sat Day Light Hours Only Command Center	1 1	10
<b>El Paso</b>						
El Paso International	KELP	I, D	915.782.4700 915.782.4701 915.872.3424	Sun-Sat 0800-2400 After Hours non-airport location	1 1	Call prior to 2400 on preceding weekday.
<b>Fort Worth</b>						
Fort Worth Meacham Field	KFTW	L	972.973.9800 972.973.9979 Fax	Mon-Fri 0830-1700	2 See Remarks	10 Mon-Fri After Hours-Call prior to 1630. Sat-Sun—Call prior to 1630 Fri. Fax pilot, crew, pax info prior to arrival. Sat, Sun & Hol: 1200-1800 Blackout Except Air Ambulance or Emergency
Alliance	KAFW	U	817.890.1000 817.491.8355 Fax	Mon-Fri 0830-1700	2 See Remarks	10 Mon-Fri After Hours-Call prior to 1630. Sat-Sun—Call prior to 1630 Fri. Fax pilot, crew, pax info prior to arrival.

<u>Location</u> <u>Airport</u>	<u>ICAO</u> <u>Airport</u> <u>Code</u>	<u>CBP</u> <u>Airport</u> <u>Type</u>	<u>Telephone</u> <u>Number(s)</u>	<u>Days/Hours</u> <u>of Operation</u>	<u>Required</u> <u>Notice Time</u>	<u>After</u> <u>Hours</u>	<u>Maximum</u> <u>Combined</u> <u>Total of Crew</u> <u>&amp; Passengers</u> <u>Per Flight</u>	<u>Remarks</u>
<b>Galveston</b> Scholes Field	KGLS	L	409-766-3581 713.454.8000	Mon-Sat 0800-1700 After Hours	2	2	20	Call prior to 1700 on preceding weekday.
<b>Harlingen</b> Rio Grande Valley International	KHRL	L	956.542.8296 956.542.4232 x1504	Mon-Fri 0800-1700 After Hours, Command Center	1	1		Emergency Use Only
<b>Houston</b> George Bush International	KIAH	L	281.233.3614 800.973.2867	Sun-Sat 0830-1700	1	1	20	
William P. Hobby A/P	KHOU	L, D	713.454.8000	Sun-Sat 0830-1700	1	1	20	Call prior to 1700 on preceding weekday.
<b>Laredo</b> Laredo International	KLRD	I, D	956.791.5706 956.791.6847 956.726.2360* 956.726.2295* 956.723.4411	Sun-Sat 0800-2400 Duty Supervisor *After Hours Between 0000-0800 Fax	1	1		Call prior to 2400 on preceding workday.  Ensure that eAPIS, GenDec, pilot, and passenger information is received 1 hour prior to arrival.
<b>Lubbock</b> Lubbock Regional	KLBB	L	806.762.5739 806.762.7183 Fax	Mon-Fri 0830-1700	2	See Remarks	10	Mon-Fri After Hours—Call prior to 1630. Sat-Sun—Call prior to 1630 Fri. Fax pilot, crew, pax info prior to arrival.
<b>McAllen</b> McAllen-Miller International	KMFE	I, D	956.682.2331 956.686.1920 956.843.5701	Sun-Sat 0800-2400 After Hours Command Center	1	1		Serves private, charter, and commercial flights.
<b>McKinney</b> McKinney Municipal	KTKI	U	972.562.2550 972.548.9353	Mon-Fri 0800-1700 Fax	2	See Remarks	10	Mon-Fri After Hours—Call prior to 1630.  Sat-Sun—Call prior to 1630 Fri. Fax pilot, crew, pax info prior to arrival.
<b>Midland</b> Midland International	KMAF	U,D	432.560.2230 432.560.2231 Fax	Mon-Fri 0830-1700	2	See Remarks	11	Mon-Fri After Hours—Call prior to 1630. Sat-Sun—Call prior to 1630 Fri. Fax pilot, crew, pax info prior to arrival.

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<u>Regular Hours</u>	<u>After Hours</u>							
<b>Presidio</b> Lely International	KTX07	L, D	915.229.3349	Sun-Sat 0830-1700	1	1	10	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday. Weekend arrivals call prior to 1700 on preceding Friday
<b>San Antonio</b> San Antonio International Airport	KSAT	L	210.821.6965  210.821.6968	Sun-Sat 0800-2200  Fax	2	See Remarks	20	Mon-Fri After Hours-Call prior to 1630. Sat-Sun—Call prior to 1630 Fri. Fax pilot, crew, pax info prior to arrival.
<b>Sugar Land</b> Sugar Land Regional	KSGR	U	281-277-1453 713-454-8000	Mon-Fri 0830-1700 After Hours	2	2	20	
<b>UTAH</b>								
<b>Salt Lake City</b> Salt Lake City International	KSLC	L	801.524.3445	Mon-Fri 0800-1630	1	1	20	<b>No Int'l Grbge</b> Call by 1630 on preceding day for weekday arrivals Call by 1630 Friday for weekend arrivals
<b>Vermont</b>								
<b>Burlington</b> Burlington International	KBTW	I	802.864.5181 800.973.2867*	Mon-Sun 0800-2100	1	3	20	US or CA garbage only After hours, call 800-973-2867 for service.
<b>Virginia</b>								
<b>Dublin</b> New River Valley	KPSK	U	540.674.4414	Mon-Fri 0800-1700	2	2	20	<b>No Int'l Grbge</b> Call prior to 1500 on preceding weekday. For weekend and holiday flights, call prior to 1500 on the preceding weekday.
<b>Leesburg</b> Leesburg Municipal	KJYO	L	703.661.7100	On-call basis	24	24		Call Dulles (KIAD) at least 24-hours prior to requested arrival, unless an emergency, medical, etc Must fax completed CBP 178 upon approval.
<b>Manassas</b> Manassas Municipal	KHEF	L	703.661.7100	On-call basis	24	24		<b>No Int'l Grbge</b> Call Dulles (KIAD) at least 24-hours prior to requested arrival, unless an emergency, medical, etc Must fax completed CBP 178 upon approval.

<u>Location</u>	<u>Airport</u>	<u>ICAO Airport Code</u>	<u>CBP Airport Type</u>	<u>Telephone Number(s)</u>	<u>Days/Hours of Operation</u>	<u>Required Notice Time</u>	<u>Maximum Combined Total of Crew &amp; Passengers Per Flight</u>	<u>Remarks</u>
<u>Regular Hours</u>	<u>After Hours</u>							
<b>Newport News</b>	Williamsburg-Newport	KPHF	L	757.245.6470	Mon-Fri 0800-1700	2	2	<b>No Int'l Grbge</b> Call prior to 1500 on preceding weekday.
<b>Norfolk</b>								
Norfolk Regional	KORF	L	757.858.6196 757.533.4218	757.858.6196 757.533.4218	Mon-Fri 0800-1700	2	2	Call prior to 1500 on preceding weekday. For weekend and holiday flights, call prior to 1500 on the preceding weekday.
<b>Richmond</b>	Chesterfield County	KFCI	L	804.226.9675	Mon-Fri 0800-1700 On-call basis	2	2	For weekend and holiday flights, call prior to 1600 on the preceding weekday.
Richmond International	KRIC	L	804.226.9675	804.226.9675	Mon-Fri 0800-1700 On-call basis	2	2	For weekend and holiday flights, call prior to 1600 on the preceding weekday.
<b>Roanoke</b>	Roanoke Regional	KROA	U	540.674.4414	On-call basis	3	4	<b>No Int'l Grbge</b> For weekend and holiday flights, call prior to 1600 on the preceding weekday.
<b>Upperville</b>	Upperville Airport	2VG2	L	703.661.7100			10	Emergencies only
<b>Washington D.C.</b>	Ronald Reagan National	KDCA	L					NOT OPEN TO PRIVATE AIRCRAFT
Dulles International	KIAD	L	703.661.7100	703.661.7100	Mon-Sun 0000-2400	2	2	Call prior to 1500 on preceding day. Fax completed CBP 178 prior to arrival.
<b>Winchester</b>	Winchester Regional	KOKV	L	703.661.7100	On-call basis	24	24	<b>No Int'l Grbge</b> Call Dulles (KIAD) at least 24-hours prior to requested arrival, unless an emergency, medical, etc Fax completed CBP 178 prior to arrival.
<b>Virgin Islands</b>								
<b>Charlotte Amalie</b>	Cyril E. King	TIST	L	340.774.1719	Mon-Sat 0800-1900	1	2	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday.
<b>Christiansted</b>	Henry E. Rohlsen	TISX	L	340.778.0216	Mon-Sat 0600-1900	1	2	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday.

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>	<u>Maximum</u>		<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Number(s)</u>	<u>Time</u>	<u>Notice</u>	<u>Combined</u>	
		<u>Code</u>	<u>Type</u>		<u>Regular</u>	<u>Hours</u>	<u>Total of Crew</u>	
<b>St. Thomas</b> Charlotte Amalie HBR SPB		TSTT	L	340.774.1719	Mon-Sat 0800-1900	1	2	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday.
<b>Washington</b>								
<b>Anacortes</b> Skyline Seaplane Base		K21H	L	360.293.2331	Mon-Sat 0800-1700	1	1	<b>No Int'l Grbge</b> Call prior to 1700 for after-hours service.
Anacortes Airport		K74S	L	360.293.2331	Mon-Sat 0800-1700	1	1	15 Call prior to 1700 for after-hours service.
<b>Bellingham</b>								
Bellingham International		KBLI	I	360.734.5463	Mon-Sun 0800-1700	1	1	<b>No Int'l Grbge</b>
Squalicum Seaplane Base		KBLI	L	360.734.5463	Mon-Sun 0800-1700	1	2	15
<b>Blaine</b>								
Blaine Municipal		K4W6	L	360.332.5771	Mon-Sat 0800-1700	1	1	15
<b>Everett</b>								
Snohomish County-Payne Field		KPAE	L	425.259.0246	Mon-Fri 0800-1700	2	2	15 Call prior to 1400 for after-hours service.
								Call prior to 1400 on preceding weekday for weekends and Holidays.
<b>Friday Harbor</b>								
Friday Harbor Airport		KW33	I	360.378.2080	Mon-Sun 0800-1700	2	2	15 Call prior to 1700 on preceding weekday.
Friday Harbor Seaplane Base		KWA24	L	360.378.2080	Mon-Sun 0800-1700	2	2	15
<b>Hoquiam</b>								
Bowerman Airport		KHQM	L	360.532.2030	Mon-Sat 0800-1700	1	1	15
<b>Kenmore</b>								
Kenmore Seaplane Base		KS60	L	206.553.1971 206.553.1974	On Call Basis	2	2	20
<b>Laurier</b>								
Avey Field State		K69S	L	509.684.2100	Mon-Sat 0800-2400	1	1	15

<u>Location</u> <u>Airport</u>	<u>ICAO</u> <u>Airport</u> <u>Code</u>	<u>CBP</u> <u>Airport</u> <u>Type</u>	<u>Telephone</u> <u>Number(s)</u>	<u>Days/Hours</u> <u>of Operation</u>	<u>Required</u> <u>Notice Time</u>	<u>After</u> <u>Hours</u>	<u>Maximum</u> <u>Combined</u> <u>Total of Crew</u> <u>&amp; Passengers</u> <u>Per Flight</u>	<u>Remarks</u>
<b>Moses Lake</b> Moses Lake	KMWH	U	509.762.2667	Mon-Fri 0800-1700	1			
<b>Olympia</b> Olympia	KOLM	L	253.593.6338	Mon-Fri 0800-1700	2	2	15	
<b>Oroville</b> Dorothy Scott	KOS7	I	509.476.2955	Mon-Sat 0800-1700	1	1	15	
<b>Port Angeles</b> William R Fairchild	KCLM	L	360.457.4311	Mon-Sun 0800-1700	1	1	20	
<b>Port Townsend</b> Jefferson County International	KOS9	I	360.385.3777	Mon-Fri 0800-1700	1	1	15	
<b>Renton</b> Will Rogers Wiley Post Memorial Seaplane Base	KW36	L	206-553-1971 206-553-1974	Mon-Sat 0800-1700	1	1	15	Call prior to 1700 on preceding weekday
Renton Municipal	KRNT	L	206.553.1971 206.553.1974	Mon-Sat 0800-1700	1	2	20	
<b>Seattle</b> Seattle-Tacoma International	KSEA	L	206.553.1971 206.553.1974	Sun-Sat 0600-1700	1	1	20	
Kenmore Air Harbor Inc. Seaplane Base (Lake Union)	KW55	I	206.553.1971 206.553.1974	Sun-Sat 0800-1600	1	2	20	
Boeing-King County	KBFI	I	206.553.1971 206.553.1974	Sun-Sat 0800-1600	1	2	15	
<b>Spokane</b> Spokane International	KGEG	L	509.353.2833 509.353.2956	Mon-Fri 0800-1700	1	2	15	Call prior to 1400 for after-hours service. Call prior to 1400 on preceding weekday for weekends and Holidays.
Felts Field	KSFF	L	509.353.2956 509.353.2833	Mon-Fri 0800-1700	2	2	15	
<b>Tacoma</b> Tacoma Narrows	KTIW	L	253.593.6338	Mon-Fri 0800-1700	2	2	15	

<u>Location</u>	<u>Airport</u>	<u>ICAO</u>	<u>CBP</u>	<u>Days/Hours</u>	<u>Required</u>			<u>Maximum</u>	<u>Remarks</u>
		<u>Airport</u>	<u>Airport</u>	<u>Telephone</u>	<u>Time</u>	<u>Regular</u>	<u>After</u>	<u>Combined</u>	
		<u>Code</u>	<u>Type</u>	<u>Number(s)</u>	<u>of Operation</u>	<u>Hours</u>	<u>Hours</u>	<u>Total of Crew</u>	
<b>West Virginia</b>									
Charleston	Yeager Airport	KCRW	L	304.347.5204	Mon-Fri 0800-1700	2	2	20	<b>No Int'l Grbge</b> Call prior to 1700 on preceding weekday.
Huntington	Tri-State	KHTS	L	304.347.5204	On-call Basis	3	3	20	Call prior to 1700 on preceding weekday.
<b>Wisconsin</b>									
Green Bay	Austin Straubel	KGRB	L	920.496.0606 414.486.7826	Mon-Fri 0800-1630	2	2	15	M-F Call prior to 1630 on preceding weekday. WKND Call prior to 1630 on preceding Friday.
Kenosha	Kenosha Municipal	KENW	L	262.633.0286 414.486.7826	Mon-Fri 0800-1630	2	2	15	M-F Call prior to 1630 on preceding weekday. WKND Call prior to 1630 on preceding Friday
Milwaukee	General Mitchell Field	KMKE	L	414.486.7790	Mon-Fri 0800-1630	2	2		M-F Call prior to 1630 on preceding weekday. WKND Call prior to 1630 on preceding Friday
Racine	John H. Batten	KRAC	L	262.633.0286 414.486.7826	Mon-Fri 0800-1630	2	2	15	M-F Call prior to 1630 on preceding weekday. WKND Call prior to 1630 on preceding Friday
<b>Wyoming</b>									
Casper	Natrona County International	KCPR	L	307.235.8513	Mon-Fri On-call			15	Arrivals MUST be scheduled in advance – Officer not always available.



# U.S. CUSTOMS AND BORDER PROTECTION GUIDE FOR PRIVATE FLYERS APPENDIX II

## **Frequently Used Forms:**

- [Private Aircraft Enforcement System Arrival Report CBP Form 178](#)
- [Customs Bond CBP Form 301](#)
- [Application For A Permit To Lade Or Unlade CBP Form 3171](#)
- [Air Cargo Manifest CBP Form 7509](#)
- [General Declaration CBP Form 7507](#)
- [Overflight Exemption Application CBP Form 442A](#)
- [Customs Declaration CBP Form 6059B](#)
- [Arrival/Departure Record CBP Form I-94](#)
- [Visa Waiver Arrival/Departure Record CBP Form I-94W](#)
- [Report Of International Transportation Of Currency Or Monetary Instruments FinCEN Form 105](#)

U.S. DEPARTMENT OF HOMELAND SECURITY  
Bureau of Customs and Border Protection

**PRIVATE AIRCRAFT ENFORCEMENT SYSTEM ARRIVAL REPORT**

Handbook 3000-05

<b>ARRIVAL INFORMATION</b>				
<b>PART I</b>	U.S. Airport of Arrival:	Arrival Time: Zulu: _____ Local: _____	Date of Arrival:	
	Foreign Airport of Departure:	Departure Time: Zulu: _____ Local: _____	Date of Departure:	
	Direct flight or was other foreign itinerary involved?  _____ _____			
<b>AIRCRAFT INFORMATION</b>				
<b>PART II</b>	Aircraft Tail No.:		Decal No.:	
	Make:	Model:	Colors:	
	Aircraft Owner/Lessee Name:		Street Address:	
	City:	State:	Country:	Zip:
<b>PILOT INFORMATION</b>				
<b>PART III</b>	Full Legal Name:		Street Address:	
	Date of Birth:	Nationality:	City:	
	Pilot License Number:		Country:	Zip:
<b>CREW and PASSENGER INFORMATION</b>				
<b>PART IV</b>	Crew or Passenger	Full Legal Name (Last/First)	Date of Birth (mm/dd/yyyy)	Nationality
	<input type="checkbox"/> C or <input type="checkbox"/> P	_____	_____	_____
	<input type="checkbox"/> C or <input type="checkbox"/> P	_____	_____	_____
	<input type="checkbox"/> C or <input type="checkbox"/> P	_____	_____	_____
	<input type="checkbox"/> C or <input type="checkbox"/> P	_____	_____	_____
	<input type="checkbox"/> C or <input type="checkbox"/> P	_____	_____	_____
	<input type="checkbox"/> C or <input type="checkbox"/> P	_____	_____	_____
	<input type="checkbox"/> C or <input type="checkbox"/> P	_____	_____	_____
	<input type="checkbox"/> C or <input type="checkbox"/> P	_____	_____	_____
	<input type="checkbox"/> C or <input type="checkbox"/> P	_____	_____	_____
<b>PART V</b>	Inspectors Name:		Badge #	PAES Report #
	Compliance Exam: <input type="checkbox"/> Yes <input type="checkbox"/> No	Results:	ECAR #	Overflight: <input type="checkbox"/> Yes <input type="checkbox"/> No

**CUSTOMS BOND**

19 CFR Part 113

<b>CBP USE ONLY</b>	BOND NUMBER 1 (Assigned by CBP)
	FILE REFERENCE

In order to secure payment of any duty, tax or charge and compliance with law or regulation as a result of activity covered by any condition referenced below, we, the below named principal(s) and surety(ies), bind ourselves to the United States in the amount or amounts, as set forth below.

Execution Date

**SECTION I--Select Single Transaction OR Continuous Bond (not both) and fill in the applicable blank spaces.**

<input type="checkbox"/> <b>SINGLE TRANSACTION BOND</b>	Identification of transaction secured by this bond (e.g., entry no., seizure no., etc.)		Date of transaction	Port code
<input type="checkbox"/> <b>CONTINUOUS BOND</b>	Effective date	This bond remains in force for one year beginning with the effective date and for each succeeding annual period, or until terminated. This bond constitutes a separate bond for each period in the amounts listed below for liabilities that accrue in each period. The intention to terminate this bond must be conveyed within the period and manner prescribed in the Customs Regulations.		

**SECTION II--** This bond includes the following agreements. 2 (Check one box only, except that, 1a may be checked independently or with 1, and 3a may be checked independently or with 3. Line out all other parts of this section that are not used.

Activity Code	Activity Name and Customs Regulations in which conditions codified	Limit of Liability	Activity Code	Activity Name and Customs Regulations in which conditions codified	Limit of Liability
<input type="checkbox"/> 1	Importer or broker .....	113.62	<input type="checkbox"/> 5	Public Gauger.....	113.67
<input type="checkbox"/> 1a	Drawback Payments Refunds .....	113.65	<input type="checkbox"/> 6	Wool & Fur Products Labeling Acts Importation (Single Entry Only) .....	113.68
<input type="checkbox"/> 2	Custodian of bonded merchandise..... (Includes bonded carriers, freight forwarders, cartmen and lightermen, all classes of warehouse, container station operators)	113.63	<input type="checkbox"/> 7	Bill of Lading (Single Entry Only) .....	113.69
<input type="checkbox"/> 3	International Carrier.....	113.64	<input type="checkbox"/> 8	Detention of Copyrighted Material (Single Entry Only).....	113.70
<input type="checkbox"/> 3a	Instruments of International Traffic .....	113.66	<input type="checkbox"/> 9	Neutrality (Single Entry Only) .....	113.71
<input type="checkbox"/> 4	Foreign Trade Zone Operator.....	113.73	<input type="checkbox"/> 10	Court Costs for Condemned Goods (Single Entry Only) .....	113.72

**SECTION III--** List below all tradenames or unincorporated divisions that will be permitted to obligate this bond in the principal's name including their CBP identification Number(s). 3 (If more space is needed, use Section III (Continuation) on back of form.)

Importer Number	Importer Name	Importer Number	Importer Name
Total number of importer names listed in Section III:			

Principal and surely agree that any charge against the bond under any of the listed names is as though it was made by the principal(s).	If the surety fails to appoint an agent under Title 6, United States Code, Section 7, surety consents to service on the Clerk of any United States District Court or the U.S. Court of International Trade, where suit is brought on this bond. That clerk is to send notice of the service to the surety at:	Mailing Address Requested by the Surety

<b>PRINCIPAL 4</b>	Name and Address	Importer No. 3  SIGNATURE 5	<b>SEAL</b>
<b>PRINCIPAL 4</b>	Name and Address	Importer No. 3  SIGNATURE 5	<b>SEAL</b>
<b>SURETY 4, 6</b>	Name and Address 6	Surety No. 7  SIGNATURE 5	<b>SEAL</b>
<b>SURETY 4, 6</b>	Name and Address 6	Surety No. 7  SIGNATURE 5	<b>SEAL</b>
<b>SURETY AGENTS</b>	Name 8	Identification No. 9	Name 8  Identification No. 9

Note: Turn carbons over before writing on back of form.

**SECTION III (Continuation)**

Importer Number	Importer Name	Importer Number	Importer Name

**WITNESSES**

Two witnesses are required to authenticate the signature of any person who signs as an individual or partner; however a witness may authenticate the signatures of both such non-corporate principals and sureties. No witness is needed to authenticate the signature of a corporate official or agent who signs for the corporation.

SIGNED, SEALED, and DELIVERED in the PRESENCE OF:

Name and Address of Witness for the Principal

Name and Address of Witness for the Surety

SIGNATURE:

SIGNATURE:

Name and Address of Witness for the Principal

Name and Address of Witness for the Surety

SIGNATURE:

SIGNATURE:

**EXPLANATIONS AND FOOTNOTES**

- 1 The CBP Bond Number is a control number assigned by CBP to the bond contract when the bond is approved by an authorized CBP official.
- 2 For all bond coverage available and the language of the bond conditions refer to Part 113, subpart G, Customs Regulations.
- 3 The Importer Number is the CBP identification number filed pursuant to section 24.5, Customs Regulations. When the Internal Revenue Service employer identification number is used the two-digit suffix code must be shown.
- 4 If the principal or surety is a corporation, the name of the State in which incorporated must be shown.
- 5 See witness requirement above.

- 6 Surety Name, if a corporation, shall be the company's name as it is spelled in the Surety Companies Annual List published in the Federal Register by the Department of the Treasury (Treasury Department Circular 570).
- 7 Surety Number is the three digit identification code assigned by CBP to a surety company at the time the surety company initially gives notice to CBP that the company will be writing CBP bonds.
- 8 Surety Agent is the individual granted a Corporate Surety Power of Attorney, CBP 5297, by the surety company executing the bond.
- 9 Agent Identification No. shall be the individual's Social Security number as shown on the Corporate Surety Power of Attorney, CBP 5297, filed by the surety granting such power of attorney.

Paperwork Reduction Act Notice: The Paperwork Reduction Act says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for this information to carry out the Bureau of Customs and Border Protection laws and regulations of the United States. We need it to ensure that persons transacting business with CBP have the proper bond coverage to secure their transactions as required by law and regulation. Your response is required to enter into any transaction in which a bond is a prerequisite under the Tariff Act of 1930, as amended. The estimated average burden associated with this collection of information is 15 minutes per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0050), Washington, DC 20503.

Privacy Act Statement: The following notice is given pursuant to section 7(b) of the Privacy Act of 1974 (5 U.S.C. 552a). Furnishing the information of this form, including the Social Security Number, is mandatory. The primary use of the Social Security Number is to verify, in the CBP Automated System, at the time an agent submits a CBP bond for approval that the individual was granted a Corporate Surety Power of Attorney by the surety company. Section 7 of Act of July 30, 1947, chapter 390, 61 Stat. 646, authorizes the collection of this information.

U.S. DEPARTMENT OF HOMELAND SECURITY  
Bureau of Customs and Border Protection

# **APPLICATION-PERMIT-SPECIAL LICENSE UNLADING-LADING-OVERTIME SERVICES**

19 CFR 4.10, 4.30, 4.37, 4.39, 4.91, 10.60, 24.16,  
122.29, 122.38, 123.8, 146.32, 146.34

<b>CBP USE ONLY</b>
<b>APPROVED</b>
No.
Date/Time
Signature of CBP Officer

1. Name of Vessel, Vehicle or Aircraft		2. Port	
3. Flag		4. Name and Nationality of Owner/Operator	5. Name/Phone No. of Agent
6. Arriving from (Port Name and Country)	7. Date/Time of Arrival	8. Locations (Dock/Terminal)*	Day Phone _____ Night Phone _____
9. Application is made for a permit for the operations indicated:			
<input type="checkbox"/> (1) To unlade merchandise (intended to be unladen at this port, as shown by the manifest), baggage or passengers. To discharge ballast, and to land "in bond" merchandise. (Sec. 551, Tariff Act of 1930).			
<input type="checkbox"/> (2) To land supplies, ship's stores, sea stores, or equipment not to be reladen, subject, however, to free or duty-paid entry (Sec. 446, Tariff Act of 1930).			
<input type="checkbox"/> (3) To lade merchandise or baggage requiring CBP supervision.			
<input type="checkbox"/> (4) To land and release for repair, adjustment, or refilling and to relade under CBP supervision articles of carrier's equipment. (Articles to be listed reverse side hereof showing date and hour of unlading and relading.) The undersigned certifies the articles listed on the reverse hereof for release under this term is to be landed only for the purpose mentioned in this item and will be reladen on this carrier.			
<input type="checkbox"/> (5) Other _____			
10. Itinerary of Vessel/Aircraft (show port country and departure dates for entire voyage including U.S. itinerary)*			

11. TYPE OF CARGO:	<input type="checkbox"/> Container	<input type="checkbox"/> Break Bulk	<input type="checkbox"/> Bulk	<input type="checkbox"/> Other (Specify) _____			
12. List all carriers, including carriers sharing or chartering space onboard the vessel and check the box that describes how the carrier presented the cargo manifest.*							
SCAC	AMS	CBP 1302	Paperless	SCAC	AMS	CBP 1302	Paperless
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

13. Application is made for a special license for overtime services of CBP officers and employees for:

<input type="checkbox"/> Entrance, Clearance	<input type="checkbox"/> Unloading, lading, etc.	<input type="checkbox"/> Other: _____					
<input type="checkbox"/> on _____ at _____ or (Date) (Time)		<input type="checkbox"/> Per supplemental oral request					
14. Bond No.							
15. Application is made for a Term Permit and Special License From: _____ To: _____							
16. Principal on Bond		17. Surety Company Code <table border="1" style="display: inline-table; vertical-align: middle;"><tr><td></td><td></td><td></td></tr></table>				18. Amount of Bond	19. Date of Bond
20. Importer Number (Party to be billed; show hyphens)		21. Address of Agent					
		22. Signature		23. Date			

This PERMIT is not valid until properly lodged with a CBP officer at the point of discharge and all operations indicated therein are performed under CBP supervision.

**CONTINUED FROM ITEM #9 (4): RECORD OF ARTICLES RELEASED AND RELADEN**

UNLADEN AND RELEASED					RELADEN			
Date	Time	Description of Articles	Released to		Insp. Badge #	Date	Time	Insp. Badge #
			Signature	Company				

Continued from # 8 - additional Locations:

Continued from # 9 (5) - Other:

Continued from # 10 - additional Itinerary of Vessel:

Continued from # 12 - additional SCAC Codes:

SCAC	AMS	CBP 1302	Paperless	SCAC	AMS	CBP 1302	Paperless
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

**INSTRUCTIONS**

CBP Form 3171 shall be filed in duplicate. (When a term permit is requested, additional copies may be required for local purposes). Items shall be completed as follows:

1. Name or number of vessel, vehicle, or aircraft (On term permit "Not Applicable.")
2. Port at which application is filed.
3. Flag of vessel.
4. Name of shipping company, airlines etc., which owns or operates the vessel, vehicle or aircraft and their nationality.
5. Name and day/night phone numbers of party filing application.
6. Name of port or place and country from which a vessel, vehicle, or aircraft is arriving. (On Term Permit show "Not applicable.")
7. Give the date of arrival or expected arrival when request covers a specific vessel, vehicle, or aircraft.
8. List all places of lading, unlading, etc. If request is for overtime services only state where services are to be performed.
9. Check appropriate items.
10. Show port, country and sailing dates for the itinerary of the vessel/aircraft, including U.S. itinerary.
11. Check the appropriate box/boxes.
12. List all carriers, including carriers sharing or chartering space onboard the vessel and check the box that describes how the carrier presented the cargo manifest.
13. Indicate purpose for which services are requested and date and time. (If date and time are not known, check "per supplemental oral request.")
14. Self-Explanatory.
15. When requesting a term permit, show dates or period to be covered.
- 16-21. Self-Explanatory.
- 22-23. Signature and date of party submitting request.

**PAPER REDUCTION ACT NOTICE:** The Paperwork Reduction Act says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for the information to carry out the Customs Service laws of the United States. This form is used by carriers to request specific CBP services relating to the lading or unlading of merchandise and by CBP to authorize requested activities. It is also used to permit and control various statutes. Another major use of this form is to request CBP services during other than regular hours of service. It is mandatory.

**Statement Required by 5 CFR 1320.21:** The estimated average burden associated with this collection of information is 8 minutes per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0005), Washington, DC 20503.

## AIR CARGO MANIFEST

19 CFR 122.35, 122.48, 122.52, 122.54, 122.73, 122.113, 122.118

				1. PAGE NO. <b>OF</b>			
2. OWNER/OPERATOR				3. MARKS OF NATIONALITY AND REGISTRATION	4. FLIGHT NO.		
5. PORT OF LADING				6. PORT OF UNLADING	7. DATE		
<b>ITEMS 8 AND 9 FOR CONSOLIDATION SHIPMENTS ONLY</b>		8. CONSOLIDATOR			9. DE-CONSOLIDATOR		
10. AIR WAYBILL TYPE (M=Master, H=House, S=Sub)		12. NO. OF PIECES	13. WEIGHT (Kg./Lb.)	14. NO. OF HAWBs	15. SHIPPER NAME AND ADDRESS	16. CONSIGNEE NAME AND ADDRESS	17. NATURE OF GOODS
11. AIR WAYBILL NO.							

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PAPERWORK REDUCTION ACT NOTICE: The Paperwork Reduction Act says we must tell you why we are collecting this information, how we will use it, and whether you have to give it to us. We ask for this information to carry out the Customs and Border Protection laws and regulations of the United States. We collect the information to assure that duties and taxes are paid on imported merchandise as required by statute. It is mandatory. The estimated average burden associated with this collection of information is 40 minutes per respondent or recordkeeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229.

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**REVISED AIR CARGO MANIFEST INSTRUCTIONS (Effective April 1, 1990)**

When this official form is used, carriers shall fill in each of the appropriately numbered boxes with the information required, except boxes 8 and 9, which are reserved for use by freight forwarders who are preparing a consolidated manifest.

If so desired, the previous ICAO standard form may be used in lieu of this official form, provided it contains the same information. Either form may be privately printed as stated in 19 CFR 122.5(b)(2). These forms may be prepared manually or by automated means.

Exception: Rather than completing boxes 12 through 17, copies of air waybills may be attached, and the statement "Cargo as per air waybills attached" shall appear on the form. In that case, only boxes 10 and 11 need be completed.

**GENERAL DECLARATION**  
**(Outward/Inward)**  
**AGRICULTURE, CUSTOMS, IMMIGRATION, AND PUBLIC HEALTH**

19 CFR 122.43,122.52,122.54,122.73,122.144

Owner or Operator .....

Marks of Nationality and Registration ..... Flight No. ..... Date .....

Departure from ..... Arrival at .....  
(Place) (Place)

**FLIGHT ROUTING**  
(**"Place"** Column always to list origin, every en-route stop and destination)

PLACE	TOTAL NUMBER OF CREW	NUMBER OF PASSENGERS ON THIS STAGE 1)
		<b>Departure Place:</b>
		Embarking .....
		Through on same flight .....
		<b>Arrival Place:</b>
		Disembarking .....
		Through on same flight .....
		NUMBER OF SED's AND AWB's
		SED's _____ AWB's _____

**Declaration of Health**

Persons on board known to be suffering from illness other than airsickness or the effects of accidents, as well as those cases of illness disembarked during the flight:

Any other condition on board which may lead to the spread of disease:

Details of each disinsecting or sanitary treatment (place, date, time, method) during the flight. If no disinsecting has been carried out during the flight give details of most recent disinsecting:

Signed, if required .....  
Crew Member Concerned.....

**For official use only**

I declare that all statements and particulars contained in this General Declaration, and in any supplementary forms required to be presented with this General Declaration are complete, exact and true to the best of my knowledge and that all through passengers will continue/have continued on the flight.

**SIGNATURE** Authorized Agent or Pilot-in-Command

1) Not to be completed when passenger manifests are presented.

## GENERAL DECLARATION

### Notes and Specifications

- NOTE 1. An arrival-departure card (CBP Form I-94) for each passenger on board shall be presented to the immigration officer at the port of first arrival.
- NOTE 2. List surname, given name and middle initial of each crew member in the column headed "Total Number of Crew."
- NOTE 3. Air cargo manifests shall be attached hereto.
- NOTE 4. If copies of air waybills/consignment notes are attached, their numbers shall be entered on separate cargo manifest CBP Form 7509 to be attached hereto. If copies of air waybills/consignment notes are not attached to this form, a separate cargo manifest CBP Form 7509 completed to show the full information required shall be furnished.
- NOTE 5. If the airline or operator consolidates a shipment with other shipments, or encloses the goods in other wrappers or containers, either separately or with other goods, the changes in packing and/or marks and numbers must be clearly stated in the air waybill/consignment note.
- NOTE 6. Declaration of Health (U.S. Public Health Service requirements):  
**First two items--** To be completed **immediately upon landing** or **immediately before landing**, by pilot-in-command or appropriate crew member designated by him. Make entries in clear handwriting. Person making entries is to initial the first item unless he signs the general declaration.  
**Third item--** If entry is duplicated, it is to be (a) initialed by person signing the general declaration or (b) signed by his authorized agent having knowledge of measures applied.
- NOTE 7. This General Declaration and/or attached manifests or air waybills should not bear erasures or corrections except those approved by the proper public authorities concerned nor contain interlineations or several listings on the same line. As many extra sheets may be added as necessary.

The information requested by the official General Declaration may be furnished on ICAO Annex 9, Appendix 1, provided the form approximates (but does not exceed) 8 1/2" x 14", and is printed on white paper of appropriate quality.

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This form may be printed by private parties provided it conforms to official form in size, wording, arrangement, and quality and color of paper.

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PAPERWORK REDUCTION ACT NOTICE: This request is in accordance with the Paperwork Reduction Act. We ask for the information in order to carry out the laws and regulations administered by the Bureau of Customs and Border Protection. These regulations and forms apply to the agent or pilot-in-command to make entry of the aircraft as required by statute, to bring the aircraft under United States control, deliver passengers and their baggage to their destination, and cargo to the appropriated consignee/owner for payment of duties and taxes. It is mandatory. The estimated average burden associated with this collection of information is 5 minutes per respondent depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20229, and to the Office of Management and Budget, Paperwork Reduction Project (1651-0002), Washington, DC 20503.

**OVERFLIGHT**  
**Pilot/Crewmember Personal Information Release**

19 CFR 122.25

**PRIVACY ACT STATEMENT:** Section 1.35 of Title 31 CFR Part 1 and 5 USC 301; Treasury Department Order # 165 revised as amended authorizes collection of this information. The primary use of this information is by Bureau of Customs and Border Protection employees with a need-to-know in order to facilitate the management of the above-mentioned program and to conduct an investigative check to determine participant's eligibility into the Overflight Program. Additional disclosure may be made to a Federal, State, or local law enforcement agency if we become aware of a violation of civil or criminal laws, to a Federal agency when conducting an investigation for security reasons and a very limited disclosure of the participant's name and a passed/failed" determination will be made to the "Applicant," submitting Overflight program application as specified in the regulation.

The submission of a participant's social security number is voluntary and no consequence will follow from the refusal to disclose this personal identification number. Executive Order 9397; 31 CFR Part 1, Section 1.35(5), 5 USC 301; and Treasury Department #165 revised as amended. These statutes authorize the collection of this information.

If the Bureau of Customs and Border Protection uses the information furnished on this form for purposes other than those indicated above, it may provide you with an additional statement reflecting those purposes.

**PAPERWORK REDUCTION ACT NOTICE** - The information collection on this application is need to carry out the customs and immigration laws of the United States. We need the information to insure that applicants meet the criteria established to participate in the Bureau of Customs and Border Protection Overflight Exemption as per 19 CFR 122.25. The information collected will be stored in a computer database for tracking purposes. Your response is required to obtain the benefits of participation in the program. Statement required by 5 CFR 1320.21: The estimated average burden associated with collection of information is 3 minutes per respondent or record keeper depending of individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to Bureau of Customs and Border Protection, Information Services Branch, Washington, DC 20220 and to the Office of Management and Budget, Paperwork Reduction Project (1651-0087), Washington, DC 20503.

PARTICIPANT'S FULL NAME: (PLEASE LIST ANY ALIASES ON A SEPARATE PAGE)		SEX: <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE
SOCIAL SECURITY NUMBER:	DATE OF BIRTH: (MM/DD/YYYY)	PLACE OF BIRTH: (COUNTRY)
CITIZENSHIP:	PASSPORT AND/OR DOC. NO.:	PILOT LICENSE NO.:
PRESENT ADDRESS:		FORMER ADDRESS:
I hereby voluntarily submit the above personal information for consideration by the Bureau of Customs and Border Protection for acceptance into their frequent travelers Overflight Program. I understand that I must adhere to the provisions of 19 CFR 122 and 123 and that falsification of any information on this form will result in my immediate disqualification from this program and possibly a civil or criminal penalty.		
PARTICIPANT SIGNATURE:		DATE:
APPLICANT SIGNATURE:		DATE:
<b>CBP USE ONLY</b>		
OFFICIAL ACTION ON REQUEST: (IF DISAPPROVED, GIVE REASON)		
REASON:		
AGENCY OFFICIAL SIGNATURE:		DATE:



Admission Number

Welcome to the United States

405548340 12



**I-94 Arrival/Departure Record - Instructions**

This form must be completed by all persons except U.S. Citizens, returning resident aliens, aliens with immigrant visas, and Canadian Citizens visiting or in transit.

Type or print legibly with pen in ALL CAPITAL LETTERS. Use English. Do not write on the back of this form.

This form is in two parts. Please complete both the Arrival Record (Items 1 through 13) and the Departure Record (Items 14 through 17).

When all items are completed, present this form to the CBP Officer.

**Item 7** - If you are entering the United States by land, enter **LAND** in this space. If you are entering the United States by ship, enter **SEA** in this space.

CBP Form I-94 (10/04)

Admission Number

OMB No. 1651-0111

405548340 12

# SAMPLE

Arrival Record

1. Family Name		
2. First (Given) Name	3. Birth Date (Day/Mo/Yr)	
4. Country of Citizenship	5. Sex (Male or Female)	
6. Passport Number	7. Airline and Flight Number	
8. Country Where You Live	9. City Where You Boarded	
10. City Where Visa was Issued	11. Date Issued (Day/Mo/Yr)	
12. Address While in the United States (Number and Street)		
13. City and State		

CBP Form I-94 (10/04)

Departure Number

OMB No. 1651-0111

405548340 12

# SAMPLE

I-94  
Departure Record

14. Family Name		
15. First (Given) Name	16. Birth Date (Day/Mo/Yr)	
17. Country of Citizenship		

CBP Form I-94 (10/04)

See Other Side

STAPLE HERE

This Side For Government Use Only

Primary Inspection

Applicant's Name \_\_\_\_\_

Date \_\_\_\_\_

Referred \_\_\_\_\_ Time \_\_\_\_\_ Insp. # \_\_\_\_\_

**Reason Referred**

212A   PP  Visa  Parole  SLB  TWOV

Other \_\_\_\_\_

**Secondary Inspection**

End Secondary

Time \_\_\_\_\_ Insp. # \_\_\_\_\_

Disposition \_\_\_\_\_

18. Occupation	19. Waivers
20. CIS A Number	21. CIS FCO
A-	
22. Petition Number	23. Program Number

Bond  Prospective Student

26. Itinerary/Comments

27. TWOV Ticket Number



**Warning** A nonimmigrant who accepts unauthorized employment is subject to deportation.

**Important** Retain this permit in your possession; **you must surrender it when you leave the U.S.** Failure to do so may delay your entry into the U.S. in the future. You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from Department of Homeland Security authorities, is a violation of the law.

**Surrender this permit when you leave the U.S.:**

- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

Students planning to reenter the U.S. within 30 days to return to the same school, see "Arrival-Departure" on page 2 of Form I-20 prior to surrendering this permit.

Record of Changes

Port:

Departure Record

Date:

Carrier:

Flight # / Ship Name:

## Welcome to the United States

### I-94W Nonimmigrant Visa Waiver Arrival/Departure Form Instructions

This form is to be completed by every nonimmigrant visitor not in possession of a visitor's visa, who is a national of one of the countries enumerated in 8 CFR 217. The airline can provide you with the current list of eligible countries.

Type or print legibly with pen in ALL CAPITAL LETTERS. USE ENGLISH

This form is in two parts. Please complete both the Arrival Record, items 1 through 11 and the Departure Record, items 14 through 17. The reverse side of this form must be signed and dated. Children under the age of fourteen must have their form signed by a parent/guardian.

**Item 7 -** If you are entering the United States by land, enter **LAND** in this space. If you are entering the United States by ship, enter **SEA** in this space.

#### Admission Number

3343278012

#### Arrival Record

#### VISA WAIVER

1. Family Name

2. First (Given) Name

3. Birth Date (day/mo/yr)

4. Country of Citizenship

5. Sex (male or female)

6. Passport Number

7. Airline and Flight Number

8. Country Where You Live

9. City Where You Boarded

10. Address While in the United States (Number and Street)

11. City and State

#### Government Use Only

12. 13.

CBP Form I-94W (10/04)

OMB No. 1651-0113

#### Departure Number

3343278012

DEPARTMENT OF HOMELAND SECURITY  
U.S. Customs and Border Protection

#### VISA WAIVER

14. Family Name

15. First (Given) Name

16. Birth Date (day/mo/yr)

17. Country of Citizenship

CBP Form I-94W (10/04)

See Other Side

Staple Here

#### Do any of the following apply to you? (Answer Yes or No)

- A. Do you have a communicable disease; physical or mental disorder; or are you a drug abuser or addict?  Yes  No
- B. Have you ever been arrested or convicted for an offense or crime involving moral turpitude or a violation related to a controlled substance; or been arrested or convicted for two or more offenses for which the aggregate sentence to confinement was five years or more; or been a controlled substance trafficker; or are you seeking entry to engage in criminal or immoral activities?  Yes  No
- C. Have you ever been or are you now involved in espionage or sabotage; or in terrorist activities; or genocide; or between 1933 and 1945 were involved, in any way, in persecutions associated with Nazi Germany or its allies?  Yes  No
- D. Are you seeking to work in the U.S.; or have ever been excluded and deported; or been previously removed from the United States; or procured or attempted to procure a visa or entry into the U.S. by fraud or misrepresentation?  Yes  No
- E. Have you ever detained, retained or withheld custody of a child from a U.S. citizen granted custody of the child?  Yes  No
- F. Have you ever been denied a U.S. visa or entry into the U.S. or had a U.S. visa cancelled? If yes, when? \_\_\_\_\_ where? \_\_\_\_\_  Yes  No
- G. Have you ever asserted immunity from prosecution?  Yes  No

**IMPORTANT:** If you answered "Yes" to any of the above, please contact the American Embassy BEFORE you travel to the U.S. since you may be refused admission into the United States.

Family Name (Please Print) \_\_\_\_\_ Last Name \_\_\_\_\_  
Country of Citizenship \_\_\_\_\_ Date of Birth \_\_\_\_\_

**WAIVER OF RIGHTS:** I hereby waive any rights to review or appeal of a U.S. Customs and Border Protection officer's determination as to my admissibility, or to contest, other than on the basis of an application for asylum, any action in deportation.

**CERTIFICATION:** I certify that I have read and understand all the questions and statements on this form. The answers I have furnished are true and correct to the best of my knowledge and belief.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Public Reporting Burden** - The burden for this collection is computed as follows: (1) Learning about the form 2 minutes; (2) completing the form 4 minutes for an estimated average of 6 minutes per response. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to U.S. Customs and Border Protection, Information Services Branch, Washington, DC 20229 and the Office of Management and Budget, Paperwork Reduction Project, OMB No. (1651-0113), Washington, DC 20503.

#### Departure Record

**Important** - Retain this permit in your possession; you must surrender it when you leave the U.S. Failure to do so may delay your entry into the U.S. in the future.

You are authorized to stay in the U.S. only until the date written on this form. To remain past this date, without permission from Department of Homeland Security authorities, is a violation of the law.

Surrender this permit when you leave the U.S.:

- By sea or air, to the transportation line;
- Across the Canadian border, to a Canadian Official;
- Across the Mexican border, to a U.S. Official.

**Warning:** You may not accept unauthorized employment; or attend school; or represent the foreign information media during your visit under this program. You are authorized to stay in the U.S. for 90 days or less. You may not apply for: 1) a change of nonimmigrant status; 2) adjustment of status to temporary or permanent resident, unless eligible under section 201(b) of the INA; or 3) an extension of stay. Violation of these terms will subject you to deportation. Any previous violation of this program, including having previously overstayed on this program without proper DHS authorization, will result in a finding of inadmissibility as outlined in Section 217 of the Immigration and Nationality Act.

**Port:**

**Date:**

**Carrier:**

**Flight # / Ship Name:**

FinCEN Form **105**  
 (Formerly Customs Form 4790)  
 (Rev. July 2003)  
 Department of the Treasury  
 FinCEN



DEPARTMENT OF THE TREASURY  
 FINANCIAL CRIMES ENFORCEMENT NETWORK  
**REPORT OF INTERNATIONAL  
 TRANSPORTATION OF CURRENCY  
 OR MONETARY INSTRUMENTS**

OMB NO. 1506-0014

- To be filed with the Bureau of Customs and Border Protection
- For Paperwork Reduction Act Notice and Privacy Act Notice, see back of form.

31 U.S.C. 5316; 31 CFR 103.23 and 103.27

► Please type or print.

<b>PART I</b> FOR A PERSON DEPARTING OR ENTERING THE UNITED STATES, OR A PERSON SHIPPING, MAILING, OR RECEIVING CURRENCY OR MONETARY INSTRUMENTS. (IF ACTING FOR ANYONE ELSE, ALSO COMPLETE PART II BELOW.)			
1. NAME (Last or family, first, and middle)		2. IDENTIFICATION NO. (See instructions)	
3. DATE OF BIRTH (Mo./Day/Yr.)			
4. PERMANENT ADDRESS IN UNITED STATES OR ABROAD			
5. YOUR COUNTRY OR COUNTRIES OF CITIZENSHIP			
6. ADDRESS WHILE IN THE UNITED STATES			
7. PASSPORT NO. & COUNTRY			
8. U.S. VISA DATE (Mo./Day/Yr.)		9. PLACE UNITED STATES VISA WAS ISSUED	
10. IMMIGRATION ALIEN NO.			
11. IF CURRENCY OR MONETARY INSTRUMENT IS ACCOMPANIED BY A PERSON, COMPLETE 11a OR 11b			
A. EXPORTED FROM THE UNITED STATES		B. IMPORTED INTO THE UNITED STATES	
Departed From: (U.S. Port/City in U.S.)		Arrived At: (Foreign City/Country)	
Departed From: (Foreign City/Country)		Arrived At: (City in U.S.)	
12. IF CURRENCY OR MONETARY INSTRUMENT WAS MAILED OR OTHERWISE SHIPPED, COMPLETE 12a THROUGH 12f			
12a. DATE SHIPPED (Mo./Day/Yr.)	12b. DATE RECEIVED (Mo./Day/Yr.)	12c. METHOD OF SHIPMENT (e.g. u.s. Mail, Public Carrier, etc.)	12d. NAME OF CARRIER
12e. SHIPPED TO (Name and Address)			
12f. RECEIVED FROM (Name and Address)			

**PART II INFORMATION ABOUT PERSON(S) OR BUSINESS ON WHOSE BEHALF IMPORTATION OR EXPORTATION WAS CONDUCTED**

13. NAME (Last or family, first, and middle or Business Name)

14. PERMANENT ADDRESS IN UNITED STATES OR ABROAD

15. TYPE OF BUSINESS ACTIVITY, OCCUPATION, OR PROFESSION		15a. IS THE BUSINESS A BANK?
		<input type="checkbox"/> Yes <input type="checkbox"/> No

**PART III CURRENCY AND MONETARY INSTRUMENT INFORMATION (SEE INSTRUCTIONS ON REVERSE)(To be completed by everyone)**

16. TYPE AND AMOUNT OF CURRENCY/MONETARY INSTRUMENTS		17. IF OTHER THAN U.S. CURRENCY IS INVOLVED, PLEASE COMPLETE BLOCKS A AND B.  A. Currency Name  B. Country
Currency and Coins ► \$		
Other Monetary Instruments (Specify type, issuing entity and date, and serial or other identifying number.) ► \$		
(TOTAL) ► \$		

**PART IV SIGNATURE OF PERSON COMPLETING THIS REPORT**

Under penalties of perjury, I declare that I have examined this report, and to the best of my knowledge and belief it is true, correct and complete.

18. NAME AND TITLE (Print)		19. SIGNATURE	20. DATE OF REPORT (Mo./Day/Yr.)

CUSTOMS AND BORDER PROTECTION USE ONLY				COUNT VERIFIED	VOLUNTARY REPORT
				<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
DATE		AIRLINE/FLIGHT/VESSEL	LICENSE PLATE STATE/COUNTRY	INSPECTOR (Name and Badge Number)	

## GENERAL INSTRUCTIONS

This report is required by 31 U.S.C. 5316 and Treasury Department regulations (31 CFR 103).

### WHO MUST FILE:

(1) Each person who physically transports, mails, or ships, or causes to be physically transported, mailed, or shipped currency or other monetary instruments in an aggregate amount exceeding \$10,000 at one time from the United States to any place outside the United States or into the United States from any place outside the United States, and

(2) Each person who receives in the United States currency or other monetary instruments in an aggregate amount exceeding \$10,000 at one time which have been transported, mailed, or shipped to the person from any place outside the United States.

### A TRANSFER OF FUNDS THROUGH NORMAL BANKING PROCEDURES, WHICH DOES NOT INVOLVE THE PHYSICAL TRANSPORTATION OF CURRENCY OR MONETARY INSTRUMENTS, IS NOT REQUIRED TO BE REPORTED.

**Exceptions:** Reports are not required to be filed by:

(1) a Federal Reserve bank,

(2) a bank, a foreign bank, or a broker or dealer in securities in respect to currency or other monetary instruments mailed or shipped through the postal service or by common carrier,

(3) a commercial bank or trust company organized under the laws of any State or of the United States with respect to overland shipments of currency or monetary instruments shipped to or received from an established customer maintaining a deposit relationship with the bank, in amounts which the bank may reasonably conclude do not exceed amounts commensurate with the customary conduct of the business, industry, or profession of the customer concerned,

(4) a person who is not a citizen or resident of the United States in respect to currency or other monetary instruments mailed or shipped from abroad to a bank or broker or dealer in securities through the postal service or by common carrier,

(5) a common carrier of passengers in respect to currency or other monetary instruments in the possession of its passengers,

(6) a common carrier of goods in respect to shipments of currency or monetary instruments not declared to be such by the shipper,

(7) a travelers' check issuer or its agent in respect to the transportation of travelers' checks prior to their delivery to selling agents for eventual sale to the public,

(8) a person with a restrictively endorsed traveler's check that is in the collection and reconciliation process after the traveler's check has been negotiated, nor by

(9) a person engaged as a business in the transportation of currency, monetary instruments and other commercial papers with respect to the transportation of currency or other monetary instruments overland between established offices of banks or brokers or dealers in securities and foreign persons.

### WHEN AND WHERE TO FILE:

**A. Recipients**—Each person who receives currency or other monetary instruments in the United States shall file FinCEN Form 105, within 15 days after receipt of the currency or monetary instruments, with the Customs officer in charge at any port of entry or departure or by mail with the **Commissioner of Customs, Attention: Currency Transportation Reports, Washington DC 20229**.

**B. Shippers or Mailers**—If the currency or other monetary instrument does not accompany the person entering or departing the United States, FinCEN Form 105 may be filed by mail on or before the date of entry, departure, mailing, or shipping with the **Commissioner of Customs, Attention: Currency Transportation Reports, Washington DC 20229**.

**C. Travelers**—Travelers carrying currency or other monetary instruments with them shall file FinCEN Form 105 at the time of entry into the United States or at the time of departure from the United States with the Customs officer in charge at any Customs port of entry or departure.

An additional report of a particular transportation, mailing, or shipping of currency or the monetary instruments is not required if a complete and truthful report has already been filed. However, no person otherwise required to file a report shall be excused from liability for failure to do so if, in fact, a complete and truthful report has not been filed. Forms may be obtained from any Bureau of Customs and Border Protection office.

**PENALTIES: Civil and criminal penalties, including under certain circumstances a fine of not more than \$500,000 and Imprisonment of not more than ten years, are provided for failure to file a report, filing a report containing a material omission or misstatement, or filing a false or fraudulent report. In addition, the currency or monetary instrument may be subject to seizure and forfeiture. See 31 U.S.C.5321 and 31 CFR 103.57; 31 U.S.C. 5322 and 31 CFR 103.59; 31 U.S.C. 5317 and 31 CFR 103.58, and U.S.C. 5332.**

### DEFINITIONS:

**Bank**—Each agent, agency, branch or office within the United States of any person doing business in one or more of the capacities listed: (1) a commercial bank or trust company organized under the laws of any State or of the United States; (2) a private bank; (3) a

savings association, savings and loan association, and building and loan association organized under the laws of any State or of the United States; (4) an insured institution as defined in section 401 of the National Housing Act; (5) a savings bank, industrial bank or other thrift institution; (6) a credit union organized under the laws of any State or of the United States; (7) any other organization chartered under the banking laws of any State and subject to the supervision of the bank supervisory authorities of a State other than a money service business; (8) a bank organized under foreign law; and (9) any national banking association or corporation acting under the provisions of section 25A of the Federal Reserve Act (12 U.S.C. Sections 611-632).

**Foreign Bank**—A bank organized under foreign law, or an agency, branch or office located outside the United States of a bank. The term does not include an agent, agency, branch or office within the United States of a bank organized under foreign law.

**Broker or Dealer in Securities**—A broker or dealer in securities, registered or required to be registered with the Securities and Exchange Commission under the Securities Exchange Act of 1934.

**Identification Number**—Individuals must enter their social security number, if any. However, aliens who do not have a social security number should enter passport or alien registration number. All others should enter their employer identification number.

**Monetary Instruments**—(1) Coin or currency of the United States or of any other country, (2) traveler's checks in any form, (3) negotiable instruments (including checks, promissory notes, and money orders) in bearer form, endorsed without restriction, made out to a fictitious payee, or otherwise in such form that title thereto passes upon delivery, (4) incomplete instruments (including checks, promissory notes, and money orders) that are signed but on which the name of the payee has been omitted, and (5) securities or stock in bearer form or otherwise in such form that title thereto passes upon delivery. Monetary instruments do not include (i) checks or money orders made payable to the order of a named person which have not been endorsed or which bear restrictive endorsements, (ii) warehouse receipts, or (iii) bills of lading.

**Person**—An individual, a corporation, a partnership, a trust or estate, a joint stock company, an association, a syndicate, joint venture or other unincorporated organization or group, an Indian Tribe (as that term is defined in the Indian Gaming Regulatory Act), and all entities cognizable as legal personalities.

### SPECIAL INSTRUCTIONS:

You should complete each line that applies to you. **PART I.** — Block 12A and 12B; enter the exact date you shipped or received currency or monetary instruments(s). **PART II.** -Block 13; provide the complete name of the shipper or recipient on whose behalf the exportation or importation was conducted. **PART III.** — Specify type of instrument, issuing entity, and date, serial or other identifying number, and payee (if any). Block 17, if currency or monetary instruments of more than one country is involved, attach a list showing each type, country or origin and amount.

### PRIVACY ACT AND PAPERWORK REDUCTION ACT NOTICE:

Pursuant to the requirements of Public law 93-579 (Privacy Act of 1974), notice is hereby given that the authority to collect information on Form 4790 in accordance with 5 U.S.C. 552a(e)(3) is Public law 91-508; 31 U.S.C. 5316; 5 U.S.C. 301; Reorganization Plan No.1 of 1950; Treasury Department Order No. 165, revised, as amended; 31 CFR 103; and 44 U.S.C. 3501.

The principal purpose for collecting the information is to assure maintenance of reports or records where such reports or records have a high degree of usefulness in criminal, tax, or regulatory investigations or proceedings. The information collected may be provided to those officers and employees of the Bureau of Customs and Border Protection and any other constituent unit of the Department of the Treasury who have a need for the records in the performance of their duties. The records may be referred to any other department or agency of the Federal Government upon the request of the head of such department or agency. The information collected may also be provided to appropriate state, local, and foreign criminal law enforcement and regulatory personnel in the performance of their official duties.

Disclosure of this information is mandatory pursuant to 31 U.S.C. 5316 and 31 CFR Part 103. Failure to provide all or any part of the requested information may subject the currency or monetary instruments to seizure and forfeiture, as well as subject the individual to civil and criminal liabilities.

Disclosure of the social security number is mandatory. The authority to collect this number is 31 U.S.C. 5316(b) and 31 CFR 103.27(d). The social security number will be used as a means to identify the individual who files the record.

An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The collection of this information is mandatory pursuant to 31 U.S.C. 5316, of Title II of the Bank Secrecy Act, which is administered by Treasury's Financial Crimes Enforcement Network (FINCEN).

Statement required by 5 CFR 1320.8(b)(3)(iii): The estimated average burden associated with this collection of information is 11 minutes per respondent or record keeper depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Department of the Treasury, Financial Crimes Enforcement Network, P.O. Box 39 Vienna, Virginia 22183. **DO NOT send completed forms to this office—See When and Where To File above.**



# U.S. CUSTOMS AND BORDER PROTECTION GUIDE FOR PRIVATE FLYERS APPENDIX III

## Frequently Used Web Sites:

- Customs and Border Protection's home page: [www.cbp.gov](http://www.cbp.gov)
- Customs and Border Protection forms:  
<http://www.cbp.gov/xp/cgov/toolbox/forms/>
- Customs and Border Protection's "Know Before You Go" information:  
<http://www.cbp.gov/xp/cgov/travel/vacation/kbyg/>
- Customs and Border Protection's User Fee Decal information:  
[http://www.cbp.gov/xp/cgov/travel/pleasure\\_boats/user\\_fee/user\\_fee\\_decal.xml#DeliveryOptions](http://www.cbp.gov/xp/cgov/travel/pleasure_boats/user_fee/user_fee_decal.xml#DeliveryOptions)
- Customs and Border Protection's Online User Fee Decal Purchase:  
<https://tradelinks4.mellon.com/cbp/Dispatcher>
- Transportation Security Administration: [www.tsa.gov](http://www.tsa.gov)
- Federal Aviation Administration: [www.faa.gov](http://www.faa.gov)
- Federal Aviation Administration's Aircraft Registration Branch:  
[http://www.faa.gov/licenses\\_certificates/aircraft\\_certification/aircraft\\_registry/constant\\_aircraft\\_certification/](http://www.faa.gov/licenses_certificates/aircraft_certification/aircraft_registry/constant_aircraft_certification/)
- Automated Flight Service Station's Pilot Information Portal: <http://www.afss.com/>
- Electronic Advance Passenger Information System (eAPIS):  
<https://eapis.cbp.dhs.gov/>
- Immigration and Customs Enforcement: [www.ice.gov](http://www.ice.gov)
- National Archives and Records Administration (Code of Federal Regulations):  
<http://www.access.gpo.gov/nara/cfr/cfr-table-search.html#page1>
- International Civil Aviation Organization: [www.icao.int](http://www.icao.int)
- Department of State's list of U.S. embassies and consulates:  
<http://usembassy.state.gov/>
- Citizenship and Immigration Service: [www.uscis.gov](http://www.uscis.gov)
- Citizenship and Immigration Services' Immigrant classifications and visa categories:  
<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=e6c08875d714d010VgnVCM10000048f3d6a1RCRD&vgnextchannel=ca408875d714d010VgnVCM10000048f3d6a1>
- Department of Agriculture: [www.aphis.usda.gov](http://www.aphis.usda.gov)
- Center for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov)
- Fish and Wildlife Services: [www.fws.gov](http://www.fws.gov)