

**EAA Knee-Board Guide to
DHS/US Customs and Border Protection (CBP)
International Flight & Manifest Submission Policies
For
Recreational and General Aviation Flights**

1. Effective May 18, 2009 **ALL** pilots flying private recreational or general aviation aircraft into or out of the United States **MUST** submit their planned flight information and pilot/crewmember/passenger information electronically to CBP **at least 60 minutes prior to departure** of the border crossing flight.
2. Steps:
 - a. Enroll for a Private Aviation user account on the CBP electronic Advance Passenger Information System (eAPIS) web site - <https://eapis.cbp.dhs.gov/>. It is very important to remember the user name and password you create. **Expect eAPIS enrollment approval within 5 days after enrolling for the first time.
 - b. At least 60 minutes prior to your border crossing flight departure time, submit the required flight and passenger information electronically via the CBP eAPIS system.

NOTE: If known, you can submit both your border crossing outbound and inbound legs of your flight at the same time. The 60 minutes is the minimum, there is no maximum submission timeframe, so submitting the required information a day or two prior to the flight is acceptable.
 - c. If your outbound or inbound flight times change due to any reason, submit the new flight information via eAPIS; if unable, then via phone and ask the CBP Officer to change your eAPIS information: *outbound flight* - call the CBP at the closest port of entry airport; *inbound flight* – call your selected CBP port of entry airport (your first stop in the US). The CBP port of entry airport phone numbers are located: <http://www.cbp.gov/xp/cgov/toolbox/contacts/ports/>. If unable to contact the desired port of entry by phone, call national CBP office at 800-973-2867. ****Don't leave your cell phone at home**
 - d. **Foreign pilots** must also submit their flight and crew/passenger information to the US Transportation Security Administration (TSA) by fax at least 10 days prior to your flight. Foreign pilots must register, then fill out the **International Waiver form** location at: http://www.tsa.gov/what_we_do/tsnm/general_aviation/airspace_waiver_forms.shtml

NOTE: For AirVenture flight arrivals, foreign pilots also need to review: <http://www.airventure.org/flying/>
 - e. Call EAA Information Services at 888-322-4636 or 920-426-4821 with any questions. EAA does not provide international flight planning services.