

CBP Private Air APIS Guide



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Executive Summary

Advance Passenger Information System (APIS) regulations require APIS manifests to be submitted to U.S. Customs and Border Protection (CBP) for all private aircraft arriving from or departing for a foreign port or place. APIS regulations also require that electronic notices of arrival and departure and electronic manifests relative to travelers (passengers and crew) be submitted to CBP within specific timeframes. For detailed information on the APIS regulations, see *Advance Information on Private Aircraft Arriving and Departing the United States*, 73 Fed. Reg. 68,295 (Nov. 18, 2008) (19 CFR 122.22). This publication, along with other resources, is available at <http://www.cbp.gov>.

This guide serves to describe the criteria used and the manner in which CBP evaluates an APIS manifest for compliance with CBP requirements. APIS manifests are evaluated for submission timeliness, manifest completeness, data element sufficiency and compliance with APIS regulation validation rule sets.

This guide does not purport to address every possible circumstance under which CBP may issue a penalty in connection with the APIS legal requirements, but is instead intended as general guidance to assist persons responsible for complying with APIS regulations. This document does not create or confer any right or benefit on any person or party, private or public.

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I. APIS Manifest Requirements

Pilots of all private aircraft arriving in the U.S. from a foreign port or place, or departing the U.S. for a foreign port or place are required to submit APIS manifest information electronically to CBP for each individual traveling onboard the aircraft.

APIS manifest submissions can be transmitted through the CBP Electronic Advance Passenger Information System (eAPIS) web portal or another CBP-approved electronic data interchange system. EAPIS is a web portal (<https://eapis.cbp.dhs.gov>) that enables users to create, manage, and submit APIS manifests. A notice of arrival or notice of departure is required in the same transmission as the corresponding arrival or departure traveler manifest information. This complete transmission will hereafter be referred to as an “APIS manifest” in this guide.

Notices of arrival or departure submitted outside the eAPIS web portal or other CBP-approved electronic data interchange system do not satisfy electronic manifest submission requirements.

Telephone calls, ADCUS messages, faxes, e-mails, etc., do not meet electronic manifest submission (APIS) requirements (unless expressly authorized by CBP in a particular case).

As stated above, private aircraft APIS regulations apply only to private aircraft flights arriving in the U.S. from a foreign port or place, or departing the U.S. for a foreign port or place. Under 19 CFR 122.144, though, aircraft departing from the U.S. Virgin Islands and arriving in the U.S. are governed by the provisions of Title 19 of the Code of Federal Regulations, Part 122 that apply to aircraft arriving in the U.S. from a foreign area.

The pilot of any private aircraft arriving in the United States from the U.S. Virgin Islands, is also required to provide a notice of arrival (19 CFR 122.31 and 19 CFR 122.23) through the submission of an APIS manifest.

Additionally, private aircraft APIS regulations do not apply to overflights of foreign airspace, provided the private aircraft departs and arrives in the U.S. and does not land at a foreign port (or overflights of U.S. airspace that do not include a U.S. arrival or departure).

The private aircraft pilot is responsible for ensuring the APIS manifest is transmitted to CBP:

- 1) In a manner that meets all quality standards: completeness, data element sufficiency, as well as overall compliance with APIS regulation validation rule sets.
- 2) In a manner that meets all timeline submission requirements:
 - For flights originally destined for the United States, no later than 60 minutes prior to departure of the aircraft from the foreign port or place; or,

- For flights not originally destined to the United States, but diverted to a U.S. port due to an emergency, no later than 30 minutes prior to arrival; in cases of non-compliance, CBP will take into consideration that the pilot may not have been equipped to transmit the manifest and the circumstance of the emergency situation; or,
- For flights departing the United States for a foreign port or place, no later than 60 minutes prior to departure.

Failure to transmit an APIS manifest according to the above guidelines and/or failure to obtain permission to depart from DHS prior to departure (as required under 19 CFR 122.22(b)(6), (c)(5)), may result in penalty case initiation against the pilot-in-command of the aircraft.

II. APIS Manifest Submission Process

While APIS manifests submitted through the eAPIS web portal or another CBP-approved electronic data interchange system work to fulfill APIS reporting requirements, landing rights and other procedural interactions with the CBP local port still apply. The three steps for submitting an APIS manifest are outlined below:

- 1) Complete the transmission of the APIS manifest through eAPIS, another CBP-approved electronic data interchange system, or a CBP-approved service provider. This will serve as the electronic notice of arrival/departure and traveler manifest submission. CBP recommends the pilot keep a printed copy of the manifest.
- 2) When an APIS manifest is received by CBP, an email receipt is generated and sent to the email address associated with the sender's eAPIS account. This email receipt will indicate whether the travelers are cleared for arrival in to or departure from the U.S. or if additional steps are necessary. CBP also recommends the pilot keep a printed copy of the email receipt for future reference.
- 3) **Follow all instructions contained in the email receipt.** The instructions will assist in the completion of any additional arrival/departure and/or landing rights procedures that may be required.

Notice of Arrival and Notice of Departure Worksheets are provided in the appendix of this guide. Completion of the worksheets is not required but may help in the gathering of required information prior to beginning the submission process.

For eAPIS manifest uploads or alternate submission methods, the extensible markup language (XML) schema is not addressed specifically in this guide. For more information on the use of the XML schema, please see the *CBP Private Air APIS Business Rules* document available in the "Travel" section at www.cbp.gov.

III. Data Element Validation Rules

This section will serve to describe data elements required by APIS regulations and how these elements are evaluated for sufficiency.

A. Aircraft Information

Aircraft Tail Number

The “Aircraft Tail Number” is the registration identification marking generally affixed to the tail of the aircraft. For U.S.-registered aircraft, this is also known as the “N-number”.

CBP Data Element Validation: Data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) are permitted. The tail number must include all letters and numbers (for aircraft registered in the United States, this includes the “N”).

Examples:

N1234 (no error)
N*123 (error, illegal character)
1234 (error, “N” missing)

Type of Aircraft

The “Type of Aircraft” field should contain the make and model of the aircraft.

CBP Data Element Validation: Error if missing or invalid. This field is free-text alphanumeric and includes special characters.

Examples:

Cessna 400 (no error)
Beechcraft King Air 350 (no error)

Aircraft Colors

This element should include the color scheme of the aircraft with the base color(s) first, followed by the trim color(s).

CBP Data Element Verification: Alpha and some special characters only (apostrophe, dash, period and space) are permitted.

Call Sign

This is the “Aircraft Identification” as filed in the FAA flight plan. In some cases, the call sign may be the same value as the tail number.

CBP Data Element Validation: This free-text alphanumeric field is not validated. This information should be included if it is available.

CBP Issued Decal Number

CBP Data Element Validation: Data must be numeric. No alpha or special characters or spaces are permitted.

The CBP User Fee Decal system is operated by the Decal and Transponder Online Procurement System (DTOPS). For additional information regarding CBP User Fee Decals or to access DTOPS visit the DTOPS website at <https://dtops.cbp.dhs.gov/>.

Operator Name

The operator will be either an individual or company. Either the name fields or company name field should be completed, not both. The middle name of the individual is required, if applicable.

CBP Data Element Validation: Error if missing or invalid. Only alphabetic characters are permitted but inclusion of a hyphen or apostrophe is acceptable in the name fields. If a business entity is used, alphanumeric and the following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the “at” sign (@), period, comma and space.

Operator Address

CBP Data Element Validation: Data must be alphanumeric and special characters as required for each field (e.g. email address may contain “@”). The following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the “at” sign (@), period, comma and space.

Owner/Lessee Name

See Operator Name section above.

Owner/Lessee Address

See Owner/Lessee Address section above.

B. Flight Details – Arrivals to the United States

Date of Aircraft Arrival

CBP Data Element Validation: The date must be numeric in month (MM), day (DD) and year (YYYY) format. Error if missing or invalid.

Examples:

05-31-2009 (no error)

13-12-2009 (error, invalid month)

05-32-2009 (error, invalid day)

*5-&5-2009 (error, invalid, illegal characters in month and date fields)

U.S. Arrival Information - Name of Intended U.S. Airport of First Landing

CBP Data Element Validation: “Airport” data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) are permitted. For notices of arrival, the “Airport” is generally the four-character International Civil Aviation Organization (ICAO) code of the intended airport of arrival. This element is validated from the table provided in eAPIS.

Pilots may only arrive at approved CBP airports of entry (from the table provided in eAPIS) unless permission has been otherwise granted by CBP to arrive at another port or place (Fixed Base Operator (FBO), landing strip, etc.). CBP, based on security or other risk assessments, may limit the locations where aircraft entering the United States from a foreign port or place may land.

Pilots seeking to arrive at an unlisted location should contact the CBP port of entry closest to the proposed landing site.

If an arrival has been approved at an unlisted location:

- 1) Enter the closest CBP port of entry (from the table provided in eAPIS) to the approved landing site in the “Airport” field, and
- 2) Describe the actual place of arrival in the “Arrival Location Description” field. The

“City” field should be the city where the aircraft is actually arriving. If the airport is assigned an ICAO code, the code must be listed.

Foreign Departure Information - Place of Last Departure (ICAO airport code, when available)

CBP Data Element Validation: “Airport” data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) are permitted.

Departures from a foreign port or place can originate from almost anywhere. *If the last foreign departure point is from a port or place that does not have an ICAO airport code, use the ICAO airport code of the airport nearest to the departure site.* The “Country” element is validated from the table provided in eAPIS. The “City” field should be the foreign city from which the aircraft is actually departing.

Complete Itinerary

This is a list of all foreign airports landed at within the 24 hours prior to landing in the United States.

CBP Data Element Validation: This is a free-text field. Data must be alphanumeric.

Five airports may be entered. These values should be the 4-character ICAO codes of the foreign airports visited prior to the foreign departure location if the trip originates at other than the “Place of Last Departure.”

Estimated Time of Arrival

This is the local estimated time of arrival at the U.S. location.

CBP Data Element Validation: Only numeric data from 0001-2400 is permitted.

The time should be entered in HHMM military format (24-hour clock), where 2:20 a.m. = 0220, 10:15 a.m. = 1015, and 3:45 p.m. = 1545.

Examples:

0030 (no error)

2430 (error, invalid time)

Estimated Time and Location of Crossing U.S. Border/Coastline

CBP Data Element Validation: This is a free-text field. Data must be alphanumeric and some special characters are permitted: forward slash, back slash, hyphen, apostrophe, the “at” sign (@), period, comma and space. This element is required. Error if missing or invalid.

This element should be the time and location where the aircraft is expected to cross the U.S. border when arriving in to the U.S. This location value may be given as a physical description or a latitude and longitude reading and is the pilot’s description of what is expected or planned at the time of the APIS manifest submission. *Changes to the “Estimated Time and Location of Crossing U.S. Border/Coastline” do not necessitate manifest resubmission.*

Examples:

1000 Zulu, 15 miles SE of Miami
15:30 UTC, Niagara Falls, US/Canada border
11:15am local, 31.25977,-110.874023 (latitude and longitude)

24-Hour Emergency Point of Contact Information

CBP Data Element Verification: See “Operator Name” section above.

Full name and telephone number are required for the 24-hour emergency point of contact. An email address is not required but is strongly recommended. In the event of a DHS response email with special instructions, a copy of these instructions will also be sent to this email address.

C. Flight Details – Departures from the United States

Date of Aircraft Departure

CBP Data Element Validation: The date must be numeric in month (MM), day (DD) and year (YYYY) format. Error if missing or invalid.

Examples:

05-31-2009 (no error)
13-12-2009 (error, invalid month)
05-32-2009 (error, invalid day)
*5-&5-2009 (error, invalid, illegal characters in month and date fields)

Foreign Arrival Information - Name of Intended Foreign Airport of First Landing

CBP Data Element Validation: “Airport” data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) are permitted. For notices of arrival, this element is validated from the table provided in eAPIS.

The “Airport” is the four-character ICAO code of the intended airport of arrival.

U.S. Departure Information - Place of Last Departure

CBP Data Element Validation: “CBP Airport” data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) are permitted. For notices of departure, this element is validated from the table provided in eAPIS.

Departures from the U.S. can originate from virtually anywhere. *If the last U.S. departure point is from a port or place that does not have an airport code listed in the table provided in eAPIS, use the airport code of the nearest CBP airport to the departure site.*

In the “Actual Departure Location Description” field, describe the actual place from which the aircraft will depart. This is an optional field which should be used only when the location of actual departure differs from the airport listed in the “CBP Airport” field.

The “City” field should be the actual city from which the aircraft is departing.

Examples:

An aircraft is departing from Wittman Regional Airport (KOSH) in Oshkosh, WI. KOSH is not listed as a CBP airport of departure. For this flight, the CBP airport closest to the point of departure is Austin Straubel International Airport (KGRB) in Green Bay, WI. The CBP airport of departure (“Airport”) should be entered as KGRB. The actual city of departure (“City”) is Oshkosh. The “Actual Departure Location Description” should be entered as KOSH.

Complete Itinerary

This is a list of all intended foreign airport destinations for the 24 hours following departure.

CBP Data Element Validation: This is a free-text field. Data must be alphanumeric. Five airports may be entered. These values should be the 4-character ICAO codes of the additional foreign airports that will be visited if the final destination of the trip is other than the “Intended Foreign Airport of First Landing.”

Estimated Time of Departure

This is the local estimated time of departure from the U.S. location.

CBP Data Element Validation: Only numeric data from 0001-2400 is permitted.

The time should be entered in HHMM military format (24-hour clock), where 2:20 a.m. = 0220, 10:15 a.m. = 1015, and 3:45 p.m. = 1545.

Examples:

0030 (no error)

2430 (error, invalid time)

Estimated Time and Location of Crossing U.S. Border/Coastline

CBP Data Element Validation: This is a free-text field. Data must be alphanumeric and some special characters are permitted: forward slash, back slash, hyphen, apostrophe, the “at” sign (@), period, comma and space. This element is required. Error if missing or invalid.

This element should be the time and location where the aircraft is expected to cross the U.S. border when departing the U.S. This location value may be given as a physical description or a latitude and longitude reading and is the pilot’s description of what is expected or planned at the time of the APIS manifest submission. *Changes to the “Estimated Time and Location of Crossing U.S. Border/Coastline” do not necessitate manifest resubmission.*

Examples:

1000 Zulu, 15 miles SE of Miami

15:30 UTC, Niagara Falls, US/Canada border

11:15am local, 31.25977,-110.874023 (latitude and longitude)

24-Hour Emergency Point of Contact Information

CBP Data Element Verification: See “Operator Name” section above.

Full name and telephone number are required for the 24-hour emergency point of contact. An email address is not required but is strongly recommended. In the event of a DHS response email with special instructions, a copy will also be sent to this email address.

D. Traveler Information

All document data must reflect the information from the travel document biographical page.

Full Name consists of last, first, and, if available, middle name data elements:

Last Name

CBP Data Element Validation: Error if missing or invalid. Only alpha characters are permitted but the inclusion of a hyphen or apostrophe is acceptable.

Examples: O'Neill (no error)
 Sm#th (error, illegal character)

First Name

CBP Data Element Validation: Error if missing or invalid. Only alpha characters are permitted and the complete first name is required. Initials should not be used. Name data should be entered as it appears on the travel document (biographical data page of a passport, alien registration card, etc.). Name elements should not include name prefixes or suffixes (Mr., Mrs., Jr., etc.) unless included in the travel document.

Examples: \$ohn (error, illegal character)
 J (this is only acceptable if it matches the travel document information)

In cases where the traveler only has a single name in the travel document (first or last), the single name should be entered in the "Last Name" field. The "First Name" field should not be left blank; it should be filled with "FNU". **The use of "FNU" (First Name Unknown) should be limited to instances where the person's legal name consists of one single name.**

Middle Name

CBP Data Element Validation: The middle name data is only required if applicable (if it is included in the travel document). Only alpha characters are permitted.

Status On Board the Aircraft

CBP Data Element Validation: Error if missing or invalid.

When adding a crewmember, the traveler's status on board the aircraft must be selected as "pilot" or "crew". CBP recognizes the operation of certain aircraft may require multiple pilots. In an APIS context, though, the "pilot" is the one individual responsible for the operation of the aircraft while in flight; the "pilot-in-command" of the aircraft. Therefore, for APIS purposes, only one "pilot" can be designated per flight manifest.

The "pilot" is solely responsible for the accuracy, correctness, completeness, validity, and timeliness of the notice of arrival/departure and traveler manifest APIS submission. Any other person serving in good faith toward the furtherance of the manifested flight should be entered as "crew" in the APIS manifest submission.

Traveler Gender

CBP Data Element Validation: Error if missing or invalid. Only submissions of "M" for male and "F" for female are accepted.

Date of Birth

CBP Data Element Validation: The date must be numeric in month (MM), day (DD) and year (YYYY) format. Error if missing or invalid. Examples:

05-31-2002 (no error)
13-12-1970 (error, invalid month)
05-32-1970 (error, invalid day)

Country of Residence

CBP Data Element Validation: Error if missing or invalid.

Examples:

BHS (no error – Bahamas)
BHR (no error – Bahrain)
BAH (error, invalid country code)

The "Country of Residence" value is validated against the table provided in eAPIS.

Country of Citizenship

CBP Data Element Validation: Error if missing or invalid. The citizenship submission should reflect data contained within the biographical page of the travel document.

Examples:

BHS (no error –
Bahamas) BHR (no
error – Bahrain)
BAH (error, invalid country code)

The “Country of Citizenship” value is validated against the table provided in eAPIS.

Pilot Street Address

This should be the permanent address of the pilot-in-command of the aircraft.

CBP Data Element Validation: Data must be alphanumeric and special characters as required for each field. The following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the “at” sign (@), period, comma and space.

Address While in the United States

A U.S. address must be submitted for all travelers onboard the aircraft whether arriving or departing the United States. For travelers who reside in the U.S., the value will most likely reflect their U.S. home address. For travelers who reside outside the U.S., the value should reflect where they will stay (or did stay) during their visit in the U.S. The U.S. address submission should include valid street, city, state, and zip code data.

CBP Data Element Validation: Data should be alphanumeric and special characters as required for each field. The following special characters are permitted: forward slash, back slash, hyphen, apostrophe, the “at” sign (@), period, comma and space. Blatantly invalid data submissions will be identified as an error and may result in penalty case initiation (i.e., “Unknown”, “Refused”, “Passenger declined”, etc.).

Example: If a Canadian family is flying in to the United States to attend AirVenture Oshkosh and will be setting up a tent by their aircraft, then the correct “Address While in the United States” to use would be the physical address of the Wittman Regional Airport (KOSH) where they are camped:

525 W 20th Avenue
Oshkosh, WI 54902

Document Information - The APIS submission for each traveler must include a DHS-approved travel document when required for travel by law and/or regulation. For APIS purposes, the travel document data required for entry into the United States is the same travel document data required for departure from the United States.

The eAPIS web portal affords the user the ability to submit up to two travel documents for each traveler. For pilots of private aircraft, a travel document used to make entry into the United States (i.e., passport, alien registration card, etc.) is required in the first document field and a pilot's license is required in the second document field.

There are some rare instances where a traveler may choose to have two travel documents submitted (most likely an alien registration card number and a passport) on his/her behalf. When a traveler has an alien registration card number, it must be submitted as the primary travel document. In any case, a second document entry that is not specifically listed in the available document types, such as a driver's license or a state-issued identification card, is not required and should not be submitted.

There are four common elements associated with document submissions: document type, document number, document country of issuance, and document expiration date.

1) DHS-Approved Travel Document Type

Examples: Passport, U.S. Permanent Resident Card, U.S. Alien Registration Card

CBP Data Element Validation: Error if missing or invalid.

Acceptable documents may vary between crew document 1, crew document 2, passenger document 1 and passenger document 2. Please select from the drop-down list in eAPIS.

In most cases, a second document is not needed for a passenger. Pilots, though, always require a second document; the pilot's license.

2) DHS-Approved Travel Document Number

CBP Data Element Validation: Error if missing or invalid. Data must be alphanumeric – no spaces or special characters (dots, hyphens, number signs, dashes, slashes, etc.) are permitted.

3) DHS-Approved Travel Document Country of Issuance

CBP Data Element Validation: The value in this field should be the three-character country code of the country that issued the document. The "Country of Issuance" value is validated against the table provided in eAPIS.

Example: A United States passport issued by the U.S. Embassy in London, England, is

still issued by the United States. The “Country of Issuance” is “USA”.

4) DHS-Approved Travel Document Expiration Date

When required and available, i.e. pilot’s licenses and a small group of passports may not have expiration dates. In cases where a document has no expiration date listed, the expiration date should be left blank.

CBP Data Element Validation: The date must be numeric in month (MM), day (DD) and year (YYYY) format. Error if missing or invalid.

Examples:

05-31-2012 (no error)

13-12-2012 (error, invalid month)

05-32-2012 (error, invalid day)

*5-&5-2012 (error, invalid, illegal characters in month and date fields)

Although eAPIS allows for the selection, “No Document Provided”, CBP regulations require the DHS-approved travel document type, number, country of issuance and expiration date (where applicable) be included in the manifest submission if a travel document is required to enter the U.S.

The “No Document Provided” selection is reserved for rare emergency instances and its use should be coordinated directly with the CBP port associated with the flight. In cases where “No Document Provided” values are submitted, CBP will take into consideration the circumstances of the emergency before any penalty case initiation.

IV. Changes to Manifests

The private aircraft pilot is obligated to make necessary changes to the APIS manifest after it has been transmitted to CBP. If changes to an already submitted manifest are necessary, an updated and amended manifest must be resubmitted to CBP.

If additional travelers are added to an already-submitted manifest, an updated manifest submission with the new traveler information is required. When a traveler on an already-submitted manifest does not travel on the flight, current CBP policy does not require submission of an updated manifest.

Certain changes to an already-submitted manifest do not require electronic resubmission, though. Flight cancellations, changes in expected time of arrival (ETA)/departure (ETD), or changes in arrival/departure location may be submitted telephonically, by radio, or through existing processes and procedures.

On a limited case-by-case basis, CBP may permit a pilot to submit or update notice of arrival or departure and arrival/departure manifest information telephonically when unforeseen circumstances preclude submission of the information via eAPIS. Under such circumstances, CBP will manually process the notice of arrival/departure and traveler manifest information provided by the pilot; the pilot is required to wait for CBP screening and approval to depart. In these cases, the pilot should contact the CBP airport of arrival/departure for assistance.

Changes in ETA and arrival location must be coordinated with the CBP arrival location to ensure that resources are available to inspect the arriving aircraft.

If an updated manifest is submitted, the private aircraft pilot must receive approval from CBP for the amended manifest before the aircraft may depart.

V. How CBP Enforces APIS Requirements:

CBP enforces APIS compliance through the following types of penalty case initiation processes:

- 1) **No APIS MANIFEST:** A syntactically compliant APIS manifest has not been received by CBP for an arrival from or a departure for a foreign port or place.
- 2) **Late APIS MANIFEST:** An APIS manifest has not been received by CBP within prescribed timelines for an arrival from or a departure for a foreign port or place.
- 3) **Insufficient APIS MANIFEST:** An APIS manifest has been received by CBP that contains invalid, incorrect, or incomplete information.
- 4) **Failure to follow DHS instructions:** Prior to departure to or from the United States, the pilot of a private aircraft must receive a message from DHS approving departure and follow any instructions contained therein prior to departure.

The pilot is ultimately responsible for the validity, accuracy, completeness and timeliness of the APIS manifest even if submitted through a third party. In the event of an APIS deficiency, CBP will consider the circumstances surrounding the alleged infraction before any APIS penalty case initiation occurs. Pilots are encouraged to describe any and all mitigating factors when APIS deficiencies are identified.

As explained in the comments section of the “*Advance Information on Private Aircraft Arriving and Departing the United States*” final rule, APIS penalty cases are assessed against the aircraft pilot in the amount of \$5,000 for the first violation and \$10,000 for each subsequent violation. For additional information regarding the assessment and mitigation of these penalties, please refer to “*Customs Administrative Enforcement Process: Fines, Penalties, Forfeitures and Liquidated Damages*” available at www.cbp.gov.

VI. Frequently Asked Questions (FAQ) Regarding General Aviation Processing:

Because we have received many common questions, we at United States Customs and Border Protection (CBP) worked to address current issues and frequently asked questions through a newsletter format. The information we have provided through newsletters was intended to assist private aircraft pilots in preparing and submitting Advance Passenger Information System (APIS) manifests by addressing common mistakes, best practices, and regulatory requirements.

The Private Aircraft eAPIS Newsletter was published in 2010 and 2011 through the collaborative efforts of partnering aviation trade organizations. This newsletter contributors were:

AOPA – Aircraft Owners and Pilots Association

COPA – Canadian Owners and Pilots Association

NBAA – National Business Aviation Association

EAA – Experimental Aircraft Association

As we change from a newsletter format to a web-based resource, we wish to thank all these organizations for their continued partnership and assistance.

The following is a random listing of questions received and answers given. Most are specific to Private Aircraft movements but some apply to both aspects of General Aviation; private aircraft and unscheduled commercial operators. If you have a question regarding any of these entries or a suggestion for topics to be included in this list, please write to Private.Aircraft.Support@dhs.gov.

FAQ 1: What is APIS?

The Advance Passenger Information System (APIS) is an automated record processing system capable of performing database queries on passengers and crewmembers prior to their arrival in to or departure from the United States.

By regulation, pilots of all private aircraft arriving in the United States from a foreign port or place are responsible for the electronic manifest submission to the United States Customs and Border Protection (CBP) for all individuals traveling onboard the aircraft. The pilot of the private aircraft is also responsible for validating the APIS data submitted for travelers arriving in to or departing from the United States.

The data transmitted provides an advance, accurate representation of each traveler onboard the private aircraft before the flight arrives in to or departs from the United States.

Through APIS, CBP can identify high-risk travelers who may pose a risk or threat to aircraft safety or to national security, while simultaneously facilitating the travel of legitimate passengers and crew members.

FAQ 2: As a private aircraft pilot, what are my APIS responsibilities for arrivals in to the United States?

There are four common private aircraft pilot responsibilities associated with all private aircraft arrivals in to the United States:

- I. Ensure an APIS manifest is submitted to CBP,
- II. Receive an electronic clearance response from DHS,
- III. Follow all instructions contained in the clearance response, and,
- IV. Arrive safely and present the aircraft and all travelers to CBP for inspection.

Pilot Responsibility I. Ensure an APIS manifest is submitted to CBP.

The private aircraft pilot is the party responsible for the submission of an accurate, complete, correct, and timely APIS manifest submission. Remember, the pilot of the private aircraft is responsible for validating APIS data for travelers arriving in to the United States. Through the APIS manifest, the pilot is asserting the validity of the APIS manifest data; i.e., the traveler matches the travel document and the travel document matches the travel document data submitted to CBP. APIS manifests must be submitted no later than sixty (60) minutes prior to the flight's departure.

A common question we receive regarding arrival manifests is, "I won't be staying at a hotel while I'm in the United States. I'll be camping under the wing of my plane. What do I

enter as my ‘Address While in the United States’?”

CBP regulations require a description of each traveler's address while in the United States. The APIS manifest should include the pilot's best description of that address. For example, for a day trip, a pilot can submit the address of the establishment to be visited.

In all cases the submission should be the best description of where the traveler will or has been visiting while in the United States. If a Canadian family is flying to the United States to attend AirVenture Oshkosh and will be setting up a tent by their aircraft, then the correct “Address While in the United States” to use would be the physical address of the Wittman Regional Airport (KOSH) where they are camped:

525 W 20th Avenue
Oshkosh, WI 54902

Pilot Responsibility II. Receive an electronic clearance response from DHS.

Within seconds of a manifest being submitted, a confirmation email receipt (Notification of Receipt of Transmission) from APISConfirmNoReply@dhs.gov is sent to the submitter's email address on file. The clearance response message will indicate one of two things: your manifest was successfully processed and cleared as expected, or CBP was unable to systematically clear your manifest.

While the email responses are always sent within seconds, some submitters have difficulty receiving them. If, after submitting an APIS manifest you do not find a clearance response as expected, please check your spam or junk folders. Because the message is sent from a “NoReply” address, it may have been blocked by your spam settings. Typically, this can be remedied by adding APISConfirmNoReply@dhs.gov to your email contact list. If you've taken these steps and still can't find the clearance response, please contact the affected CBP port to verify that your manifest information has been received and processed.

Pilot Responsibility III. Follow all instructions contained in the clearance response.

Again, the clearance response will tell you one of two things: either all has been processed successfully (proceed), or all has not been processed successfully (do not proceed).

If all has been processed as expected, the message instructs pilots to make any applicable arrival arrangements (permission to arrive, landing rights, overflight exemptions, etc.) with

the CBP port of entry.

If your manifest was not processed successfully, you'll be given instructions on how to contact a DHS representative to assist with the flight's clearance.

Pilot Responsibility IV. Arrive safely and present the aircraft and all travelers to CBP for inspection

Upon arrival in to the United States, private aircraft pilots are required to report immediately to CBP for inspection.

Here's where APIS data is verified and validated by CBP. Just as private aircraft pilots are responsible for validating APIS data for travelers arriving in to the United States, CBP officers validate the accuracy of the APIS manifest (i.e., the traveler matches the travel document and the travel document matches the travel document data submitted to CBP). The officers processing your aircraft arrival will compare the travelers and travel documents presented upon arrival with the APIS manifest submitted. Discrepancies are reported and in some cases penalties are proposed. All penalty cases are reviewed before any penalty case initiation against the pilot occurs. At the time of this writing (January 2015), since the May 2009 implementation of Private Aircraft APIS requirements, CBP has processed over one million private aircraft arrivals and departures and less than 50 private aircraft pilots have been the subject of APIS penalty case initiation.

FAQ 3: As a private aircraft pilot, what are my APIS responsibilities for departures from the United States?

The APIS responsibilities for a pilot of a private aircraft departing the United States are much the same as when he or she is arriving but, because not all departing aircraft are inspected by CBP, the process is a bit simpler. The private aircraft pilots are responsible for:

- I. Ensure an APIS manifest is submitted to CBP,
- II. Receive an electronic clearance response from DHS,
- III. Follow all instructions contained in the clearance response, and,
- IV. Arrive safely at your destination.

Pilot Responsibility I. Ensure an APIS manifest is submitted to CBP.

Just as with arrivals in to the United States, the private aircraft pilot is the party responsible for the submission of an accurate, complete, correct, and timely APIS manifest submission. The pilot of the private aircraft is also responsible for validating APIS data for travelers departing the United States. Through the APIS manifest, the pilot is asserting the validity of the APIS manifest data; i.e., the traveler matches the travel document and the travel document matches the travel document data submitted to CBP. Remember, APIS manifests must be submitted no later than sixty (60) minutes prior to the flight's departure.

A common question we receive regarding departure manifests is, "My airport of departure is not listed in eAPIS, what should I do?"

Departures from the United States can originate from virtually anywhere. *If the last United States departure point is from a port or place that does not have an airport code listed in the table provided in eAPIS, use the airport code of the nearest CBP airport to the departure site.* In the "Actual Departure Location Description" field, describe the actual place from which the aircraft will depart. This is an optional, free-text field which should be used only when the location of actual departure differs from the airport listed in the "CBP Airport" field. The "City" field should always be listed as the actual city from which the aircraft is departing.

For example, if an aircraft is departing from Wittman Regional Airport (KOSH) in Oshkosh, Wisconsin, KOSH is not listed as a CBP airport of departure. For this flight, the CBP airport closest to the point of departure is Austin Straubel International Airport (KGRB) in Green Bay, Wisconsin. For this manifest, the CBP airport of departure ("Airport") should be entered as KGRB. Because the actual city of departure ("City") is Oshkosh, the "Actual Departure Location Description" should be entered as KOSH.

II. Receive an electronic clearance response from DHS.

As we discussed earlier, within seconds of a manifest being submitted, a confirmation email receipt (Notification of Receipt of Transmission) from APISConfirmNoReply@dhs.gov is sent to the submitter's email address on file. The clearance response message will indicate one of two things: your manifest was successfully processed and cleared as expected, or CBP was unable to systematically clear your manifest.

III. Follow all instructions contained in the clearance response.

As with the arrival manifest response, the clearance response for departures from the United

States will tell you one of two things: either all has been processed successfully (proceed), or all has not been processed successfully (do not proceed). But, because not all departing aircraft are physically inspected by CBP, the response message content is a bit different.

a) If your APIS manifest has been processed as expected, the message instructs pilots they are clear to depart; there are no references to contacting CBP because arrival arrangements (permission to arrive, landing rights, overflight exemptions, etc.) don't apply. When you receive this message, you are clear to depart at the time stated – unless CBP or another DHS agency contacts you and instructs you to report for an outbound inspection. As we described earlier, outbound inspections also include APIS data quality validation. The pilot must ensure that all data transmitted accurately represents the travelers, the aircraft, and the details of the flight.

b) As we discussed earlier, if your manifest was not processed successfully, you'll be given instructions on how to contact a DHS representative to assist with the flight's clearance.

IV. Arrive Safely at your Destination

Arrive safely at your destination. Again, if your APIS manifest was processed and you were cleared for your departure, you are clear to depart at the time stated – unless CBP or another DHS agency contacts you and instructs you to report for an outbound inspection. If you were contacted to present the aircraft for an outbound inspection, the pilot must present the aircraft, himself, and all travelers for inspection just as he would for an inspection upon arrival in to the United States. As previously mentioned, outbound inspections also include APIS data quality validation. The pilot must ensure that all data transmitted accurately represents the travelers, the aircraft, and the details of the flight.

FAQ 4: eAPIS Online Help – Where is it?

While we receive many comments saying no help is available within eAPIS, we want to remind you that if you need immediate assistance when submitting an APIS manifest through eAPIS, there are always two online resources available to you:

eAPIS Field Help - when you have questions about a specific field, field help is available by clicking on the underlined word(s) above the field; and

Frequently Asked Questions (FAQs) – FAQs are available by clicking on the red “Help” button in the upper right corner of eAPIS.

FAQ 5: CBP User Fee Decals – How do I get a CBP User Fee decal?

CBP User Fee Decals expire on December 31, and new User Fee Decals are required for private aircraft arriving on and after January 1. The CBP User Fee Decal system is operated by the Decal and Transponder Online Procurement System (DTOPS). For additional information regarding CBP User Fee Decals or to access DTOPS visit the DTOPS website at <https://dtops.cbp.dhs.gov/>.

Once the decal is received the new number can be entered in eAPIS during the manifest submission process. The expired decal number can be overwritten on the second page (“Aircraft Information”) of an eAPIS submission.

FAQ 6: eAPIS System Lock-out – I’ve been locked out of eAPIS, what do I do?

To safeguard users from unauthorized access, eAPIS initiates a 10-minute lock-out period after 3 mistaken password attempts. If you wait 10 minutes, the system will let you try again.

Common reasons for mistaken password attempts and lock-outs are:

- Accidental entries (incorrectly typing your password);
- CAPS lock is on (your password is case-sensitive, please ensure your CAPS lock is off); and,
- Not using your most recently created password.

Remember, if you have forgotten your password, you may reset it by following the steps outlined at the eAPIS sign-on page (<https://eapis.cbp.dhs.gov>).

FAQ 7: How far in advance may I submit an APIS manifest?

CBP regulations require private aircraft pilots transmit an APIS manifest no later than 60 minutes prior to departure. Because no maximum timeframe is set, CBP recommends that pilots of private aircraft not wait until 60 minutes prior to the departure before transmitting the APIS manifest. In fact, CBP recommends that pilots transmit the APIS manifest as soon as flight details and the traveler list are clearly determined.

This advice is often useful for pilots who are departing for a place where internet access may not be available. For example, pilots leaving the United States for a Caribbean island

where internet access is known to be unpredictable, or those flying into the Canadian wilderness where internet access is nonexistent, are encouraged to submit both manifests (departure and subsequent arrival) before their initial departure from the United States. Even pilots flying into the United States where internet access is more predictable utilize this practice.

FAQ 8: As the pilot of a private aircraft, do I have to submit the APIS manifest myself?

No. While the pilot of a private aircraft is responsible for the APIS transmission, he or she is not required to be the person who submits the manifest. APIS compliance can be achieved when the pilot, or his designee, transmits the APIS manifest to CBP.

A pilot can designate anyone to submit the APIS manifest for a flight; for example a family member or friend, or even a CBP-approved service provider. A list of CBP-approved service providers can be found in the “Travel” section at www.cbp.gov.

FAQ 9: I have a new email address. How do I change the email address associated with eAPIS?

All email correspondence (electronic clearances, activation keys, etc.) regarding your eAPIS account are sent to the email address that was provided during enrollment to eAPIS.

You can change or update the email address associated with your eAPIS account by completing the following steps:

1. Log-in to eAPIS;
 2. Agree to Terms and Conditions;
 3. On the “Private Aviation – Manifest Options” page, select “Modify primary account holder information” under the “Manage Account” heading.
 4. Update or change your email address as necessary.
 5. Click “Submit” to make the changes.
-

FAQ 10: What documents can I use to travel by Private Aircraft?

The APIS submission for each traveler must include a DHS-approved travel document when required for travel by law and/or regulation. For APIS purposes, the travel document data required for entry into the United States is the same travel document data required for

departure from the United States.

In general, the DHS-approved travel document for travelers aboard private aircraft is a valid, unexpired passport. When a traveler has an alien registration card number, though, it must be submitted (instead of the passport).

The eAPIS web portal affords users the ability to submit up to two travel documents for each traveler. For pilots of private aircraft, the DHS-approved travel document used to make entry in to the United States (i.e., passport, alien registration card number, etc.) is required in the first document field and a pilot's license is required in the second document field.

There are some rare instances where a traveler may choose to have two travel documents submitted (most likely an alien registration card number and a passport) on his/her behalf. In any case, a second document entry that is not specifically listed in the available document types, such as a driver's license or a state-issued identification card, is not required and should not be submitted.

FAQ 11: Do I have to retransmit when I make changes to a previously submitted manifest?

Yes – and No. If changes to an already transmitted manifest are necessary (travelers are added, aircraft is changed, etc.), an updated and amended manifest must be retransmitted to CBP.

But, amendments regarding flight cancellation, expected time of arrival/departure (ETA, ETD) or changes in arrival/departure locations, to an already transmitted manifest may be submitted telephonically, by radio, or through any other existing processes and procedures.

This question is usually asked with regard to arrivals in to the United States. Changes in ETA and arrival location must be coordinated with CBP in order to ensure that landing rights or permission to land has been secured and that CBP resources are available to process the arriving aircraft.

FAQ 12: Where can I find contact information for a CBP Airport?

We've compiled a list of airports where CBP Inspection Services are normally available for non-precleared private aircraft arrivals. The list is available in the "Travel" section at www.cbp.gov.

Because airports have different operational hours and different operational requirements (e.g., Landing Rights, Overflight Exemptions, Permission to Land, etc.), pilots should contact the CBP airport of arrival directly to better understand and confirm local operating procedures and requirements that may affect the flight. Coordination is critical, especially for arrivals in to ports where CBP is not permanently staffed.

FAQ 13: After I've submitted an APIS Manifest, how do I know I've received authorization to fly?

After you've submitted an APIS manifest, you will receive a confirmation receipt email from APISConfirmNoReply@dhs.gov. When you receive your confirmation receipt email, you must follow any and all instructions therein. The receipt will either grant you authorization to proceed with your flight plans or instruct you on how to proceed with a flight that was unable to be cleared. The email messages are sent automatically from CBP and are usually received by the eAPIS user within minutes. Because it is sent from a "no reply" address, the email message is sometimes blocked by email spam filters. If you do not find this email in your inbox, please check your spam folder, junk folder, etc. While thousands of these confirmation receipts are received with no problems, some users need to make adjustments to their email settings to ensure they can receive email from APISConfirmNoReply@dhs.gov. Typically, if you add this email address to your email contact list, you will be able to receive these communications from CBP. As a reminder, if you ever need to verify that your information has been received and/or if you are cleared for your flight, please contact the affected CBP port.

The clearance within the confirmation receipt emails is based on the information submitted and does not confirm that the submitted APIS manifest information is valid, accurate and/or complete, or that the manifest was submitted within specified timeline requirements. It is only a receipt to confirm that the submitted manifest information has been received and successfully processed. Submission of manifests less than 60 minutes prior to departure or submission of invalid, inaccurate and/or incomplete manifest data may be subject to penalty case initiation.

As a reminder, the confirmation receipt email also instructs pilots that permission to land and/or landing rights and other notifications that may be required by the CBP destination port must be coordinated directly with the port as required by the Port Director. **The APIS email confirmation receipt does not grant landing rights.** Under 19 CFR 122.14, the responsibility of securing landing rights for a private aircraft operator lies solely on the pilot in command and landing rights can only be secured after submitting the applicable APIS manifest.

FAQ 14: I have received an email from CBP requesting information about a possible APIS violation. What does it mean and what should I do?

The email message is simply a request for additional information regarding a specific flight or APIS submission. The email is not, in and of itself, a notice of penalty case initiation.

Example: CBP requires an APIS manifest for each private aircraft flight arriving in to or departing from the United States.

In cases where CBP is unable to readily locate a manifest submitted for either an arriving or departing flight, you may receive an email from CBP asking about the APIS manifest submission. The email will state the applicable regulations, dates of flight(s), and furthermore ask for more information regarding the manifest submission for the flight that CBP was preliminarily unable to locate.

In every case of non-compliance – before any penalty case initiation occurs – the pilot will be contacted directly by this office to ensure that both sides of the story are considered before any penalty case initiation occurs. **If you receive one of these letters, please respond with information that will work to prevent possible penalty case initiation (such as the eAPIS confirmation number, a copy of the confirmation receipt email, etc.) by the date requested.** Cooperative conversation and immediate, corrective measures go a long way in preventing penalty case initiation.

At the time of this writing (January 2015), since the May 2009 implementation of Private Aircraft APIS requirements, CBP has processed over one million private aircraft arrivals and departures and less than 50 private aircraft pilots have been the subject of APIS penalty case initiation.

FAQ 15: When leaving the United States, do private aircraft operators have to depart from a CBP airport?

No, pilots of private aircraft may depart from any US port or place. There is a common misconception that CBP or the eAPIS web portal requires all private aircraft to depart from a CBP airport. That is incorrect. Again, you may depart from any US port or place, but if you are departing from a non-CBP airport (an airport not listed in the drop down list within eAPIS), you must describe your actual place of departure in the “departure location description” field. The field help (click on the underlined link/words above the phrase) associated with the Departure “Airport” field addresses this situation:

“Enter the ICAO airport code corresponding to the last domestic port of departure. For a complete list of airport codes select the Options button to the right of the field. If the airport code is not found, choose the airport code closest to your departure site. If you’re not leaving from the airport location, enter details of departure location below.”

In these cases, the “Airport” field is used to assign the departure manifest to the correct CBP airport of departure, but the “Departure Location Description” field is the port or place from where you actually depart.

FAQ 16: My Auxiliary Power Unit (APU) exhaust is located more than eight feet off the ground, do I have to shut down my APU during my CBP inspection?

No.

For aircraft equipped with an APU exhaust located on the fuselage 8 feet or higher from the ground, the APU may remain powered – **at the GA operator’s discretion** – and any electrical systems served by the APU (navigational, comfort, safety, etc.) may remain powered as well. But, for GA aircraft with an APU exhaust configured less than 8 feet off the ground, the APU will be powered down before conducting the RIID scan.

FAQ 17: If I comply with U.S. APIS requirements, does my APIS submission also fulfill my reporting requirements for Mexico?

No.

Mexico’s reporting requirements are separate and distinct from those of the United States. By submitting APIS information to CBP, you have no impact on the fulfillment of Mexico’s requirements, and vice versa.

FAQ 18: What are the latest changes to the Overflight Exemption process?

On June 17, 2013, CBP implemented the following changes to the Southern Border Overflight Exemption process:

1) Certain requirements for Overflight Exemption applications have been waived as a matter of CBP’s enforcement discretion, pending revision of the applicable CBP regulations. Specifically, CBP will no longer enforce the following information requirements under Section 122.25 for overflights:

- Names, addresses, Social Security numbers (if applicable), and dates of birth for all usual or anticipated passengers. (19 CFR § 122.25(c)(7));

- Name(s) of the airport(s) of intended first landing in the U.S. (19 CFR § 122.25(c)(10));
- Foreign place or places from which flight(s) will usually originate. (19 CFR § 122.25(c)(11)).

2) All Overflight Exemptions now allow operators to overfly designated CBP airports – from all foreign points – to all airports where CBP services are normally available, provided the operator has complied with all other applicable CBP requirements – including APIS – and landing rights and permission to land have been granted by the receiving port of entry.

3) CBP also no longer enforces the requirement that operators utilizing an Overflight Exemption carry one approved passenger (19 CFR 122.25(c)(7)) provided the operator has complied with all other applicable CBP requirements – including APIS – and landing rights and permission to land have been granted by the receiving port of entry. GA operators wishing to utilize an existing or newly granted Overflight Exemption will be allowed to arrive with no passengers; with passengers already listed within an existing Overflight Exemption; or with passengers not listed within an existing Overflight Exemption.

All General Aviation operators utilizing an Overflight Exemption must still abide by all other applicable CBP requirements and regulations, to include:

- the aircraft commander, operator, or authorized representative must still obtain landing rights approval or permission to land directly from the U.S. CBP port of arrival as applicable under 19 CFR §§ 122.12, 122.14, and 122.15 and must provide advance notice of arrival in accordance with 19 CFR § 122.31;
- a copy of the Overflight Exemption letter must be maintained onboard the approved aircraft;
- only aircraft listed within the Overflight Exemption letter may be utilized;
- only crewmembers listed within the Overflight Exemption letter may be utilized;
- exempted aircraft must utilize a transponder that reports aircraft position and altitude (i.e., Mode C, Mode S);
- operators of exempted aircraft must fly in accordance with instrument flight rules (IFR); and
- operators of exempted aircraft must maintain altitudes above 12,500 feet mean sea level (unless otherwise instructed by Federal Aviation Administration controllers).

FAQ 19: How do I apply for an Overflight Exemption and how long does the process take?

Overflight Exemption requests should be submitted in the form of a letter to the Port Director at the airport at which the majority of CBP overflight processing is desired by the

applicant. There is no centralized office to process these paper applications and term exemption requests must be submitted at least 30 days prior to the first anticipated flight. (See FAQ 18 and 19 CFR 122.25 for more information.)

FAQ 20: My aircraft isn't capable of maintaining an altitude above 12,500 feet mean sea level. Can I still utilize an Overflight Exemption?

No. One of the regulatory requirements for the Overflight Exemption privilege is the aircraft's ability to maintain altitudes above 12,500 feet mean sea level.

FAQ 21: How do I comply with APIS requirements during a system outage?

The short answer is, call the CBP port associated with your flight.

In describing the general requirement for Private Aircraft APIS, 19 CFR 122.22 describes how the private aircraft pilot is responsible for the accuracy, correctness, timeliness, and completeness of the submitted APIS information. All required data pertaining to the aircraft, and all individuals onboard the aircraft must be transmitted to CBP by means of an electronic data interchange system approved by CBP.

In describing what is generally required, the regulations also describe how to handle certain situations that may arise unexpectedly; "On a limited case-by-case basis, CBP may permit a pilot to submit or update notice of arrival and arrival/departure manifest information telephonically when unforeseen circumstances preclude submission of the information via eAPIS. Under such circumstances, CBP will manually enter the notice of arrival and arrival/departure manifest information provided by the pilot and the pilot is required to wait for CBP screening and approval to depart."

This provision – and the fact that it is specifically addressed within regulation – is very helpful to pilots of private aircraft who find themselves without internet access or otherwise unable to access CBP APIS; i.e., system outages, server failures, etc.

FAQ 22: Why does it seem that APIS regulatory requirements and eAPIS system requirements are sometimes different?

Let's start with defining the difference between APIS and eAPIS.

APIS is CBP's Advance Passenger Information System; an automated record processing system capable of performing database queries on commercial airline, commercial vessel, and private aircraft passengers and crewmembers prior to their arrival in to or departure from the United States. Through APIS, CBP can identify high-risk travelers who may pose a risk or threat to vessel or aircraft safety or to national security, while simultaneously facilitating the travel of legitimate passengers and crew members.

eAPIS, the electronic Advance Passenger Information System, is a CBP web portal through which APIS manifest data can be submitted.

Since eAPIS is only a means of getting APIS manifest data submitted, the eAPIS systematic rules may seem a bit different than the APIS regulations. To help ensure eAPIS users submit the minimum mandatory data elements needed to process a manifest, eAPIS marks some fields as "mandatory" (with a red asterisk). It's a common mistake to confuse these web rules with APIS regulations and to think that you should only fill in data for the red-asterisk fields.

So what data is required? We are often asked, "Why aren't all the fields in eAPIS 'mandatory'? Which fields are *really* required?"

A good example of why this "difference" exists is the "middle name" field. Because not all travelers have a middle name, eAPIS does not mark the field as "mandatory" with a red asterisk – manifests can be processed without middle names. But, APIS regulations require middle name submissions from *all* travelers – when applicable.

"So how do I know whether to submit the data?" If a traveler has a middle name listed in his passport, the required data is applicable and the data *must* be included in the APIS manifest (even though there isn't a red-asterisk in eAPIS).

The bottom line is if the required information is available or applicable, it must be included in the APIS submission.

APIS Guide Updates:

This guide is updated regularly and the most recent version can be found in the “Travel” section at www.cbp.gov.

Contact Information:

Please direct all questions, comments, or concerns about this guide by emailing Private.Aircraft.Support@dhs.gov or by calling (951) 656-0910.

Appendix

Notice of Arrival Worksheet

Completion of this worksheet is not required, but it may help in the gathering of required information prior to beginning the submission process. Completing this worksheet does not fulfill any notice of arrival/landing rights requirements. All information must be transmitted through eAPIS or another CBP-approved electronic data interchange system.

Notice of Arrival

Aircraft Tail Number: _____

Foreign Departure Information

Country: _____ Airport: _____ City: _____ Date: _____ ETD Local Time: _____

Flight Itinerary – Airports within 24 Hours of Departure (ICAO airport codes):

Estimated Time and Location of Crossing U.S. Border or Coastline:

U.S. Arrival Information

Airport: _____ Date: _____ ETA Local Time: _____ City: _____ State: _____

Arrival Location Description: _____

24 Hour Emergency Contact Information

Last Name: _____ First Name: _____ Middle Name: _____

Telephone Number: _____ Email Address: _____

Traveler Counts – Crew: _____ Passengers: _____

Notice of Arrival Worksheet (continued)

Aircraft Information

Type of Aircraft: _____ Color: _____

Call Sign: _____ CBP Decal Number: _____

Aircraft Operator Information

Last Name: _____ First Name: _____ Middle Name: _____

OR Company Name: _____

Street Address: _____ Apartment or Suite Number: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Aircraft Owner/Lessee Information

Owner Name –

Last Name: _____ First Name: _____ Middle Name: _____

OR Company Name: _____

Street Address: _____ Apartment or Suite Number: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Notice of Arrival Worksheet (continued)

Crew Information

Crew Details

Last Name: _____ First Name: _____ Middle Name: _____

City of Birth: _____ State or Province of Birth: _____ Country of Birth: _____

Date of Birth: _____ Crew Member Status (pilot or crew): _____ Gender (M or F): _____

Country of Residence: _____ Country of Citizenship: _____

Permanent Address – Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Address While in the U.S. – Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____

Document Information

Document 1 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Document 2 (must be “pilot’s license” if status is “pilot”) Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Notice of Arrival Worksheet (continued)

Passenger Information

Last Name: _____ First Name: _____ Middle Name: _____ Gender: ____

Country of Residence: _____ Date of Birth: _____ Country of Citizenship: _____

Address While in the U.S.

Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____

Document Information

Document 1 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Document 2 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Notice of Departure Worksheet

Completion of this worksheet is not required, but it may help in the gathering of required information prior to beginning the submission process. Completing this worksheet does not fulfill notice of departure requirements. This information must be transmitted to CBP electronically through eAPIS or another CBP-approved electronic data interchange system.

Notice of Departure

Aircraft Tail Number: _____

U.S. Departure Information

CBP Airport: _____ City: _____ State: _____ Date: _____ ETD Local Time: _____

Actual Departure Location Description:

Foreign Arrival Information

Country: _____ Airport: _____ City: _____ Date: _____ ETA Local Time: _____

Flight Itinerary – Intended Foreign Airport Destinations for 24 Hours Following Departure (ICAO airport codes): _____

Estimated Time and Location of Crossing U.S. Border or Coastline:

24 Hour Emergency Contact Information

Last Name: _____ First Name: _____ Middle Name: _____

Telephone Number: _____ Email Address: _____

Traveler Counts – Crew: _____ Passengers: _____

Notice of Departure Worksheet (continued)

Aircraft Information

Type of Aircraft: _____ Color: _____

Call Sign: _____ CBP Decal Number: _____

Aircraft Operator Information

Last Name: _____ First Name: _____ Middle Name: _____

OR Company Name: _____

Street Address: _____ Apartment or Suite Number: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Aircraft Owner/Lessee Information

Owner Name –

Last Name: _____ First Name: _____ Middle Name: _____

OR Company Name: _____

Street Address: _____ Apartment or Suite Number: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Telephone Number: _____ Fax Number: _____ Email Address: _____

Notice of Departure Worksheet (continued)

Crew Information

Crew Details

Last Name: _____ First Name: _____ Middle Name: _____

City of Birth: _____ State or Province of Birth: _____ Country of Birth: _____

Date of Birth: _____ Crew Member Status (pilot or crew): _____ Gender (M or F): _____

Country of Residence: _____ Country of Citizenship: _____

Permanent Address – Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____ Country: _____

Address While in the U.S. – Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____

Document Information

Document 1 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Document 2 (must be “pilot’s license” if status is “pilot”) Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

Notice of Departure Worksheet (continued)

Passenger Information

Last Name: _____ First Name: _____ Middle Name: _____ Gender: ____

Country of Residence: _____ Date of Birth: _____ Country of Citizenship: _____

Address While in the U.S.

Street Address: _____

City: _____ State/Province: _____ Zip/Postal: _____

Document Information

Document 1 Document Type: _____

Document Number: _____ Country of Issuance: _____ Expiration Date: _____

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