

**EAA Knee-Board Guide to  
DHS/US Customs and Border Protection (CBP)  
and  
DHS/Transportation Security Administration (TSA)  
International General Aviation Flight Border Clearance Requirements**

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**CBP eAPIS International Flight & Manifest Submission Policies  
For  
Recreational and General Aviation Flights**

1. **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. **\*\*Don't leave your cell phone at home**
3. 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/>. You must remember your user name and password; you'll need it for all future flights. You should receive your eAPIS acceptance via e-mail within minutes, but approval could take up to 5 days.
  - b) Once accepted, you must activate your account within 30 days of the date on the e-mail.
  - c) First flight across the border – Your required flight, aircraft, crew, and passenger information must be submitted at least 60 minutes prior to take off and you can't take off until approval has been granted – approval confirmation will be e-mailed to you, usually within minutes after you submit. Use the [Private Pilot Air APIS Guide book](#) for assistance as needed.
  - d) Return flight – If you know your return flight, crew, and passenger information it is best to submit the return flight information in eAPIS at the same time you submit your first flight across the border.
  - e) Delays or changes:
    - 1) Known delays of less than one calendar day prior to takeoff – enter revised times into the eAPIS system or call your CBP airport port of entry <http://www.cbp.gov/xp/cgov/toolbox/contacts/ports/>
    - 2) Delays while flying – call the FAA Flight Service to relay delay information to your CBP airport port of entry.
    - 3) Enroute diversions – Call the FAA Flight Service to relay diversion information to your new CBP airport port of entry. If forced to land at any airport other than a CBP airport port of entry, call the FAA Flight Service to relay that information to your original port of entry AND personally call them once you land.
  - f) When flying into Wittman Regional Airport (KOSH) for AirVenture use: Wittman Airport (KOSH), 525 W. 20<sup>th</sup> Ave., Oshkosh, WI 54902, 920-236-4930 – as your destination address.
  - g) When flying home from Wittman (KOSH) use Austin Straubel Airport, Green Bay (KGRB) as your airport of departure and then enter Wittman Airport (KOSH) as the “Actual Departure Location Description.”

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**TSA International Flight & Manifest Submission Policies  
For  
Recreational and General Aviation Flights under 100,309 max T/O weight**

4. The TSA International Waiver program is based on [FAA Notam 8/3576](#) and applies to all general aviation pilots flying into or out of the U.S. who fly aircraft with a maximum certified takeoff weight of 100,309 pounds or less.
  - a) The requirements do not apply to aircraft registered in and flown by pilots who are residents of the U.S., Canada, the Bahamas, Mexico, Bermuda, Cayman Islands, and the British Virgin Islands.
  - b) A TSA waiver is required if your aircraft:
    - a. Is not equipped with a radio (to maintain two-way radio communications with ATC).
    - b. Is not equipped with a transponder (to squawk an assigned border crossing ATC assigned transponder code).
  - c) All aircraft entering the U.S. must be on a flight plan, in contact with ATC, and squawking their assigned transponder code.
5. Steps:
  - a) Enroll for a TSA waiver user account on the TSA General Aviation web page.  
[http://www.tsa.gov/what\\_we\\_do/tsnm/general\\_aviation/airspace\\_waiver\\_forms.shtm](http://www.tsa.gov/what_we_do/tsnm/general_aviation/airspace_waiver_forms.shtm) This process is very similar to the CBP eAPIS enrollment process and takes the same amount of time to obtain your acceptance e-mail. Remember your user name and password for future use.
  - b) After you are registered, log into the TSA Airspace Access web site, then select International Waiver. Fill out the five pages of required aircraft owner, itinerary, aircraft, manifest, and security information. Once submitted TSA indicates that approval may take up to 7 working days to approve – so it is VERY IMPORTANT to plan ahead when seeking a TSA International Waiver.
6. Delays, Changes, or Enroute diversions. EAA is not aware of any method available to pilots that would allow them to update either the TSA or the FAA while enroute.

Call EAA Information Services at 888-322-4636 or 920-426-4821 with any questions. EAA does not provide international flight planning services.

TSA International waiver questions may also be answered by TSA official at TSA HQ's in Washington DC at 571-227-2392 or 571-227-2281.

CBP eAPIS questions may also be answered by CBP officials at all CBP airport ports of entry or at CBP HQ's in Washington DC at 281-230-4642.