



Addison Airport

4545 Jimmy Doolittle Drive, Suite 100, Addison, TX 75001

Regular Office Hours

Monday-Friday, 1000-1900
Central Standard Time (CST)

Hours of Service for Entrance and Clearance

Inspection services for the entrance/
arrival of aircraft at Addison Airport
are available M-F, 1000-1900 in
accordance with the port's permission
to land procedures.

Commercial aircraft operators
departing the U.S. must obtain an
outbound clearance by contacting
CBP directly.

Contact Information

(214) 208-3636 CBP Addison Cell Phone
(972) 385-5448 CBP Addison Office
(800) 973-2867 SECTOR Communications toll free
(407) 975-1740 SECTOR Communications
(972) 456-2332 KDFW CBP Watch Commander
KADS_GAP@cbp.dhs.gov

Permission to Land Procedures

Addison Airport (KADS) is designated as a "user fee
airport" [19 CFR 122.1(m);19 CFR 122.15].

Pilots must secure permission to land by contacting CBP no
later than one hour prior to departure from the foreign port or
place.

Permission to land is granted with a tolerance of (+/-) 30
minutes. If your ETA deviates outside these parameters,
previously granted permission(s) are invalid and you must
contact the CBP port to re-secure permission to land.

Inspection Process

- Upon Landing, proceed to the Customs Ramp for clearance.
- The CBP Officer should be waiting for you.
- The officer will ask you to come into the CBP office for processing.
- You will only need your travel documents unless instructed otherwise.
- Regulated Garbage will be handled at the Customs Ramp.
- After the flight is processed you may depart the FIS (Federal Inspection Station).

Special Procedures/Miscellaneous

- Recently, Facial Recognition has been implemented at KADS and everyone is now required to go into the CBP office for this type of processing.
- After normal hours, Saturday, Sunday and Holidays by appointment only.
- Must Call Addison CBP Officer to secure Landing Rights prior to 1630 M-F for after hours clearance.
- For Saturday, Sunday and Holidays by appointment only. Must Call Addison CBP Officer to secure Landing Rights on Friday before 1630. No appointments will be granted after the Friday deadline, on the weekend or the Holiday.
- When Holidays land on days other than Monday (i.e. Thanksgiving) the appointment needs to be requested before 1630 on the regular workday preceding the Holiday.
- After Hours, Weekend and Holiday services are billed for these arrivals by the Addison Airport.

NOTE: For further detailed information regarding national GA processing standards and procedures, please refer to the CBP Private Aircraft Arrival Information Document or contact GAsupport@cbp.dhs.gov