



## **Regular Office Hours**

Monday-Friday, 0800-1600  
Mountain Time (MT)

## **Hours of Service for Entrance and Clearance**

Inspection services for the entrance/ arrival of aircraft at Rocky Mountain Metropolitan Airport are available 24 hours per day, 7 days per week 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**

(303) 271-4884 Rocky Mountain Metropolitan CBP Office  
(303) 472-8392 Rocky Mountain Metropolitan  
CBP Duty Officer Cell  
[KBJC\\_GAP@cbp.dhs.gov](mailto:KBJC_GAP@cbp.dhs.gov)

## **Permission to Land Procedures**

Rocky Mountain Metropolitan Airport 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 prior to departure from the foreign port or place.

Permission to land is granted with a tolerance of (+/-) 15 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**

- Aircraft should park in or near the red box in front of the main passenger terminal.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- All crew and passengers will be processed planeside
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- For other than U.S. Citizens, most Canadians, Legal Permanent Residents (LPR) and Visa Waiver (ESTA) travelers, the CBP Form I-94 Arrival/Departure Record is required and must be completed prior to arrival.

## **Special Procedures/Miscellaneous**

- For flights arriving outside regular office hours, pilots must coordinate arrival time during regular business hours prior to arrival, unless exceptional circumstances exist that would prevent prior coordination (ex: medivac flights).
- This airport is a "User Fee" airport and fees are charged by the airport for CBP services.
- Diversions: Due to weather or airport closures, proceed to Denver International (KDEN/DEN) as an alternate unless arrangements with another CBP staffed airport have been made.
- Advise CBP Officer if transporting live animals, weapons, hunting trophies or commercial goods.
- If you are bringing a dog to the U.S., starting on August 1, 2024, there are new steps you need to take. Please visit the [CDC website](#) for details.

**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](mailto:GAsupport@cbp.dhs.gov)