



## **Regular Office Hours**

7 days per week, 0600-2200  
Eastern Time (ET)

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

Inspection services for the entrance/ arrival of aircraft at Charleston International Airport are available 7 days per week, 0630-2130 in accordance with the port's permission to land procedures. Service is available 2130-0630 by appointment through the Reimbursable Services Program.

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

## **Contact Information**

(843) 552-2696 CBP Charleston Airport Office  
(843) 579-6500 CBP Charleston Administrative Office  
(800) 973-2867 SECTOR Communications toll free  
[KCHS\\_GAP@cbp.dhs.gov](mailto:KCHS_GAP@cbp.dhs.gov)

## **Permission to Land Procedures**

Pilots must secure permission to land by contacting CBP prior to departure from the foreign port or place and at least two hours in advance of the anticipated arrival time at Charleston International Airport.

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**

- Aircraft will taxi to Charlie Ramp.
- CBP Officer(s) will meet the aircraft on the ramp to begin inspection.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- Crew and passengers will be processed plane side.
- If required by CBP, crew and passengers can be processed inside the FIS.
- Regulated waste/garbage must be collected at the FBO.

## **Special Procedures/Miscellaneous**

- None

**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)