



### **Regular Office Hours**

Monday-Friday, 0830-1700  
Eastern Time (ET)

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

Inspection services for the entrance/  
arrival of aircraft at KCMH are available  
Monday-Friday, 0830-1700 (ET) 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**

(614) 497-1865 ext. 0 CBP Columbus Port Office  
(800) 973-2867 SECTOR Communications toll free  
(407) 975-1740 SECTOR Communications commercial  
[KCMH\\_GAP@cbp.dhs.gov](mailto:KCMH_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  
2 hours in advance of the anticipated arrival time at John  
Glenn International Airport.

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

All landing rights must be confirmed verbally with the CBP  
Columbus office prior departure from foreign.

### **Inspection Process**

- Aircraft should park in the “red box” directly in front of the CBP GAF.
- The aircraft control tower can direct you in if needed.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- All crew and passengers will be processed inside the CBP GAF.
- Be prepared to present passports, visas, pilot’s license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- The crew will be responsible for placing all regulated waste/garbage in the regulated garbage bins located at the GAF.

### **Special Procedures/Miscellaneous**

- After-hours services is available on a case-by-case basis, subject to approval by the Port Director.
- Weekend and holiday landing rights requests must be made by 1700 hours (ET) on the preceding business day. All requests must be verbally confirmed with the CBP Columbus office.
- Pilots should be aware that landing rights can be denied if inspection service cannot be provided.
- Advise CBP in advance if transporting commercial imports, weapons, or live animals.

**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)