



Manassas Regional Airport

10600 Harry Jay Parrish Blvd., Manassas, VA 20110

Regular Office Hours

7 days per week, 24 hours per day
Eastern Time (ET)

Hours of Service for Entrance and Clearance

Inspection services for the entrance/
arrival of aircraft at Manassas
Regional Airport are available 7
days per week, 0800-2200 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

(703) 661-2800, option 2
Washington Dulles International Airport
Entrance and Clearance Office
cbpiadgeneralaviation@cbp.dhs.gov

Permission to Land Procedures

Pilots must secure permission to land by contacting
CBP via email prior to departure from the foreign port or
place and at least 24 hours in advance of the anticipated
arrival time at KHEF.

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 CBP to re-secure permission to land.

Inspection Process

- The Manassas Regional Airport ground crew will direct you where to park.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- All crew and passengers will be escorted to the CBP Federal Inspection Station (FIS) to be processed.
- Please wait to offload passenger baggage until directed to do so by a CBP officer.
- All passengers should have proper entry documents (passports, visas, greencards, etc) ready for inspection. In addition to entry documents, pilots and crew should have their pilot's license, medical certificates, aircraft registration, and proof of user fee decal (if appropriate).
- Should there be an emergency on board your aircraft, follow emergency procedures and notify a CBP officer, or contact the Washington Dulles International Airport, as soon as feasible.
- Regulated waste/garbage will be handled by Manassas Regional Airport. Please do not offload waste from the aircraft.
- Passengers can depart directly from KHEF at the conclusion of the inspection.

Special Procedures/Miscellaneous

- Pilots are required to secure permission, from CBP, to depart foreign.
- All departure requests require a manifest to be filed in APIS and must be made in writing, via email to cbpiadgeneralaviation@cbp.dhs.gov.
- Prior to departure the pilot must receive a message from CBP that outbound clearance has been granted.

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