



Hillsboro International Airport

3355 NE Cornell Road, Hillsboro, OR 97124

Regular Office Hours

Thursday-Monday, 1000-1800
Pacific Time (PT)

Hours of Service for Entrance and Clearance

Inspection services for the entrance/
arrival of aircraft at Hillsboro
International Airport are available
Thursday-Monday, 1000-1800 (PT) and
after hours by appointment only 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

(503) 326-3409 CBP FIS Portland International Airport
(503) 793-0136 CBP Officer Cell Phone
(503) 335-2900 CBP Duty Supervisor
(800) 973-2867 SECTOR Communications toll free
(407) 975-1740 SECTOR Communications commercial
KHIO_GAP@cbp.dhs.gov

Permission to Land Procedures

Hillsboro International Airport (KHIO) 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 as
far in advance as possible, prior to departure from the foreign
port or place, and at least two hours in advance of the
anticipated arrival time at KHIO.

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

- Aircraft to park at CBP designated area.
- Air Traffic control tower can direct Pilots to CBP designated area.
- A CBP Officer will meet aircraft on ramp to begin the inspection.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- All passengers and crew will be inspected and processed inside the CBP inspection facility, unless otherwise directed by a CBP Officer.

Special Procedures/Miscellaneous

- Permission to land must be approved in writing or verbally by CBP at KHIO.
- After hours service requests must be submitted at least one full business day in advance of anticipated arrival time.
- Accurate ETAs and timely updates are critical.
- Do not land unless permission to land is secured.
- After CBP inspection, the Hillsboro Airport Authority will request payment of landing fee (not a CBP related fee).

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