



### **Regular Office Hours**

7 days per week, 0700-2400  
Eastern Time (ET)

### **Contact Information**

(914) 428-7858 CBP Main Telephone Line  
[KHPN\\_GAP@cbp.dhs.gov](mailto:KHPN_GAP@cbp.dhs.gov)

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

Inspection services for the entrance/ arrival of aircraft at Westchester County Airport are available 7 days per week, 0730-2315 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.

### **Permission to Land Procedures**

Pilots must secure permission to land by contacting CBP at least 2 hours prior to departure from the foreign port or place.

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**

- Arriving aircraft will be processed at Signature-West, Million Air or Atlantic-East FBOs.
- The airport control tower can direct you in if needed.
- Notice of FBO preference must be made at the time permission to land is requested.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- Regulated waste/garbage will be collected by airport personnel from the aircraft crew.
- Passengers can depart direct from the FBO at the conclusion of their inspection.

### **Special Procedures/Miscellaneous**

- Westchester County Airport is designated to process passenger flights only, no cargo can be processed.
- Advise CBP if transporting live animals, weapons, hunting trophies, or commercial imports.
- For FBO information contact:
  - Signature-West at (914) 428-3730
  - Million Air at (914) 946-0100
  - Atlantic-East at (914) 761-3000

**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)