



## **Regular Office Hours**

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

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

Inspection services for the entrance/ arrival of aircraft at KIAD are available 24 hours per day, 7 days per week in accordance with the port's permission to land procedures. Leesburg and Manassas hours are 0800-2000.

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

## **Contact Information**

(703) 661-2800, option #2 CBP IAD Office  
[KIAD\\_GAP@cbp.dhs.gov](mailto:KIAD_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 Washington Dulles International Airport and speak directly to a duty officer.

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 should park of the ramp at the FBO as directed by the control tower.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- All crew and passengers will be processed at the FBO CBP Office or as designated by the CBP Officer.
- 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 the FBO per the contract agreement.
- Passengers can depart directly from the FBO at the conclusion of their inspection.

## **Special Procedures/Miscellaneous**

- Fixed Base Operators at Washington Dulles Airport operate 24 hours per day.
- FBOs at Leesburg and Manassas, Virginia operate between the hours of 0800 - 2000 hours.
- Landing rights requests for these airports must be made during regular business hours, with at least two hours of advance notice, except in an emergency.
- FBO Names and Numbers:  
Signature Flight Support: (703) 572-0001  
Jet Aviation: (703) 661-0150  
Dulles Jet Center: (703) 996-1201  
Manassas Regional Airport: (703) 361-1601  
Leesburg Executive Airport: (703) 777-1540

**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)