



Regular Office Hours

Monday-Friday, 1100-1900
Central Time (CT)

Hours of Service for Entrance and Clearance

Inspection services for the entrance/
arrival of aircraft at Chicago Executive
Airport are generally available 7 days
per week, 24 hours per day 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

(847) 894-7292 CBP Chicago Executive Airport Office
(847) 347-8076 CBP Cell Phone
(800) 973-2867 SECTOR Communications toll free
(407) 975-1740 SECTOR Communications commercial
KPWK_GAP@cbp.dhs.gov

Permission to Land Procedures

Chicago Executive Airport (KPWK) 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
prior to departure from the foreign port or place and at least
two hours in advance of the anticipated arrival time at
KPWK

Permission to land is granted with a tolerance of (+/-) 15
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 should park on the ramp at the FIS. Within the CBP Security Area (Red Box). Aircraft door facing building, or nose south (depending on winds).
- The airport control tower can direct you in if needed.
- The FIS is not attached to the FBO or main terminal.
- A CBP Officer will meet the aircraft on the ramp to begin the inspection.
- All crew and passengers will be processed inside the FIS.
- 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 from the aircraft crew.
- Passengers will re-board the aircraft at the conclusion of their inspection.

Special Procedures/Miscellaneous

- A request for CBP clearance must be made in advance by speaking directly with the Duty Officer at Chicago Executive Airport.
- An APIS transmission, e-mail or voicemail will not suffice.
- Arrangements for flights intending to arrive outside of the posted hours must be made by 5:00 PM on the prior business day. This includes weekends and holidays.
- Advise CBP if transporting live animals, weapons, hunting trophies.
- Questions, comments, or concerns please contact the Duty Officer directly at the numbers provided above.

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