



Waukegan National Airport

3558 N. McAree Road, Waukegan, IL 60087

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 Waukegan National
Airport are generally available 24
hours per day/7 days per week 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

(224) 529-1468 CBP Waukegan Airport Office
(312) 446-2614 CBP Waukegan Administrative Office
(773) 686-2800 ORD Area Port of Chicago
(800) 973-2867 SECTOR Communications toll free
KUGN_GAP@cbp.dhs.gov

Permission to Land Procedures

Waukegan National Airport 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 at
the Waukegan National Airport prior to departure from the
foreign port or place and during scheduled business hours at
least two hours in advance of the anticipated arrival time at
KUGN.

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

- The FBO will direct you into the CBP ramp area “red box” to park where a CBP Officer will meet and process the aircraft.
- All passengers and crew will be escorted into the CBP General Aviation Facility (GAF) for processing.
- All passengers and crew are required to complete a Customs Declaration. Passengers will present passport, visa, and other entry documentation as applicable. In addition, pilots should present pilot license, aircraft registration, general declaration, and CBP user fee decal information.
- All can depart directly from CBP GAF once inspection is completed. Waiting areas are available at Signature Flight Support.
- All regulated garbage will be collected by KUGN Airport Security, do not dispose by any other means.

Special Procedures/Miscellaneous

- After hours, weekends, and holidays service must be scheduled in advance. It is recommended to request landing rights by Friday before 1700 LCL for Saturday-Monday. Arrival/Departure. During holiday weekends, approval would be by 1700 on the last scheduled business day.
- Time of arrival or cancellations must be submitted to CBP via email. Changes to APIS (i.e. change in aircraft, crew, etc.) submitted less than 60 minutes prior to departure must be received, reviewed, and approved by CBP prior to the aircraft departure from foreign or the aircraft may be diverted or denied permission to land.
- Failure to transmit APIS manifest, or transmission of incorrect, invalid, inaccurate, or incomplete manifest data may be subject to penalty or other enforcement action.
- Advise CBP in advance if transporting live animals, weapons, hunting trophies or commercial goods.
- Please call in advance for any other special requests.

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