

## Cross-Border Flights – Flying To and From the USA

CFI & Member Review Preparations for Trip:	Responsibility: Member/CFI/RFC	Done?
<u>US Customs User Fee Customs Decal:</u> <ul style="list-style-type: none"> <li>Allow a few weeks for delivery</li> <li>If you don't receive it in time, print and carry a copy of the receipt in lieu</li> </ul>	RFC orders decals	
<u>RFC Checklist:</u> Does member have a copy of RFC Checklist for Cross-Border Flights? <ul style="list-style-type: none"> <li>Available on the website</li> </ul>	RFC provides copy	
<u>Compulsory Briefing:</u> Has member attended RFC Cross-border ops briefing or individual briefing? <ul style="list-style-type: none"> <li>Seminar or Individual (qualified) instructor briefing</li> </ul>	Member	
<u>Register with eAPIS:</u> US Electronic Advance Passenger Information System: <ul style="list-style-type: none"> <li>All pilots flying across the U.S. border are required to use eAPIS;</li> <li>Member must register for an online account;</li> <li>Register early, several weeks before first US flight;</li> <li>Can take five days or longer for registration to be approved</li> </ul>	Member	
<u>Washington DC Special Flight Rules Area:</u> <ul style="list-style-type: none"> <li>If passing within 60nm., you must complete ALC-55 "Washington DC Special Flight Rules Area" on-line course</li> </ul>	Member	
CANPASS Registration <ul style="list-style-type: none"> <li>Required for return via CANPASS airports (CYRO, CYND, CYRP etc.)</li> <li>Pilot and all passengers must be registered to use CANPASS airports</li> <li>If not registered with CANPASS, must return through Airport of Entry (CYCC, CYOW etc.) during regular Customs work hours</li> </ul>	Member	

### For Each Border Crossing Flight:

<u>File eAPIS manifest for border crossing flight:</u> <ul style="list-style-type: none"> <li>Member must file eAPIS manifest on-line for flight into US and return to Canada</li> <li>No limit to how far in advance the manifest may be filed</li> <li>ETA may be adjusted by telephone to local Customs before departure</li> <li><b>Member must provide RFC with email copy of eAPIS confirmations (entry &amp; exit)</b></li> </ul>	Member	
<u>Before Departure: Canada to US:</u> <ul style="list-style-type: none"> <li>File eAPIS manifest at least two hours prior to departure</li> <li>Call US Customs and Border Patrol at port of entry, advise ETA.</li> <li><b>Member must advise RFC that local US CBP office has been contacted</b></li> <li>File flight plan with NavCanada</li> <li>Activate flight plan/get transponder code</li> <li>Clear customs at US port of entry.</li> </ul>	Member	
<u>Before Departure: US to Canada:</u> <ul style="list-style-type: none"> <li>Member must file eAPIS manifest at least two hours prior to departure</li> <li>Contact CANPASS and notify of arrival time/airport (+/- 15 minutes)</li> <li>File Flight plan with US Flight Services</li> <li>Activate flight plan with US FSS prior to border crossing and get transponder code</li> <li>Contact CANPASS when you land (might be cleared by phone)</li> </ul>	Member	

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Notes:

List of US airports with landing rights (Customs will meet you):

[http://www.cbp.gov/linkhandler/cgov/travel/pleasure\\_boats/private\\_flyers/airport\\_inspection.ctt/airport\\_inspection.pdf](http://www.cbp.gov/linkhandler/cgov/travel/pleasure_boats/private_flyers/airport_inspection.ctt/airport_inspection.pdf)

The first landing in the United States must be at an airport of entry or a landing rights airport. An airport of entry (AOE) typically has a regular customs office, so you only need to provide advance notice of arrival. Most landing rights airports (LRA) have no customs office on the field, so you have to secure permission from the customs officer to clear there. Generally, permission is granted if a customs officer is available to come to the field and meet your flight.

U.S. Customs requires at least one-hour advance notification of your arrival, and fines for inadequate notice are steep—typically \$5,000 for the first violation. Notify customs yourself by phone. Make sure to write down the time you called and the name of the officer who noted your ETA.

Land as close to your schedule as possible, but do not land before your ETA. After landing, stay with the airplane until the customs inspector comes to the aircraft.

Airport	Town, State	CBP Hours	Notice	Phone
KBTV	Burlington, Vermont	0800 – 2100 daily	1 hr.	802.864.5181
KMSS	Massena, New York	0800 – 2400 daily	1 hr.	315.769.3091
KSYR	Syracuse, New York	0830 – 1700 Mon - Fri	1 hr.	315.455.2271
KBUF	Buffalo, New York	0800 - 1700 Mon – Sat	1 hr.	716.632.4727 Call weekdays before 1400
KPHN	Port Huron, Michigan	On-call	1 hr.	810.985-9541 Call weekdays before 1700
KDRM	Drummond Island	Mid Jun – Sep 1700 – 0100Z	1 hr.	902.632.8822 906.632.7221
KANJ	Sault St Marie – Sanderson Fld	On-call	1 hr.	906.632-2631
KBDE	Baudette, Minnesota	On-call	1 hr.	218.634.2803

### **CANPASS (Optional, not a requirement)**

CANPASS - If you frequently travel to Canada from the United States on a small private aircraft, the [CANPASS Private Aircraft program](#) makes clearing the border easier for private aircraft. The CANPASS program allows members to access more airports and provides expedited clearances for low-risk, pre-screened travellers.

<http://www.cbsa-asfc.gc.ca/prog/canpass/privateair-eng.html>

The list of CANPASS airports you can land at when returning to Canada:

<http://www.cbsa-asfc.gc.ca/contact/listing/indexpages/indextype30-e.html>

If you aren't registered with CANPASS, you can still enter at normal Airports of Entry – just be careful of what hours they operate.

<http://www.cbsa-asfc.gc.ca/contact/listing/indexpages/indextype5-e.html>

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### CHECKLIST: (Unofficial – Member is responsible to check current regulations and NOTAMS)

#### Preparations before Departure

- Pay US Customs user fee, obtain decal – (or confirm you can purchase one on landing)
- Register with eAPIS
- File eAPIS manifest, wait for receipt and confirmation e-mails, print all three
- Leaving Canada: Call US Customs at destination airport (check hours & days of operation) with required notice of ETA (in addition to filing eAPIS)
- Returning to Canada: File eAPIS, Call CANPASS at least two hours before ETA

#### Pilot-in-Command

The pilot in command must have:

- Current Passport
- Aviation document (license), current medical, English proficient endorsement
- Restricted radiotelephone operators permit

#### Passengers

- Each passenger must have a current passport
- Children traveling with only one parent must have a notarized statement of approval from the absent parent stating the dates of the trip.

#### Aircraft Documentation

- Permanent registration certificate (no temporary certificates)
- Airworthiness Certificate (not a temporary)
  - Experimental Aircraft and Canadian Ultralights—Standardized Validation (for ops in Canada) or Special Flight Authorization (for ops in US)
- *Radio station license*
- Operating limitations information (in the POH)
- Latest Weight and Balance information (in the POH or supplement)
- If the aircraft is registered in another person's or corporation's name, a notarized letter authorizing use of the aircraft in the US.
  - RFC will provide written authorization for RFC aircraft
- ID data plate on the aircraft
- 12-inch registration marks if you're crossing an ADIZ (primarily affects those flying in from Alaska or the Bahamas)
- Transponder with Mode C - TSA waivers are still required and mandatory for all international flights for aircraft not equipped with a transponder.
- Either a 121.5 MHz or 406 MHz ELT
- Survival equipment for wilderness areas
- Survival equipment for over-water
- Insurance coverage for flight in Canada and the USA. Private aircraft owner/pilot requires liability insurance. Proof of liability coverage needs to be carried onboard.
- FAA Form 337 (US aircraft only) or STC documentation if fuel tanks have been added in baggage or passenger compartments

## **Cross-Border Flights – Flying To and From the USA**

### **DEPARTING CANADA**

**File eAPIS notice online for arrival into or departure from the US and receive approval by email (ensure that you have registered to use the online eAPIS system – up to five days for initial applications to be approved).**

- If no transponder and/or radio, obtain a TSA waiver (5 days for approval to create an account, 7 additional days for waiver application approval).
- Give advance notification to local Customs office by phone (eAPIS does not fulfill this requirement):
  - Canada to U.S.—telephone CBP office at US Airport of Entry no less than two hours or more than 23 hours before arrival
- File and activate a VFR or IFR flight plan
- Advise Customs if any change in ETA at AOE via ATC/FSS while in flight, get badge number and name of Customs official that ATC/FSS speaks with.
- If unable to meet ETA, do not cross border. Land, contact customs and if necessary re-file.

### **LANDING IN US**

- Make first landing at an Airport of Entry (AOE)
- Do not be early and no more than 15 minutes beyond ETA
- Wait for Customs official to motion you out of aircraft

### **DEPARTING US**

**File eAPIS notice online for departure from the US and receive approval by email.**

- If no transponder and/or radio, obtain a TSA waiver (5 days for approval to create an account, 7 additional days for waiver application approval).
- Give advance notification to CANPASS by phone:
  - Contact CANPASS at 888-226-7277 at least two hours but no more than 48 hours before ETA
- File and activate a VFR or IFR flight plan
- Advise Customs if any change in ETA at AOE via ATC/FSS while in flight, get badge number and name of Customs official that ATC/FSS speaks with.

### **LANDING IN CANADA**

- Make first landing at an Airport of Entry (AOE)
- Can go directly to CANPASS Airport if everyone in the aircraft is CANPASS or NEXUS registered
- Do not be early and no more than 15 minutes beyond ETA;
- In Canada—if not met by Customs at your ETA, find a telephone and call 888-226-7277, follow directions from Customs official, obtain arrival report number.
- Frequently CANPASS will give you the clearance number when you first contact them.

### **CLOSE FLIGHT PLAN**