PUBLIC INFORMATION NOTICE

DATE: June 17, 2019
NUMBER: DFW 19-010
FOR FURTHER INFORMATION CALL: Chief CBP Officer Raul H. Orona at (972) 870-7520

SUBJECT: The Area Port of Dallas ~ General Aviation User Fee Facility (UFF)
Contact Information and Notification Policy

On May 18, 2009, U.S. Customs and Border Protection (CBP) required all General Aviation pilots conducting international flights in or out of the United States to provide Advance Passenger Information (APIS) for all arriving or departing crew and passengers. APIS information should be transmitted any time prior to departure of the aircraft, but no later than sixty (60) minutes prior to departure from foreign or domestic port or place.

After completing, the APIS submission pilots are responsible for securing permission to land by notifying the intended CBP Port of Arrival or Departure and receive clearance from CBP Officers per 19 C.F.R. 122.14-22. This requirement can be accomplished via email, fax or by telephone.

Penalties may be issued for failure to comply with the APIS requirements and/or failure to provide correct or updated information per regulation 19CFR122.166 Arrival, departure, discharge, and documentation.

Below is a list of the Area Port of Dallas UFF Contacts:

Addison (KADS)
Phone: 469-737-6913
Fax: 469-737-5246
Mobile: 214-208-3636
Email: dfwufas@cbp.dhs.gov

Alliance (KAFW)
Phone: 817-890-1000 ext.3122
Fax: 817-491-8355
Mobile: 214-868-7828
Email: dfwufas@cbp.dhs.gov

DISCLAIMER: This information has been prepared for your convenience by the CBP officers at the Port of Dallas/Fort Worth. This material is intended to provide guidance. Recognizing that many complicated factors are involved in CBP matters, importers may wish to obtain a binding ruling under 19CFR Part 177. Reliance solely on this information may not be considered reasonable care. Importers are referred to Treasury Decision 97-96, which was published in the Federal Register of December 4, 1997, and in the Customs Bulletin of December 17, 1997, for in-depth information on the concept of reasonable care. Please visit our website at www.cbp.gov
Dallas Love Field (KDAL)
Phone: 214-670-6563 or 6644
Fax: 214-670-7102
Mobile: 214-477-4934
Email: dfwufas@cbp.dhs.gov

Fort Worth Meacham Field (KFTW)
Phone: 817-740-8035
Fax: 817-740-8039
Mobile: 214-477-5660
Email: dfwufas@cbp.dhs.gov

McKinney Municipal (KTKI)
Phone: 972-562-2550
Fax: 972-548-9353
Mobile: 214 578-4010
Email: dfwufas@cbp.dhs.gov

Operational Hours:
Each UFF is staffed Monday through Friday from 8:00 AM – 5:00 PM Central Standard Time (CST).

For scheduling purposes, all landing and departure requests should be received no later than 4:30 PM CST for all after hour flights.

For weekend and holiday flights, all landing and departure requests should be made no later than 4:30 PM CST the Friday prior to the weekend or Thursday if that Friday is a holiday.

For all holiday flights that occur during a weekday holiday (i.e. the holiday falls on a day in the middle of the week whether it be a Tuesday, Wednesday, or Thursday) all landing and departure requests should be made no later than 4:30 PM CST the prior regular workday.

The Area Port of Dallas is requesting that all private/commercial aircraft whose landing right requests have been previously approved will be required to again request approval if their arrival time deviates plus or minus thirty (30) minutes from the original information that was inputted into eAPIS. If any changes are made subsequent to that change to the manifest or aircraft, the pilot, will once again be responsible for securing permission to land by notifying CBP at the arriving location.

19CFR122.22 Electronic manifest requirement for all individuals onboard private aircraft arriving in and departing from the United States; notice of arrival and departure information.

(b)Electronic manifest requirement for all individuals’ onboard private aircraft arriving in the U.S.; notice of arrival.
Changes to manifest. The private aircraft pilot is obligated to make necessary changes to the arrival manifest after transmission of the manifest to CBP. If changes to an already transmitted manifest are necessary, an updated and amended manifest must be resubmitted to CBP.

Only amendments regarding flight cancellation, expected time of arrival (ETA) or changes in arrival location, to an already transmitted manifest may be submitted telephonically, by radio, or through existing processes and procedures.

On a limited case-by-case basis, CBP may permit a pilot to submit or update notice of arrival and arrival/departure manifest information telephonically when unforeseen circumstances preclude submission of the information via eAPIS. Under such circumstances, CBP will manually enter the notice of arrival and arrival/departure manifest information provided by the pilot and the pilot is required to wait for CBP screening and approval to depart.

Changes in ETA and arrival location must be coordinated with CBP at the new arrival location to ensure that resources are available to inspect the arriving aircraft.

If a subsequent manifest is submitted less than 60 minutes prior to departure to the United States, the private aircraft pilot must receive approval from CBP for the amended manifest containing added passenger information and/or changes to information that were submitted regarding the aircraft and all individuals onboard the aircraft, before the aircraft is allowed to depart the foreign location, or the aircraft may be, as appropriate, diverted from arriving in the United States, or denied permission to land in the United States.

If a subsequent, amended manifest is submitted by the pilot, any approval to depart the foreign port or location previously granted by CBP as a result of the original manifest’s submission is invalid.

More Information:

If you have any questions regarding this PIN please contact Chief CBP Officer Raul Orona at 972-870-7520 or by email at RAUL.H.ORONA@CBP.DHS.GOV.

O’Ruill D. McCanlas
Acting Area Port Director
Area Port of Dallas, Texas
U.S. Customs and Border Protection