

# Quick Reference Card

## Advance Passenger Information System (APIS) for Private Aviation

Use this Quick Reference Card (QRC) to assist Private Aviation Pilots, or their designees, to locate information about the *Advance Information on Private Aircraft Arriving and Departing the United States* Final Rule and the new APIS submission requirements.

The screenshot shows the CBP.gov website with the following elements:

- Header: CBP.gov Securing America's Borders, with a search bar and navigation tabs for About CBP, Newsroom, Border Security, Trade, Travel, and Careers.
- Left sidebar: Travel News, Travel Alerts, U.S. Citizens/Lawful Permanent Residents, For International Visitors, Clearing CBP, Trusted Traveler Programs, For Travel Industry Personnel, Wait Times - Airport and Border, Pleasure Boats & Private Flyers, and CBP Search Authority.
- Main content: "APIS: Advance Passenger Information System" with an RSS icon. Text: "Established for commercial airline and vessel operators, APIS enhances border security by providing officers with pre-arrival and departure manifest data on all passengers and crew members." Below this is a link to "eAPIS Private Aviation Online Tutorial" dated 11/10/2008. A "see also:" section points to "in For Travel Industry Personnel" with a link to "U.S. Customs and Border Protection Airport and Seaport User Fee Advisory Committee".
- Search bar: "Search APIS: Advance Passenger Information System for:"

- The Final Rule was published November 18, 2008.
- The Final Rule goes into effect December 18, 2008.
- The date for full compliance of all Private Aviation flights is May 18, 2009.
- Information available on the APIS Quicklink page includes the Final Rule, XML instructions, and a tutorial.  
[http://www.cbp.gov/xp/cgov/travel/inspections\\_carriers\\_facilities/apis/](http://www.cbp.gov/xp/cgov/travel/inspections_carriers_facilities/apis/)

- The Final Rule requires private aviation pilots, and/or their designees, to submit notices of arrival or departure and flight manifests electronically.
- Pilots, or their designees, must receive a DHS response via e-mail before departing.
- eAPIS is available at:  
<https://eapis.cbp.dhs.gov/>

The screenshot shows the eAPIS login and enrollment page with the following elements:

- Header: "Electronic Advance Passenger Information System" with the U.S. Department of Homeland Security logo and links for News, Legal Notices, and Help.
- Section: "Welcome" with a brief description of the system.
- Section: "Enrolled Users" with a "Log In" form. Text: "To begin using this service, please enter your sender ID and password and select Log In." Fields for "Sender ID:" and "Password:". A "Log In" button.
- Section: "New eAPIS Users" with an "Enroll" form. Text: "If you are a new user, you will need to Enroll." A "Reset your password" link with text: "Forgot or need to reset your password? Select the link above to create a new password and re-activate your account." An "Enroll" button.

The screenshot shows the eAPIS training page with the following elements:

- Header: "Electronic Advance Passenger Information System" with the U.S. Department of Homeland Security logo and links for News, Legal Notices, and Help.
- Section: "Welcome to eAPIS Web Based Training - Private Accounts" with a brief description of the system.
- Section: "Training Modules:" with a list of modules:
  - Introduction to eAPIS
  - Enroll in eAPIS
  - Crew Maintenance
  - Submit a Notice of Departure
  - Submit a Notice of Arrival
  - Upload a Manifest
  - Review CBP Responses

The eAPIS tutorial is available at:  
<http://apps.cbp.gov/eAPIS-pa>

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## APIS for Private Aviation

The information below in the Frequently Asked Questions (FAQs) can be used to assist the public.

**Q: What are the new rules for notices of arrival, notices of departure and electronic manifests for private aircraft?**

**A:** Complete information is available on the APIS Quicklink page of [www.cbp.gov](http://www.cbp.gov): [http://www.cbp.gov/xp/cgov/travel/inspections\\_carriers\\_facilities/apis/](http://www.cbp.gov/xp/cgov/travel/inspections_carriers_facilities/apis/), including the *Advance Information on Private Aircraft Arriving and Departing the United States* Final Rule.

**Q: What is eAPIS?**

**A:** The Electronic Advance Passenger Information System (eAPIS) is a U.S. Customs and Border Protection (CBP) Web-based application that provides for the collection of electronic traveler manifest information from international flights in and out of the United States. eAPIS collects and passes electronic manifests to the Advance Passenger Information System (APIS).

**Q: What is the benefit for users who enroll in eAPIS now, before full compliance is required?**

**A:** To become familiar with the system prior to full implementation of the regulations in order to facilitate compliance when the requirements are enforced. Full compliance is required on May 18, 2009.

**Q: How long should it take for users to receive a response from CBP after enrollment in eAPIS?**

**A:** Once the rule becomes effective on December 18, 2008, users should expect enrollment responses within five (5) business days.

**Q: Once a manifest is submitted online, what are the next steps?**

**A:** Users must check the e-mail account associated with their eAPIS account and follow any instructions contained within the Department of Homeland Security (DHS) response e-mail. eAPIS does not grant landing rights. Users must still contact individual Ports of Entry (POEs) for landing rights and to complete the notice of arrival process.

**Q: What if eAPIS is not available?**

**A:** If eAPIS is not available, users will be directed to contact the CBP POE from which they are departing or to which they are arriving for instructions on how to proceed. Descriptions of outages and operational guidance will be posted on TECS Daily News, or CBP officers can send an email to [Private.Aviation.Support@dhs.gov](mailto:Private.Aviation.Support@dhs.gov) for confirmation that eAPIS is not available.

**Q: What if there is no internet access available at an airport?**

**A:** There are several options available:

1. A manifest must be transmitted a minimum of 60 minutes prior to departure. However, users can transmit manifests well in advance of a flight. A notice of arrival and notice of departure for inbound and outbound flights can be transmitted at the same time.
2. A pilot can designate someone who has internet access to transmit APIS for them. The pilot is responsible for the content of the manifest.
3. A pilot can fly to another departure location where internet access is available prior to arrival in or departure from the United States.

**Q: What if a user does not receive a DHS response to an eAPIS submission?**

**A:** If a pilot has not received a DHS response within 60 minutes of an APIS submission, he or she should contact the POE of arrival or departure for assistance. CBP officers can search the IOGA transaction within TECS to verify receipt of the manifest.

**Q: Other than manually entering information into eAPIS, is there any other way to submit a manifest?**

**A:** Manifests can be uploaded through eAPIS in XML format or users can contact CBP to have an alternate method of submission approved. Details on the submission process are available at the eAPIS website. Advise the public to direct any inquiries about alternate submission methods to [Private.Aviation.Support@dhs.gov](mailto:Private.Aviation.Support@dhs.gov).

