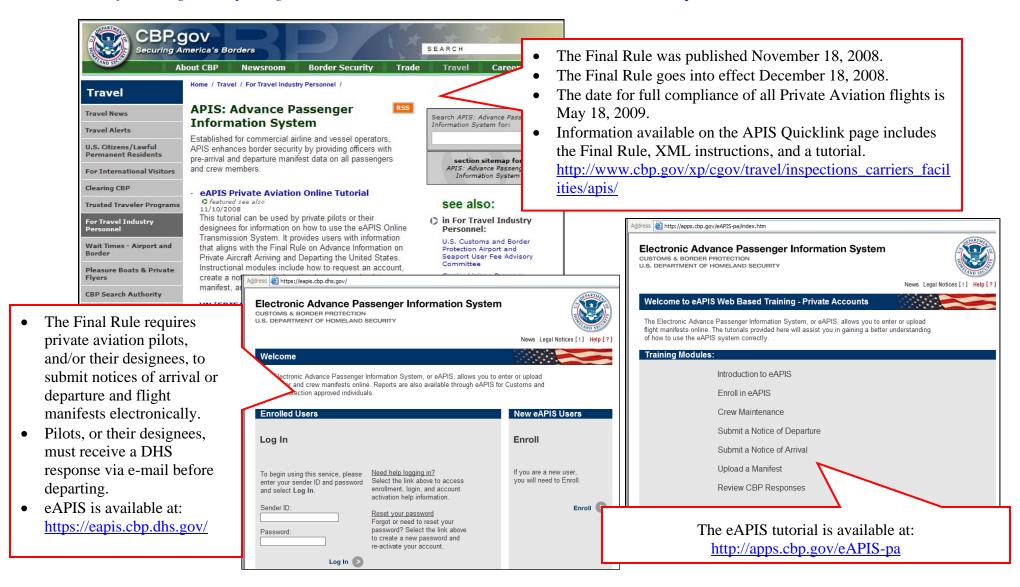
Quick Reference Card

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.





Quick Reference Card 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/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 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 <u>minimum</u> 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.

