



### **Regular Office Hours**

7 days per week, 0600-2200  
Eastern Time (ET)

### **Hours of Service for Entrance and Clearance**

Inspection services for the entrance/  
arrival of aircraft at Charleston  
International Airport are available 7  
days per week, 0630-2130 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**

(843) 552-2696 CBP Charleston Airport Office  
(843) 297-7011 CBP Charleston Administrative Office  
(800) 973-2867 SECTOR Communications toll free  
[1601passengerops@cbp.dhs.gov](mailto:1601passengerops@cbp.dhs.gov)

### **Permission to Land Procedures**

Pilots must secure permission to land by contacting CBP  
prior to departure from the foreign port or place and at  
least two hours in advance of the anticipated arrival time  
at Charleston International Airport.

Permission to land is granted with a tolerance of (+/-) 30  
minutes. If your ETA deviates outside these parameters,  
previously granted permission(s) are invalid and you must  
contact the CBP port to re-secure permission to land.

### **Inspection Process**

- Aircraft will taxi to Charlie Ramp.
- CBP Officer(s) will meet the aircraft on the ramp to begin inspection.
- Be prepared to present passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if appropriate).
- Crew and passengers will be processed plane side.
- If required by CBP, crew and passengers can be processed inside the FIS.
- Regulated waste/garbage must be collected at the FBO.

### **Special Procedures/Miscellaneous**

- None

**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](mailto:GAsupport@cbp.dhs.gov)