



LaGuardia Airport

Terminal A, Marine Terminal, East Elmhurst, NY 11371

Regular Office Hours

7 days per week, 0900-2200
Eastern Time (ET)

Hours of Service for Entrance and Clearance

Inspection services for the entrance/
arrival of aircraft at LaGuardia Airport
are available 7 days per week,
0900-2200 in accordance with the port's
permission to land procedures. RSP is
available if enrolled.

Commercial aircraft operators departing
the U.S. must obtain an outbound
clearance by contacting CBP directly.

Contact Information

(631) 753-2691 CBP Office Servicing KLGA
MRW@cbp.dhs.gov

Permission to Land Procedures

Pilots must secure permission to land by contacting
CBP by email at MRW@cbp.dhs.gov prior to departure
from the foreign airport and at least 24 hours in advance
of the anticipated arrival time at KLGA (absent
extenuating circumstances).

Permission to land is granted with a tolerance of
(+/-) 60 minutes. If your ETA deviates outside
those parameters, Previously granted permission(s)
are invalid and you must contact CBP to re-secure
permission to land.

Inspection Process

- The KLGA Control Tower will direct all foreign aircraft to be processed at the Modern Aviation ramp.
- CBP Officers will meet the aircraft on the ramp to begin inspection and no passenger or crew member should depart the aircraft area prematurely.
- All crew and passengers will be brought into our facility to ensure that all CBP formalities and procedures are followed.
- Passengers will be advised to present their formal documents such as passports, visas and other necessary information to be processed.
- Crew will also need these documents as well as pilot's license, medical certificates, aircraft registration and user fee decal.
- Passengers can depart directly from the CBP facility at the conclusion of the inspection.

Special Procedures/Miscellaneous

- Permission to land is only granted by a CBPO via verbal or email confirmation.
- Passenger limit for general aviation aircraft may not exceed 20 passengers, unless prior approval has been given.
- Reimbursable Services (559/RSP) is approved for certain companies.
- Please advise CBP if your aircraft is transporting live animals, weapons, hunting trophies, prohibited food products and commercial imports or carnets.

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