



Holman Field

644 Bayfield Street, Suite 107, St. Paul, MN 55107

### **Regular Office Hours**

Monday-Friday, 1000-1800  
Central Time (CT)

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

Inspection services for the entrance/ arrival of aircraft at Holman Field are available Monday-Friday, 1000-1800, in accordance with the port's permission to land procedures. Service is not available on weekends or Federal holidays.

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

### **Contact Information**

(612) 727-3415 ext. 0  
Landing Rights - Port of Minneapolis

[3501-landingrights@cbp.dhs.gov](mailto:3501-landingrights@cbp.dhs.gov)  
for inbound

[3501Exports@cbp.dhs.gov](mailto:3501Exports@cbp.dhs.gov)  
for outbound

### **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 48 hours in advance of the anticipated arrival time at KSTP.

Permission to land is granted with a tolerance of (+/-) 30 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**

- Aircraft should park at the main airport terminal building.
- The CBP Officer will meet the aircraft planeside and provide further instructions.
- Have all passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal (if applicable) ready to present to the CBP officer and be prepared to provide an oral declaration regarding currency, agriculture, dutiable and non-dutiable items, and countries visited.

### **Special Procedures/Miscellaneous**

- Permission to land must be approved prior to arrival at KSTP and listed hours are not a guarantee of service or that permission to land will be approved.
- Permission to land requests must be emailed to the [3501-landingrights@cbp.dhs.gov](mailto:3501-landingrights@cbp.dhs.gov) mailbox and should be submitted as far in advance as possible, 48 hours in advance is preferred.
- If permission to land is approved, an approval will be sent via email within 24 hours of the request.
- This location is not regularly staffed. CBP Officers are dispatched from other terminals to clear aircraft that are granted permission to land.

**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)