



Regular Office Hours

7 days per week, 0800-2000
Eastern Time (ET)

Hours of Service for Entrance and Clearance

Inspection services for the entrance/
arrival of aircraft at Burlington
International Airport are available 7
days per week, 0800-2000 hours per
day 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

(802) 864-5181 CBP Burlington, VT Airport Office
(802) 868-2778 CBP Highgate Springs, VT POE
(after hours or emergencies only)
(800) 973-2867 SECTOR Communications Toll Free

Permission to Land Procedures

Pilots must secure permission to land by contacting CBP at
least one hour prior to departure from the foreign port or
place. The notification must be made during normal office
hours (0800 - 2000 ET).

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 should park on the ramp at the FIS (Federal Inspection Station).
- The airport control tower can direct you to the international Customs ramp if needed.
- The FIS is attached to the FBO (Heritage Aviation - 802-863-3626).
- A CBP Officer will meet the aircraft on the ramp to begin the inspection process. Please remain in the area of the aircraft until instructed to do otherwise.
- All crew and passengers should be prepared to be processed inside the FIS, but might be processed on the ramp.
- Have passports, visas, pilot's license, medical certificate, aircraft registration, and user fee decal ready to present. Please take a picture of your aircraft registration and user fee decal to present to the Officer.
- Regulated waste / garbage will be collected by the FBO. Please place it at the base of the aircraft stairs.
- All passengers must be escorted by the PIC (Pilot in Command) at all times on the ramp when an Officer or FBO employee are not present.

Special Procedures/Miscellaneous

- Aircraft arrivals outside of normal hours must be made in advance by calling and scheduling with an Officer (802-864-5181).
- Advise CBP if transporting live animals, weapons, hunting trophies, or commercial goods (including aircraft for sale).
- Importation of aircrafts require the use of a Customs broker. Please have all import documents with you and ready to present. This includes aircraft coming down for final inspection that are for sale.
- For FBO (Heritage Aviation) information please call 802-863-3626.

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